



**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
JUNE 10, 2022**

FRIDAY, JUNE 10, 2022

Location: Old Main 340 Board Room
Audiocast: <https://wp.wvu.edu/live/>
Time: 9:00 a.m.

- 1. CALL TO ORDER, APPROVAL OF MINUTES**
9:00 – 9:05
 - Board of Trustees Meeting, April 21, 22, 2022
- 2. PUBLIC COMMENT**
9:05 – 9:15
- 3. BOARD CHAIR REPORT**
9:15 – 9:25
 - Resolution Recognizing the Service of Provost Brent Carbajal
 - Resolution Recognizing the Service of Trustee Nate Jo
- 4. UNIVERSITY PRESIDENT REPORT**
9:25 – 9:35
- 5. FACULTY SENATE REPORT**
9:35 – 9:45
- 6. ASSOCIATED STUDENTS REPORT**
9:45 – 9:55
- 7. BOARD FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**
9:55 – 10:05 Presentation: Trustee Faith Pettis, Committee Chair
- 8. BOARD ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE REPORT**
10:05 – 10:15 Presentation: Trustee Mo West, Committee Chair

DISCUSSION ITEMS

- 9. REFLECTIONS & FUTURE DIRECTIONS: UNIVERSITY ADVANCEMENT & UNIVERSITY RELATIONS AND MARKETING**
10:15 – 10:45 Presentation: Kim O'Neill, Vice President for University Advancement

BREAK – 10 MINUTES

ACTION ITEMS

10. 2022 – 2023 OPERATING BUDGET AND RELATED MATTERS

10:55 – 11:40

- a. Operating Budget Framework, Planning Process & Decision Packages
Presentation: Brent Carbajal, Provost and Vice President, Academic Affairs
Melynda Huskey, Vice President, Enrollment and Student Services
Joyce Lopes, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

- b. **Approval of 2022 - 2023 Academic Year Tuition Rates and Mandatory Fees**
 - i. 2022 - 2023 Academic Year Tuition
Presentation: Joyce Lopes, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

 - ii. 2022 - 2023 Mandatory Student Fees
Presentation: Melynda Huskey, Vice President, Enrollment and Student Services
Joyce Lopes, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

 - iii. 2022 - 2023 Self-Sustaining Academic Year Tuition
Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
Robert Squires, Vice Provost for Outreach and Continuing Education
Faye Gallant, Executive Director, Budget and Financial Planning

- c. **Approval of 2022 - 2023 Annual State Operating Budget**
Presentation: Joyce Lopes, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning
Joyce Lopes, Vice President, Business and Financial Affairs
Rick Benner, University Architect / Senior Director, Capital Planning and Development

11. 2023 – 2025 CAPITAL PLAN AND 2023 – 2025 CAPITAL BUDGET REQUEST

11:40 – 12:00

- Presentation: Joyce Lopes, Vice President, Business and Financial Affairs
Rick Benner, University Architect / Senior Director, Capital Planning and Development
Brian Ross, Associate Director, Capital Planning and Development

12. APPROVAL OF PUBLIC WORKS PROJECTS

12:00 – 12:05

- Presentation: Joyce Lopes, Vice President for Business and Financial Affairs
Rick Benner, Director, Facilities Development and Capital Budget,
University Architect
- a. Delegation of Authority to Award Bid Package #2 (Mass Timber) for the Electrical Engineering & Computer Science (PW758)
 - b. Approval of Progressive Design-Build Consultant Contract for Coast Salish Longhouse (PW774)

- 13. APPROVAL OF CHANGES TO WAC RULES**
12:05 – 12:10 Presentation: Melynda Huskey, Vice President for Enrollment and Student Services
Eric Alexander, Executive Director, Student Engagement
 - a. Approval of Changes to Chapter 516-35 WAC, Use of University property – Freedom of Expression and Assembly
 - b. Approval of Changes to Chapter 516-36 WAC, Use of University Property – Scheduling and General Use
 - c. Approval of Changes to WAC 516-52-020 – Weapons and Armaments Prohibited

- 14. APPROVAL OF BOARD CONFLICT OF INTEREST POLICY & STATEMENT OF VALUES**
12:10 – 12:20 Presentation: Paul Dunn, Chief of staff & Secretary to the Board of Trustees

- 15. APPROVAL OF SPRING QUARTER DEGREES**
12:20 – 12:25

- 16. INFORMATION ITEMS**
12:25 – 12:30
 - a. Tenure and Promotion Report
 - b. Academic Affairs Report – Peak Majors
 - c. University Advancement Report
 - d. Capital Program Report
 - e. University Relations and Marketing Report
 - f. Enrollment Management Summary
 - g. Academic Fellowship and Scholarship Award Winners

- 17. ELECTION OF BOARD OF TRUSTEES OFFICERS**
12:30 – 12:35 Presentation: Trustee John Meyer, Board Chair

- 18. TRUSTEE REMARKS**
12:35 – 12:45

- 19. DATES FOR NEXT REGULAR MEETING: August 18 & 19, 2022**

- 20. 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 10,2022
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 21, 22, 2022

Supporting Information:

Minutes of April 21, 22, 2022

**Western Washington University
Board of Trustees
Meeting Minutes
Thursday, April 21, 2022**

1. CALL TO ORDER

Board Chair, Trustee John M. Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 1:49 p.m., via Zoom. A quorum was established by roll call.

Board of Trustees

John M. Meyer, Chair
Chase Franklin, Vice Chair
Chris Witherspoon
Faith Pettis
Sue Sharpe
Nate Jo
Mo West

Western Washington University

Sabah Randhawa, President
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

Jeffrey Grant, Assistant Attorney General at Washington State Office of the Attorney General
Thomas Knoll, Assistant Attorney General, Labor and Personnel Division

2. EXECUTIVE SESSION

At 1:51 p.m. the board went into Executive Session for approximately ninety minutes to discuss personnel matters as authorized by RCW 42.30.110. No action was taken in executive session.

Chair Meyer announced the board would go back into open session at 3:00 p.m.

Chair Meyer reported that the Board concluded their executive session during which they reviewed and discussed matters related to a tort claim against the University. Pursuant to the Open Public Meetings Act, he noted that the Board was prepared to take action.

MOTION 04-01-2022

Trustee Pettis moved, that the Board of Trustees of Western Washington University hereby authorizes President Randhawa and/or his designee(s), to consider and authorize settlement terms on behalf of the University and the Board of Trustees, to resolve the matter concerning Wendy Page Dvorak.

The motion passed.

The Board of Trustees adjourned for the day at 3:02 p.m. to participate in the Interdisciplinary Science Building dedication ceremony.

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, April 22, 2022**

CALL TO ORDER

Board Chair, Trustee John Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 8:04 a.m., in the Old Main Board Room.

Board of Trustees

John M. Meyer, Chair
Chase Franklin, Vice Chair
Chris Witherspoon
Faith Pettis
Karen Lee – *via Zoom*
Mo West
Nate Jo
Sue Sharpe

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Melynda Huskey, Vice President for Enrollment and Student Services
Joyce Lopes, Vice President for Business and Financial Affairs
Donna Gibbs, Vice President for University Relations and Marketing
Becca Kenna-Schenk, Executive Director, Government Relations
Shirin Deylami, Faculty Senate President
Glory Busic, Associated Students President
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

3. APPROVAL OF MINUTES

MOTION 04-02-2022

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

- Board of Trustees Meeting, February 11, 2022

The motion passed.

4. 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.

5. BOARD CHAIR REPORT

Trustee John Meyer, Board Chair, reported that the Board of Trustees were joined by Washington State elected representatives, the day prior, for the dedication of the Interdisciplinary Science Building (ISB). Meyer noted that the ISB will help Western meet the growing demand for degrees in the Science, Technology, Engineering and Mathematics (STEM) fields.

Meyer expressed appreciation for Western's Women's Basketball Team and congratulated them on their National Collegiate Athletics Association (NCAA) national runners up championship at the recent national tournament.

Meyer also acknowledged that Barbara Sandoval, Senior Executive Assistant to the President, retired after fifteen years of service in the President's Office. Meyer noted that Sandoval was a consummate professional and will be missed dearly by everyone at Western.

Trustee Meyer and the Board of Trustees welcomed Trustee Chris Witherspoon and expressed their enthusiasm for the expertise he brings to the Board and provided the following resolution.

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

WELCOMING TRUSTEE CHRIS WITHERSPOON

WHEREAS, on February 25, 2022, Governor Jay Inslee appointed **CHRIS WITHERSPOON** of Bellevue, Washington to serve a term on the Western Washington University Board of Trustees ending on September 30, 2026; and

WHEREAS, CHRIS WITHERSPOON brings to his appointment as a trustee a distinguished career in advertising and marketing, currently serving as the president and CEO of DNA, an independent creative agency, which was named Ad Age Magazine's Small Agency of the Year for the Northwest; and

WHEREAS, CHRIS WITHERSPOON is a founding member of the advocacy group 600 & rising, dedicated to dismantling systemic racism in advertising and public relations, and as board chair of Building Leaders and Creators (BLAC), a coalition of agencies that encourages inclusion through student internships; and

WHEREAS, CHRIS WITHERSPOON is an alumnus of Western Washington University, earning his Bachelor of Arts in Business Administration while serving as captain of the WWU football team, and;

WHEREAS, CHRIS WITHERSPOON has demonstrated extraordinary commitment to advancing Western Washington University as a member of the WWU Foundation Board and as past President of the WWU Alumni Association Board, serving in an instrumental supportive role for the university's annual Give Day efforts that result in over \$1 million raised in 24 hours;

WHEREAS, CHRIS WITHERSPOON has declared his commitment to serve as a member of the Western Washington University Board of Trustees;

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

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on April 22, 2022.

MOTION 04-03-2022

Trustees Pettis moved that the Board of Trustees approve Resolution 2022-02 to Welcoming Trustee Chris Witherspoon

The motion passed.

6. UNIVERSITY PRESIDENT'S REPORT

President Randhawa acknowledged again the accomplishments of Western's Women's basketball team and added that Western's Men's Indoor Track Team won a Great Northwest Athletic Conference (GNAC) national conference championship. He also noted that Western's Athletic programs academic success rate over four out the past five years is 92%, significantly exceeding the success rate for the general student population.

Randhawa thanked the trustees for their involvement in the successful dedication of the Interdisciplinary Science Building the day prior as well as their engagement in the process of securing funding for the building. He noted that moving forward it will become increasingly important to align Western's long-term capital plan with what the needs of the future might be, in terms of population growth and growth of industry within the state. These considerations will also need to be reconciled with the fact that space is limited on Western's current geographical footprint in Bellingham.

President Randhawa highlighted the retirement earlier in the month of Barbara Sandoval, Senior Executive Assistant to the President. Randhawa noted that Sandoval's guidance and support were invaluable as he and Mrs. Randhawa settled into life at Western and in the Bellingham community. Randhawa wished Sandoval best wishes in her retirement.

President Randhawa provided an update on several current executive level searches, including an offer being made to a finalist for the Provost position, in anticipation of the retirement of Brent Carbajal at the end of the academic year, and the Chief Diversity Officer (CDO) search in which Carbajal is the Search Chair. Randhawa noted that finalists for the CDO position will be on campus during May 2022 with a hopeful start date during summer 2022. He added that there are searches underway for the College of the Environment and Woodring College of Education.

Randhawa reported that Western's fall enrollment data including applications received and students admitted is 12% higher than 2021 and thanked the Enrollment Management department for their steadfast work in student recruitment.

Randhawa concluded his report by adding that Western will require vaccinations and a required booster for students, staff, and faculty at the start of fall quarter 2022. He emphasized that the requirement is in the best interest of the health and safety of the campus community and in the best interest of students' education experience at Western.

7. FACULTY SENATE REPORT

Shirin Deylami, Faculty Senate President reported the following:

“Good morning, Trustees. Thanks again for the opportunity to speak with you today to update you on faculty governance at the university.

We continue to work through the many issues and opportunities that have come out of the pandemic and the move to remote learning. We have had significant discussions over the last couple of months regarding course modality definitions (new definitions were passed and approved by the Academic Coordinating Commission) and a new credit hour policy should be approved shortly. Colleges continue to have discussions to develop new alternative modality guidelines which would include some remote and hybrid forms of course delivery. This has been a slow-going process but one that I think takes care and time.

In addition, members of the Faculty Senate Exec and UFWW worked with AVP Shelli Soto find a new contractor for course evaluation systems. You remember that our old course evaluation system was no longer viable and for the last two years the university has been implementing a very limited online course evaluation system through the Office of Institutional Effectiveness. After assessing two possible vendors, the university has decided to go with Scantron’s Class Climate to implement a new robust course evaluation system. This system will be piloted in the summer and then full implemented in the fall quarter. Since we have had the opportunity to improve the mechanism of course evaluation delivery, faculty Senate has charged an ad hoc committee to evaluate and recommend new course evaluation questions. We are hoping that work will be done over the summer and approved the full senate in fall so we that we can implement these new questions right away.

In addition to this ad hoc committee on course evaluations we have also charged on a new ad hoc committee on the code of faculty ethics to improvement the language around sexual harassment and professional responsibility. We hope to implement a much more robust and clear ethical commitment against sexual harassment in all its forms. President elect Lysa Rivera is heading up that committee and I am sure will update you on the new language.

Finally, per the request of a department in the college of science and engineering, and after feedback through a faculty survey, we have made a slight change to the faculty handbook establishing the possibility of non-tenure track faculty voting on recommendations for chair in their department. I believe you have that motion in your packets. In the current procedures of the faculty handbook, I am required to bring this change to the Board of Trustees. I will leave it to Sabah to introduce the change. “

8. ASSOCIATED STUDENTS REPORT

Glory Basic, Associated Students President, provided the trustee with a report that the Associated Students (AS) Executive Board have been working on the following topics: family workspaces, water accessibility, earth week, local lobby day, and administration lobby day as noted in the provided written report. She noted that Laura Wagner, AS VP for Sustainability and Naira Gonzales Aranda, AS VP for Diversity have planned events for Earth Week, and it was noted that there has been a large focus on centering indigenous voices during earth day events.

Busic reported that she has been involved in the planning for a student leadership symposium that will take place on Friday, May 13th, 2022. He noted the symposium will include speakers and workshops that support wellness within student leadership in within the Associated Students. Busic introduced Eli Stanciu, AS VP of Governmental Affairs, who was recently appointed to the position after a brief vacancy due to an individual stepping down from the role. Stanciu introduced himself to the Board of Trustees and provided an overview of his priorities for the remaining academic year.

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

Trustee Faith Pettis, Chair, Finance, Audit, and Enterprise Risk Management (FARM) Committee reported that the FARM Committee was provided an overview of the newly created position, Assistant Vice President for Risk, Ethics, Safety, and Resilience, within Business and Financial Affairs, that is held by Darin Rasmussen, who is Western's former Chief of Police.

Pettis reported that the committee received an Enterprise Risk Management (ERM) update from Brian Sullivan, Associate Vice President for Finance and Business Services and Paul Mueller, Director of Risk Management. Pettis noted that the ERM initiative was started in 2019 and identifies five risk categories that include: Buildings and Infrastructure, Campus Climate, Capital and Space Planning, Financial Stewardship, and Information Technology System Infrastructure and Governance. She noted that committee was provided the findings of tracking the five major risks in 2021 and this is the second report of findings. Pettis reported that the current findings show that Western is maintaining its risks or slightly improving on all five of the areas noted.

Pettis noted that John Furman, Director of Facilities Management and Greg Hough, Assistant Director for Asset Management, provided the committee with an update on Physical Plant Integrity and the current condition of Western's buildings and infrastructure, the related operational and financial risks, and next steps in the planning process.

Pettis reported that the committee was provided an update from Amy Kozak, Executive Director, Auditing and Consulting Services on the Audit and Consulting Services Charter Revisions.

10. BOARD STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West, Chair, Student Success Committee, (SSC) reported that the committee is excited to welcome a new member in Trustee Chris Witherspoon. West also reported the committee came to consensus on changing the name of the committee to the Academic Affairs and Student Success Committee to better reflect the scope of the committee's charge, including graduate programs and continuing education at Western.

West reported that the committee was provided a presentation from Linda Beckman, Enrollment and Student Services Division Director of Financial and Capital Resources, and Mark Okinaka, Academic Affairs, Senior Academic Budget and Financial Analyst. The presentation was an overview of the role student fees play in Western's budgets and various programs and outlined the various mandatory fee charges, revenues generated, the purpose to which those fees are applied, and the proportion that these fees represent in relation to several programs' total budget.

The presentation included information regarding initiation of fees by student vote, periodic re-approval, and annual processes and recommendations for fee levels and uses. It was noted that the

Board of trustees reviews and approves all mandatory student fees levels annually at the June meeting.

Trustee West concluded her report by making a motion to change the name of the committee.

MOTION 04-04-2022 Trustee West moved, that the Board of Trustees of Western Washington University, upon recommendation of the Student Success Committee, approve the change of the committee's name to the Academic Affairs and Student Success Committee.

The motion passed.

11. LEGISLATIVE UPDATE

Becca Kenna-Schenk, Executive Director, Government Relations acknowledge the successful Interdisciplinary Science Building dedication that was attended by elected officials. She noted that prior to the dedication the legislators were provided with a campus tour with Western capital planning and budget staff to contextualize preservation needs and other capital budget requests likely to be submitted to the state legislature in the upcoming biennium, making it a successful engagement.

Kenna-Schenk provided an overview of the outcomes of the sixty-day 2022 legislative session that began on January 10th, 2022 and ended on March 10th, 2022. She noted the following operating budget investments for Western: compensation increases for Western employees, student support that includes outreach and financial aid support, a new Master of Science in Nursing degree program, R.N. to B.S.N. in Nursing program tuition alignment, Cyber Range equipment upgrades and technical support for Western's Poulsbo, WA presence, Electrical Engineering and Computer Science funding to offset inflationary increases in construction costs, and a portion of state funding appropriated for hazing prevention at all public institutions.

12. REFLECTION AND FURTHER DIRECTIONS: ENROLLMENT AND STUDENT SERVICES AND BUSINESS AND FINANCIAL AFFAIRS

Melynda Huskey, Vice President for Enrollment and Student Services and Joyce Lopes, Vice President for Business and Financial Affairs reported on significant changes in divisional structure that have occurred in both Enrollment and Student Services and Business and Financial Affairs. Lopes and Huskey outlines these changes, their impact on strategic goals and outcomes, and future directions for their divisions.

Huskey outlined the strategic goals for Enrollment and Student Services including increased access and persistence to graduation for all students, active pursuit of justice and equity in all practices, policies, and impacts, delivering programs and services that engage all students in high-quality learning opportunities, and cultivating campus and community partnerships that foster growth and promote wellness of the Western community and beyond through an enriching student experience.

Huskey provided the Board with an overview of the student support departments within the division of Enrollment and Student Services. She emphasized the work that has been completed to create a new unit within ESS focused on Access, Diversity, Equity, and Inclusion to be led by Litav Langley as the first Assistant Vice President for Access, Diversity, Equity, and Inclusion. Langley was formerly the LGBTQ+ Director, for which a search is now underway, in addition to searches within the Office of Multicultural Student Services, and the Disability Access Center Director.

Lopes provided an overview of the opportunities and challenges for the Division of Business and Financial Affairs. Lopes elaborated that the opportunities include a commitment to a culture of care, a focus to compliance, continued support of Western students, and a dedication to personnel. She noted the challenges for the division include the continued stressor from the pandemic, hiring to fill vacant positions, a focus on hierarchy and divisional structure, and continued integration of access, diversity, and inclusion work in all aspects of the division's work.

Lopes provided an overview of each department within Business and Financial Affairs and highlighted a newly created position of Western's Assistant Vice President for Risk, Ethics, Safety, and Resilience (RESR) that combines a previously separate set of functions to help ensure our university is a safe, resilient and supportive place to live, learn and work. She noted the functions of the new AVP for RESR include environmental occupational health and safety, fire safety, emergency preparedness, business continuity, risk management, compliance, and ethics.

Chair Meyer announced a ten-minute break at 10:47 a.m. The Board reconvened at 11:04 a.m.

13. INFORMATION TECHNOLOGY AND CYBERSECURITY UPDATE

Chuck Lanham, Vice Provost for Information Technology and Chris Miller, Director, Enterprise Infrastructure Services provided an overview of the current state of Western's information security posture and the current state of Western's Information Technology (IT) infrastructure as Western emerges from COVID directed operations.

Lanham reported that as a result of the conflict in Ukraine, the United States government advised the public sector, including higher education to improve their security posture to better protect their systems and data.

Miller reported that Western's infrastructure has been strained due to the effects of the COVID global pandemic that forced Western to adjust the way it taught and supported students during remote learning and how the work force adapted to remote work. He explained that the demand to accelerate aspects of digital transformation has now allowed for an evaluation of the successes and pitfalls. It was noted that most importantly, Western has the opportunity to invest in the recruitment, retention, and development of Information Technology employees to mitigate the threat of increased remote IT work opportunities and the large number of retirements.

14. DRAFT 2023-2033 TEN YEAR CAPITAL PLAN

Joyce Lopes, Vice President, Business and Financial Affairs, and Faye Gallant, Executive Director, Budget and Financial Planning provided an overview Western's draft 2022-2033 Ten Year Capital Plan. Lopes explained that the State of Washington has biennial capital budgets, however, on even years, Western, like all state entities, has the opportunity to request additional funds for capital improvements. Lopes noted that in fall 2021, Western started the capital planning process with an evaluation of existing and new major, intermediate, and minor capital projects for consideration in the 2023-2025 Capital Request and 2023-2033 Capital Plan. She added that the evaluation included an emphasis on how they fit into Western's strategic plan, mission, and space needs. She reported that the projects considered were presented to the University Planning and Resource Council (UPRC) and the University community for their review and feedback. She added the feedback received helped develop the draft plan before the Trustees, which is intended to achieve the following goals: preserve, improve, and modernize our existing assets; improve safety, student development and support services; increase sustainability including by reducing carbon emissions;

and provide greater flexibility in the years ahead as a new comprehensive facilities master plan is developed.

Lopes indicated that following the discussion today, the accumulation of feedback from the Board of Trustees, UPRC, and the University community will be further analyzed as the Vice Presidents develop their recommendations to the President, who will then bring a final recommendation to the Board of Trustees for final approval at the June 2022 regular meeting.

15. DISSOLUTION OF WESTERN CROSSING PARTNERSHIP

President Randhawa provided a history of the Western Crossing partnership between WWU and the Port of Bellingham that began in 2009, to explore the concept of Western having a physical presence in the waterfront district with a focus on broader economic development of the region. He noted in 2012 a Memorandum of Understanding (MOU) determined that Western had a designated institutional mixed-use area encompassing approximately six acres in the waterfront district. He added that in 2019 an additional MOU focused on Western creating a developmental plan about how the acreage would be used.

Randhawa next explained the factors leading to the decision to dissolve the Western Crossing agreement. Randhawa explained that over the course of global pandemic, business enterprises that were seeking the Waterfront District as a location for expanding their businesses—and potential tenants for mixed-use development—instead kept their focus on current business enterprises. He noted that the Port of Bellingham's emphasis on expansion in the waterfront district shifted from economic development to more of a residential lens to support the growing needs of Bellingham's population, whereas Western's interest was in expanding programs in energy science, engineering, and computer science through public-private partnerships.

President Randhawa noted that Western continues to have an interest in the partnership to promote economic growth at the waterfront and with the business community within the region. These considerations will factor into Western's Institutional Master Plan and the evaluation of its geographical footprint to serve programmatic needs and strategic goals and opportunities.

16. STUDENT TRUSTEE SCHOLARSHIP

Paul Dunn, Secretary to the Board of Trustees and Chief of Staff to the President provided the Board of Trustees with an update on the creation and implantation of an annual scholarship to be awarded to the student trustee, using a trustee-supported endowment within the WW Foundation. Dunn noted that the student trustee that will serve in the role for the 2022-2023 academic year will be the first student trustee to receive the scholarship. The trustees thanked Trustee Nate Jo for his work to facilitating the process and former Student Trustee Hunter Stuehm, who began this work during his tenure.

17. APPROVAL OF SUMMER SESSION TUITION

Brent Carbajal, Provost and Vice President for Academic Affairs and Robert Squires, Vice Provost for Outreach and Continuing Education provided the Board with an overview of the proposed Summer Session Tuition increase that included operational costs.

MOTION 04-05-2022

Trustee Witherspoon moved, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session tuition for 2022: specifically, that resident undergraduate and graduate tuition will rise to \$280 and \$356 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$447 and \$523 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$412 per credit for resident graduate and \$1,028 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

The motion passed.

18. APPROVAL OF HOUSING AND DINING RATES

Melynda Huskey, Vice President for Enrollment and Student Services and Leonard Jones, Executive Director, University Residences, provided the board with an overview of the increases in rates for Housing and Dining room and board for 2022-2023. Huskey explained that the budget and rate proposal responsibly respond to inflationary pressures, maintain the core functions of Western's quality residential program, and enable the housing and dining system to continue its comprehensive program of facility renewals and renovations. It was noted that a major influence for planning came from the standards and expectations outlined in the Principles for the Housing and Dining System and the recommended budget ensures the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

MOTION 04-06-2022

Trustee Jo moved, that the Board of Trustees of Western Washington University, upon recommendation of the University President, approve the Housing and Dining rates as proposed. The 2022-2023 proposed rates call for:

- 1). 3.55% increase in the base residence hall room and board rates.
- 2). 6.00 % increase Birnam Wood apartment rental rates.

The motion passed.

19. APPROVAL OF PUBLIC WORKS PROJECTS

Joyces Lopes, Vice President for Business and Financial Affairs and Rick Benner, Senior Director, Capital Planning and Development, University Architect provided an overview of the Public Works Projects that included awarding a construction contract for the Multiple Building (MB) University Residences (UR) Access Controls & Telecom in addition to awarding a construction contract for Bid Package #1 Replacement Parking Lot for Electrical Engineering and Computer Science (EECS) Project.

MOTION 04-07-2022

Trustee Franklin moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Valley Electric Co., Mt. Vernon, WA, for the amount of \$1,144,398 (plus associated sales tax)

for the construction contract to complete the access control and telecom work multiple University Residences buildings.

Further moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Mortenson, Seattle, WA, in the amount of \$699,569 (plus associated sales tax) for Bid Package #1, Replacement Parking Lot for EECS project, PW758.

The motion passed.

20. INFORMATION ITEMS

a. Tenure and Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2022.

b. University Advancement Report

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

c. Capital Program Report

Vice President Lopes provided a written report on the University's capital programs.

d. University Relations and Marketing Report

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

e. Enrollment Management Report

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

21. TRUSTEE REMARKS

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

22. EXECUTIVE SESSION

At 12:40 p.m. Vice Chair Franklin announced that the Board would not convene in Executive Session

23. DATES FOR NEXT MEETING

June 10 & 11, 2022

23. ADJOURNMENT

The meeting adjourned at 12:42 a.m.

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: June 10, 2022

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.

Persons wishing to comment will sign in between 8:45 – 8:55 a.m. the day of the Board of Trustees meeting. The signup sheet will be given to the Board Chair at 9:00 a.m.

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

TO: Members of the Board of Trustees
FROM: John M. Meyer, Chair, Board of Trustees
DATE: June 10, 2022
SUBJECT: Board Chair Report
PURPOSE: Information Item

Purpose of Submittal:

Board Chair John M. Meyer will report to members of the Board and President Randhawa and his staff on topics related to the Board of Trustees.

- 2022-03 Recognizing the Service of Trustee Nate Jo
- 2022-04 Recognizing the Service of Provost Brent Carbajal



RESOLUTION NO. 2022-04

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

RECOGNIZING THE SERVICE OF PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

BRENT CARBAJAL

WHEREAS, BRENT CARBAJAL was appointed Provost and Vice President for Academic Affairs in 2013 by President Bruce Shepard; and

WHEREAS, BRENT CARBAJAL brought to his appointment as Provost deep institutional experience and a record of leadership and service, including as a professor of Spanish, eight years as Chair of the Department of Modern and Classical Languages, five years of service as the Dean of the College of Humanities and Social Sciences, and seven years of service as Western's Faculty Athletics Representative; and

WHEREAS, during his tenure as Provost, BRENT CARBAJAL has been a strong voice for implementing high impact practices to advance inclusive student success; a champion for increasing and enhancing student access to international and cultural engagement; and deeply committed to the opportunities and habits of mind a liberal arts education fosters at Western; and

WHEREAS, BRENT CARBAJAL is widely respected across the institution for his personal integrity, principled leadership, and commitment to shared governance, elevating the work of others even as his fingerprints are on so many of Western's strategic successes during his tenure; and

WHEREAS, BRENT CARBAJAL has served with distinction as a valued colleague on the University's senior leadership team, contributing thoughtful insight to the group's deliberations and decision-making, an intimate knowledge of and affection for the institution and its culture, wry humor and cheerful collegiality, and a self-effacing commitment to enhancing the effectiveness of the leadership team, his division, and the institution as a whole;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **BRENT CARBAJAL** for his leadership and service as Provost and Vice President for Academic Affairs.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 10th day of June, 2022.

ATTEST:

A handwritten signature in black ink, appearing to read "John Meyer", written over a horizontal line.

John M. Meyer, Chair

A handwritten signature in black ink, appearing to read "D. Chase Franklin", written over a horizontal line.

D. Chase Franklin, Vice Chair



RESOLUTION NO. 2022-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF TRUSTEE**

Nathanael “Nate” Jo

WHEREAS, NATE JO of Hanford, Washington had the distinction of being the twenty-third student appointed by the Governor to the Western Washington University Board of Trustees, serving from July 1, 2021, through June 30, 2022; and

WHEREAS, NATE JO brought to his appointment a history of service and leadership, including as the WWU Associated Students Vice President of Business and Operations, Vice President for Hall Representation in University Residences, Board Member for the WWU Queer and Trans People of Color Club, and captain of the WWU Swim Team, and as a legislative intern to Washington State House Speaker Laurie Jinkins; and

WHEREAS, NATE JO has contributed to the increased stature and mission fulfillment 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 Academic Affairs and Student Success Committee; and

WHEREAS, NATE JO has worked to raise awareness about the Student Trustee’s role on the Board, both among Board members and the WWU student body, leading to the creation of a Student Trustee Scholarship and the highest-ever number of Student Trustee applicants for following year; and

WHEREAS, in addition to his service on the Board, NATE JO had an extraordinary final year at Western, becoming Western’s second-ever regional finalist for the Rhodes Scholarship, one of two WWU recipients of the Washington Campus Compact President’s Student Civic Leadership Award, and a Presidential Scholar from the College of Humanities and Social Sciences; and

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Western Washington University that **NATE JO** 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 10, 2022.

ATTEST:

A handwritten signature in black ink, appearing to read "John Meyer", written over a horizontal line.

John M. Meyer, Chair

A handwritten signature in black ink, appearing to read "D. Chase Franklin", written over a horizontal line.

D. Chase Franklin, Vice Chair

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: June 10, 2022

SUBJECT: **University President's Report**

PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of the Faculty Senate

DATE: June 10, 2022

SUBJECT: Faculty Senate

PURPOSE: Faculty Senate Report

Purpose of Submittal:

Shirin Deylami, 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 10, 2022

SUBJECT: **Associated Students**

PURPOSE: Associated Students Report

Purpose of Submittal:

AS President Glory Basic will brief the Board of Trustees on recent activities of the Associated Students.

Associated Students Executive Board Written Report

TO: Board of Trustees, Western Washington University

FROM: WWU Associated Students Executive Board

DATE: May 31, 2022

SUBJECT: Associated Students Executive Board Written Report

Dear Members of the Board,

The Associated Students Executive Board has been working diligently these last weeks of Spring Quarter, and the whole year to push for student needs at Western Washington University. Some of the topics that the Executive Board have been working on are listed in this report, along with our top achievements this year, and things we hope to see in the future. We have also outlined things we would like to see change in student government and university governance overall. If you have any questions about any topics or are interested in discussing them more, please contact Glory Basic, the Associated Students President.

1. Our top achievements this 2022-2023 academic year

- Glory Basic, AS President, has been involved in a number of projects this year, including the planning and implementation of Administration Lobby Day and a Campus Engagement Workshop this quarter. Glory was involved in the planning and implementation of the Student Leadership Symposium alongside Sislena Ledbetter, and many other positions and offices. Glory represented student needs at all of the Washington Student Association (WSA) meetings and events, and will be continuing work with them as the Vice President of Communications of the WSA starting this summer. Glory was involved in the planning of and participated in many lobby days this year. Glory pushed for the removal of Huxley from the College of the Environment while attending Board of Trustee meetings. She started the work of looking at the University Police budget and

looking at possible alternatives to emergency response on campus. Glory also worked closely on the aluminum water bottle discussion and water access overall.

- Laura Wagner, VP for Sustainability, worked hard this year on responding to the need for better water accessibility on campus and larger plastic water bottle discussion. As mentioned in the last report, students can now buy aluminum bottled water from the markets on campus. Laura has also worked with Shred the Contract and with other positions on campus to address the upcoming dining decision and advocate for a better future for WWU Dining. This quarter, Earth Week was a huge success due to Laura's dedication and collaboration with other student staff and offices. Laura actively participated in various lobby days this year. As the chair of SEJF, Laura handled an extremely difficult situation very well and pushed to try and ensure that no successors have to go through that. She recognizes that alternatives to the committee may need to be looked at. Alyssa Tsukada, a Student Ambassador for the Sustainability Engagement Institute and Laura worked closely together about Sustainability Roundtables for sustainability clubs to connect. The SEJF and ATF referendums were written and worked on by Laura. Both referendums passed.
- Jasmine Fast, AS VP for Student Services, in collaboration with Dr. Sislena Ledbetter, Associate Director of Counseling, Health, and Wellness; and the Child Development Center, created the first Family Workspace on campus in Haggard Hall 350. This space will serve as a space for student caregivers in the future, and a mural along with decorating of the space is in progress. An official opening will happen in the fall.

2. What we would like to see in the future

- Continued collaborations with students from Self Op Dining and the Associated Students governance for a better future of our dining system. We need to rely on a system that better supports student needs, our mission statement, sustainability goals, our sustainability action plan, our strategic goals and plan, and is more responsive to change than contracting with a giant corporation.
- Continuing to look at data from the aluminum water bottle pilot program to see if this is something the university needs to commit to.

- Administration, advisors, staff, and students all reflecting on SEJF structures and trying to brainstorm improvements, or an entirely new system.
- Continue to consider and hopefully push for alternatives for non-police related mental health emergency calls.
- We recognize that meaningful actions don't happen solely through committees, so committee members or larger structures must take action outside of the committee meetings to see progress based on the committee's goals.
- Working towards having summer quarter be part of the state university system in order to have tuition in the summer be more affordable.

3. What we want to see changed in student government and Western's governance structures.

- Better institutional support for student workers. We have seen how AS student government is structured to demand so much of students, especially people of marginalized identities and especially in the AS Executive Board, in which they clock overtime or mentally overexert themselves due to all the responsibilities of their jobs, which could easily be made full time jobs. Then when something disastrous happens, students are not nearly supported as much by this institution. They have to go through the mental, emotional, and other related labor to manage the situation. There are a lot of "I'm so sorry you had to go through that" statements, but very little steps *initiated* by and followed through by administrators to ensure accountability happens and to prevent similar situations from happening again. When support does happen, it is only to a certain extent.
- If it has been shown that a few different Exec Board positions are clocking overtime, administration and advisors (who are here for multiple years, as opposed to the student workers) should brainstorm how to better support students or restructure things so that students are not overworked.
- Strengthening Associated Students government communication with students across campus and the creation of a monthly student government newsletter.

4. 2022-2023 AS Executive Board Election Results

- AS President: Sargun Handa

- ASVP for Activities: Noah Schexnayder
- ASVP for Diversity: Margaret Minogue
- ASVP for Governmental Affairs: Jesús Resendiz-Eyler
- ASVP for Student Services: Sophie Snyder
- ASVP for Sustainability: Seb Genge
- AS Senate President: Rahma Iqbal

As a Board, we all have done a lot of great work this year for students, and this only touches the surface. Thank you for your collaboration with student government this academic year, and for listening to student needs. We hope that even stronger collaboration and communication can continue in the future.

Sincerely,

The Associated Students Executive Board

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

TO: Members of the Board of Trustees

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

DATE: June 10, 2022

SUBJECT: **Board FARM Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees
FROM: Mo West, Chair, Board Academic Affairs and Student Success Committee
DATE: June 10 ,2022
SUBJECT: **Board Academic Affairs and Student Success Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Kim O'Neill, Vice President for University Advancement

DATE: June 10, 2022

SUBJECT: Reflections & Future Directions: University Advancement

PURPOSE: Discussion Item

Purpose of Submittal: Kim O'Neill will present the changes to the divisional structure, current progress, and future direction for University Advancement, the WWU Foundation and the Alumni Association.

Attachment: PowerPoint

University Advancement

Reflections and Future Directions



Reflections

Strengths/Opportunities

- One Team, Our Team
- Professional development
- New expectations
 - Focus on fundraising and meaningful alumni engagement activities
 - Donor centric
 - Relationships developed across the institution not with one professional

Challenges

- Redistributing FTE to align with industry standards & hiring
- Aligning fundraising and alumni engagement efforts with the university's priorities
- Alumni engagement focused on revenue generation

University
Advancement

Development with
Individual Giving
Focus

Development with
Corporate and
Foundation Focus

Alumni and
Constituent
Engagement

Finance, Operations
and Planned Giving

Advancement
Services

Principal Gifts, Donor
Relations, Marketing,
and Events

By the Numbers

Capital Campaigns

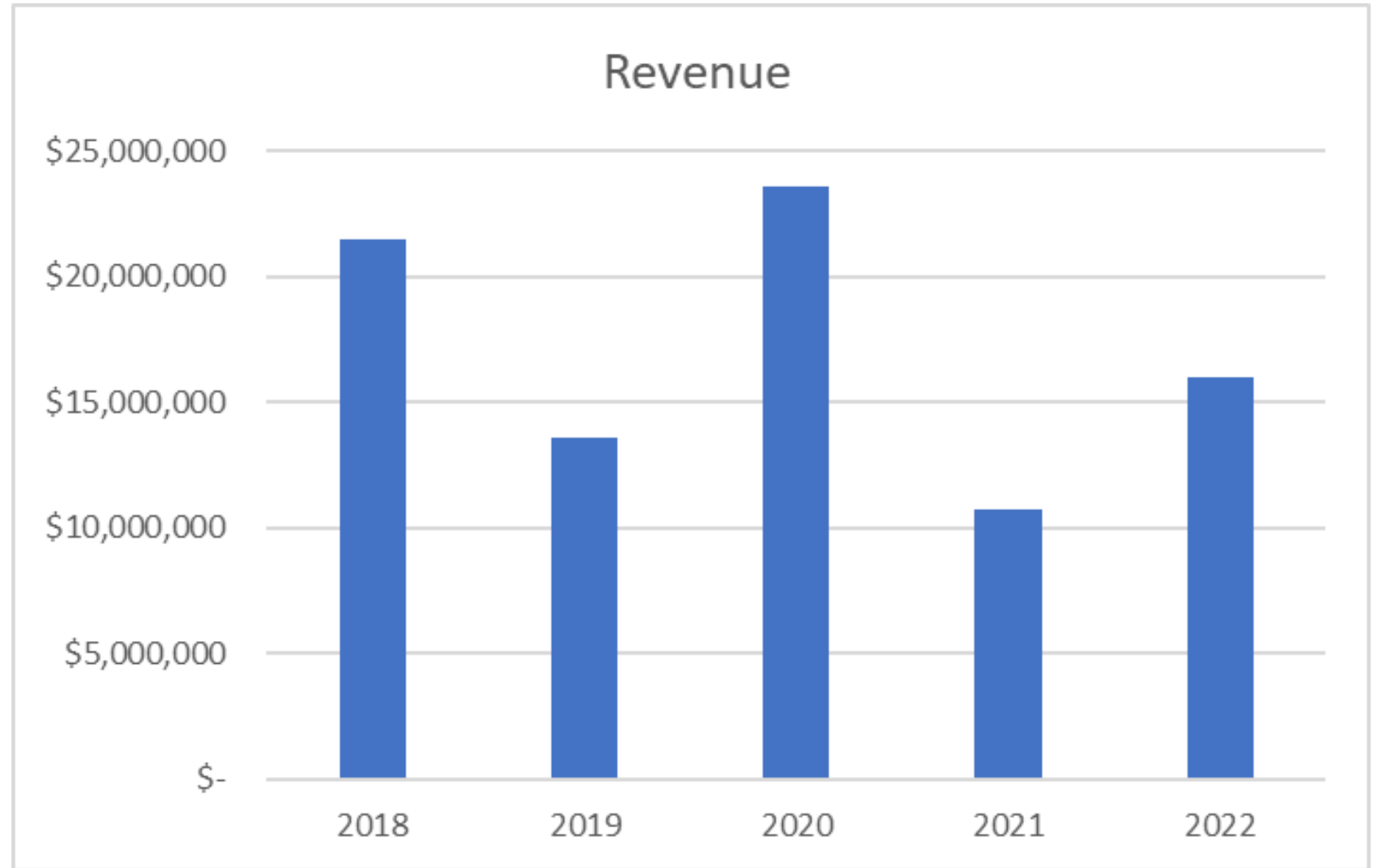
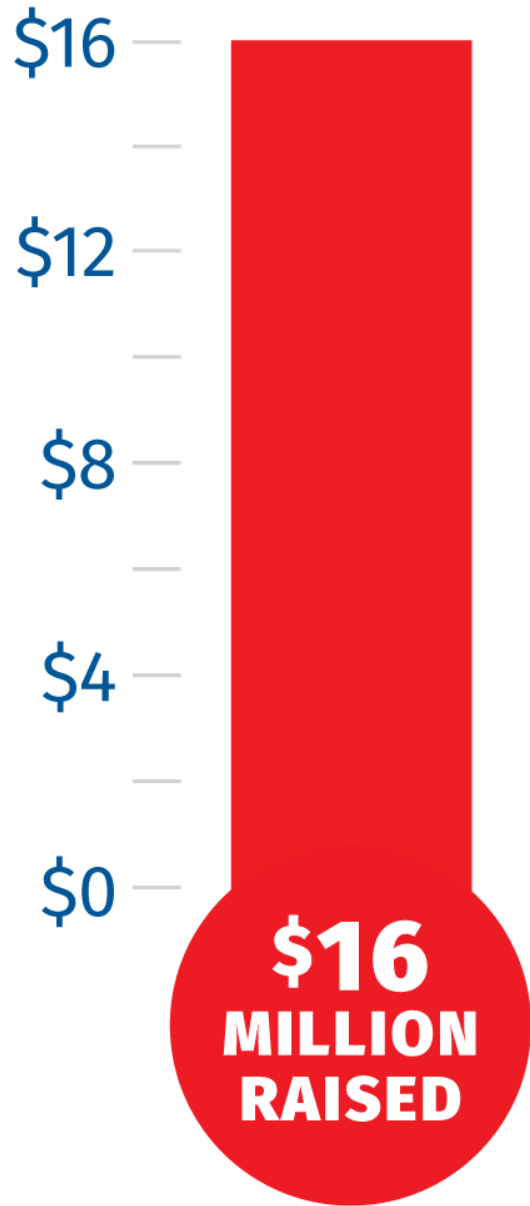
Kaiser Borsari Hall

Total Project Budget	\$72,000,000
Fundraising Goal	\$19,000,000
Gifts and Pledges	\$14,120,000
Solicitations Pending	\$1,250,000
Pipeline	\$4,200,000

Coast Salish Longhouse

Total Project Budget	\$5,000,000
Fundraising Goal	\$500,000
Gifts and Pledges	\$435,000
Solicitations Pending	\$150,000
Prospect Pipeline	\$150,000

Fundraising YTD



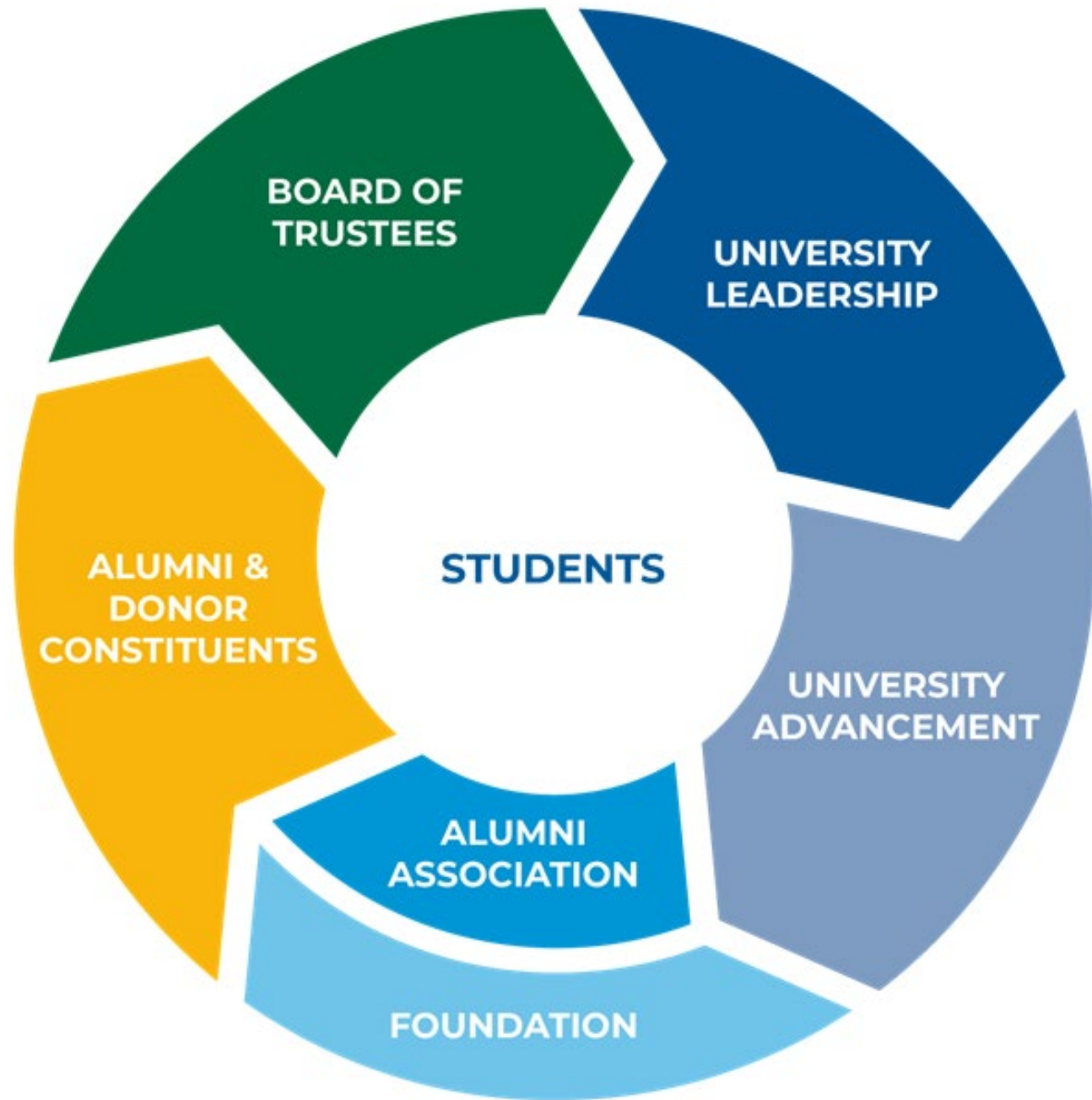
Personnel: Reorganizing University Advancement

- **Three New Leadership Positions** for a Total of Six
 - **Four** new leaders were promoted from within the division
 - Elevated principal gifts to the leadership team
 - Hired a new **AVP for Advancement Services**
- **Centralized Fundraising and Alumni Engagement**
 - **Directors of Development** moved from colleges to university based
 - **Alumni & Constituent Engagement** aligned with development & centralized

Personnel: Reorganizing University Advancement

- **Currently Recruiting/Hiring**
 - Two new development directors and three Associate Directors (new positions)
 - Seven additional vacancies in recruitment
- **Six Additional Positions** Currently Open
 - Current staff = 33, Fully staffed = 46

Future Direction



UNIVERSITY ADVANCEMENT

The Western Foundation receives and encourages private giving to WWU in the form of annual gifts, endowed gifts, estate gifts, and gifts in kind, all of which support student scholarships, programs, and faculty members.

Foundation
Board

The Western Washington University Alumni Association strengthens Western by building strong and caring relationships that make a difference among our students, alumni, friends, and the greater university community.

Alumni
Association
Board



Alignment & Focus: Recruitment and Retention

- Develop fundraising initiatives with campus partners
 - Recruitment scholarships – Awarded centrally
 - Survive to Thrive/Wrap around student support services
 - Financial literacy
 - ADEI & Sustainability
- Develop alumni engagement opportunities
 - Chapters
 - Life After Western/We Connect
 - Western Engaged

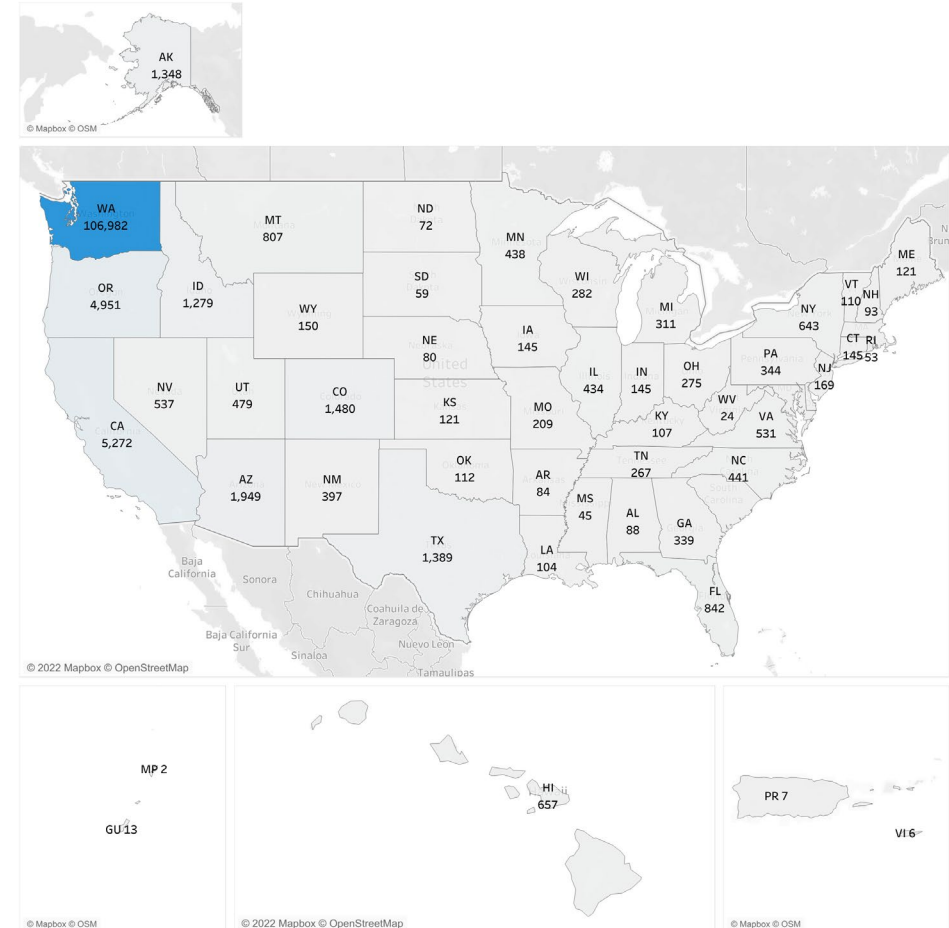
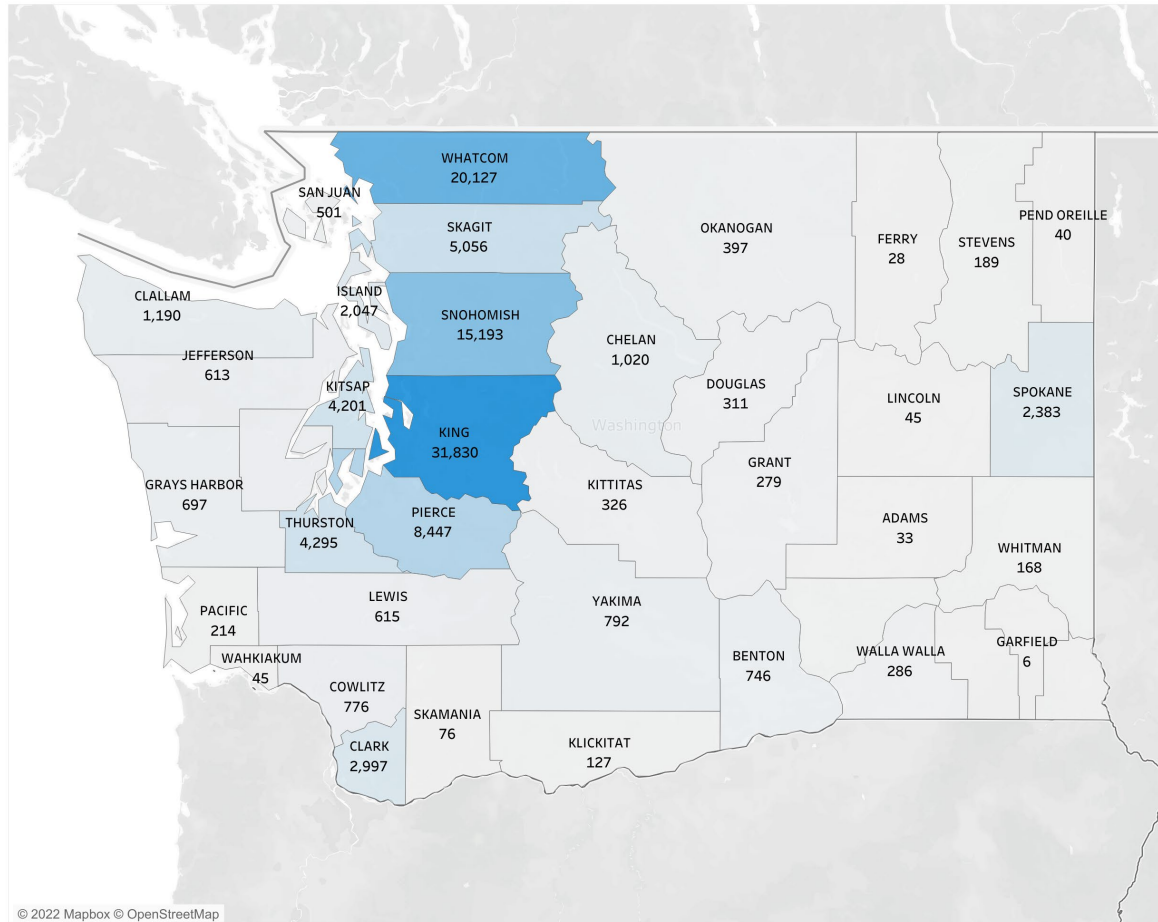
Alumni Engagement

“Activities that are valued by alumni, build enduring and mutually beneficial relationships, inspire loyalty and financial support, strengthen the institution’s reputation and involve alumni in meaningful activities to advance the institution’s mission.”

- *CASE (Council for the Advancement and Support of Education)*

Geographic Location

WWU Alumni across the state and country



Donor Centered Fundraising

- Hiring entry level fundraisers to build a pipeline of prospects
- Focus on principal gift fundraising (\$1million or more)
- Gift planning – Increased emphasis on real estate
- Personalized stewardship/impact reporting
- Enhanced corporate giving opportunities - sponsorships

Status of the WWU Alumni Association and Foundation

Alumni Association and Foundation

Steering Committee

- Chris Witherspoon (Trustee)
- Brent Carbajal (Provost)
- Scot Studebaker (WWU AA)
- Shari Campbell (WWU AA)
- Mason Luvera (WWU AA)
- Sydney Hunsdale (Foundation)
- Andrea Sturm (Foundation)
- Bart Shilvock (Foundation)
- Kim O'Neill (Advancement)
- Mark Brovak (Advancement)
- Victoria Martinsen (Advancement)

Alumni Association and Foundation

Hired Consultants – Marts & Lundy

First Steering Committee Meeting –
May 2022

Bi-Weekly Meetings

Executive Committees Meet Together –
July 2022

Questions?



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

TO: Members of the Board of Trustees

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

DATE: June 10, 2022

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

As we race to the spring quarter finish line, it has been a busy time for recruiting in URM. We are welcoming two new leaders on August 15: a new director of University Communications and a new director of University Marketing & Brand Strategy. Interestingly, both candidates came through the search for the director of University Communications.

Our new Director of University Communications is Jonathan Higgins, who currently serves as VP of Marketing & Communications at Cognite, a global industrial software company based in Oslo, Norway. Jonathan has also served in senior corporate communications roles at Telenor, a leading telecommunications company in Bangkok and Singapore, and he began his career at the University of Duisberg in Essen, Germany after receiving his bachelor's degree at UW. This is a bit of a homecoming for Jonathan as his family lives in the Bellingham area.

I want to sincerely thank Assistant Director John Thompson for shepherding UComm through a challenging year in which he held two jobs and never let a ball drop through pandemic ups and downs.

I also want to thank Director of University Marketing Rebecca Beardsall for 10 years of outstanding service to Western, especially the last two years on the URM team during which she has taken our digital marketing efforts to new heights. That work has strongly contributed to a return to pre-pandemic enrollment levels.

Our new Director of University Marketing & Brand Strategy is Elizabeth Lambert, who was one of the UComm director finalists. Elizabeth has served as Senior Director of External Relations & Strategic Communications in the UC Davis Graduate School since 2016. Prior to joining UC Davis, she was the director of Enrollment Management Communications at University of the Pacific, where she led the crafting of its undergraduate and graduate recruitment marketing plans. Previously, she also served as director of Marketing and Recruitment at Drexel University Sacramento, and as classical music program host at Jefferson Public Radio. The search committee commented on Elizabeth's equally impressive earned communications and paid marketing skills, especially with graduate digital recruitment campaigns and Slate CRM integrations.

I am excited to welcome these two highly-accomplished Marcom professionals to Western, especially coming in at the same time. I believe this will help break down silos between the two departments and ensure that our owned, earned and paid media strategies are working together to complement one another and achieve greater efficiency and reach.

UNIVERSITY COMMUNICATIONS

Our office continues to provide broad, rapid and intensive communications support for needs across campus, including COVID messaging, crisis response and media liaison work.

In March and April, Social Media Coordinator Zoe Fraley worked with AS Communications Director Ryan Morris to put together the 20 Days of Giving campaign, which was shared through Western and AS social media channels and Western Today. The campaign was inspired by Sislana Ledbetter, associate vice president for Counseling, Health & Wellness, who wanted to offer the community some bright spots during the challenging winter quarter with a focus on giving as self-care. The 20 Days of Giving campaign, held the last two weeks of winter quarter and the first two weeks of spring, encouraged students and employees to engage in acts of kindness and connection on Western's campus and beyond, including signing up for blood drives and community cleanups, getting to know new clubs, attending wellness-related events and making commitments to sustainability. Here are some stats on how people got involved with 20 Days of Giving:

- More than 40 people clicked links to sign up for blood drive appointments.
- More than 35 people clicked links to join Western's Downtown Cleanup.
- 45 people clicked to learn more about opportunities to volunteer and mentor on campus.
- 150 clicked to learn more about different types of clubs on our Western Involvement Network (WIN) pages, with more than 5,000 clicks to explore club Instagram pages through stories shared on Western's Instagram account.
- Nearly 50 people explored fundraising projects on Vikingfunder and learned about becoming a Give Day Ambassador.

Publications Editor Mary Gallagher has been supporting the Commencement team by preparing content for the redesigned Commencement program. We also just sent the most recent edition of Window magazine off to the printer and expect it to be delivered the week of June 6, when we also plan to launch our redesigned digital magazine. The magazine includes a cover story about Isamu Noguchi and his Skyviewing Sculpture at WWU, offering readers a new look at a campus icon they may think they already know all about. Other stories include a WWU alum in charge of growing the seedlings for the largest reforestation effort in the western U.S., and profiles of our 2022 Alumni Award recipients.

OFFICE OF UNIVERSITY
COMMUNICATIONS



METRICS DASHBOARD

MARCH – APRIL 2022

WESTERN TODAY

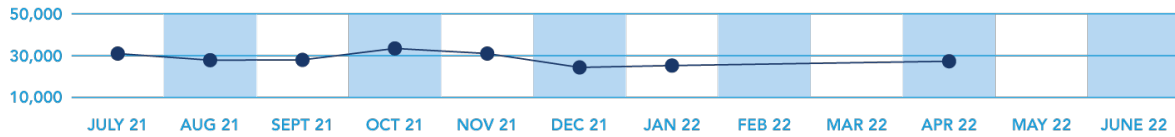
Total Sessions

Top Stories

March*

April **27,750**

- In Memoriam: Holli Brawley – [Link](#)
- WWU's Facilities Maintenance Establishes Holli Brawley Scholarship for Women in the Trades – [Link](#)
- Severance: A bad day at the office. Watch WWU alum Dan Erickson's workplace thriller – [Link](#)



* Due to a software upgrade, the February and March session statistics are unavailable for Western Today.

SOCIAL MEDIA

Twitter

Facebook

Instagram

STATISTICS AT A GLANCE

22,559

Total followers

0

New followers

-.1%

% gained

429

Engagements

51,099

Total followers

190

New followers

.4%

% gained

6,149

Engagements

26,904

Total followers

379

New followers

1.4%

% gained

50,487

Engagements

FAMILY CONNECTION NEWSLETTER

March

Sent: 9,707

Opened: 39.9%

Clicked: 4.1%

April

Sent: 9,026

Opened: 41.8%

Clicked: 2.1%

Top stories for March: Housing Fair, June Commencement, Student Business Office.

Top stories for February: Handshake career networking site, Graduate Outcomes Survey, Off-Campus Rentals listing, Student Jobs listing.

UNIVERSITY MARKETING

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

Recruitment Campaign Digital Marketing

Beginning September 2021, URM launched the 2021-22 undergraduate digital campaign in partnership with Admissions as the primary enrollment and brand awareness campaign for WWU. This campaign includes display advertising, display retargeting, Snapchat, YouTube, Pay-per-click, Audience Select (list targeting), and Facebook/Instagram advertising which runs for a six to nine-month cycle, depending on the platform. This year we also included a transfer campaign (launched Nov 2021); a graduate school campaign (launched October 2021) focused on general awareness, plus Weekend MBA and Rehabilitation Counseling (OCE supported programs). And after our success last year, we also included Financial Aid focused message running December 2021-February 2022 targeting parents.

At-a-Glance (March 1 – April 30, 2022) Undergraduate Campaign

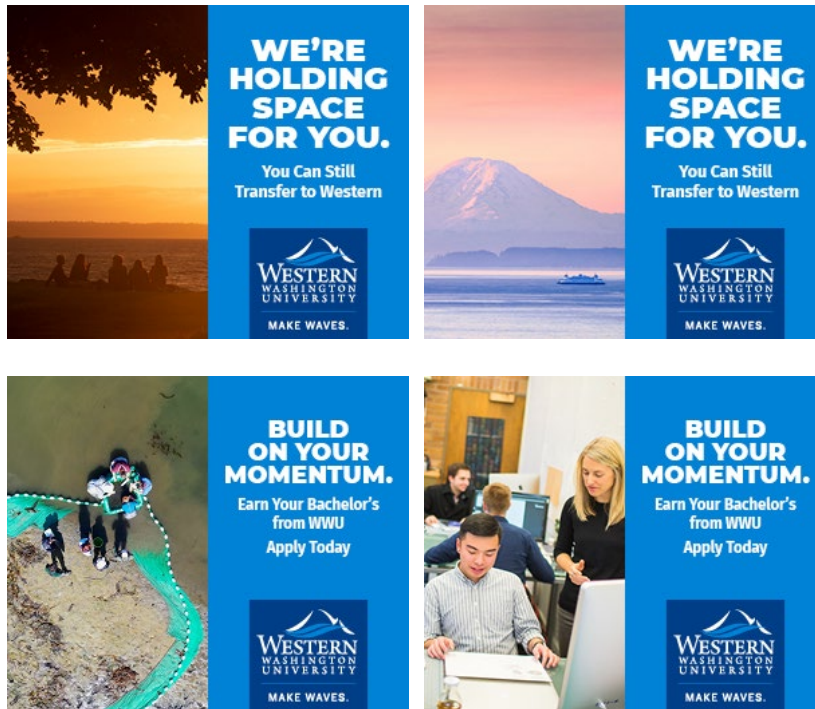
- Total Impressions = 4,712,132
- Total Ad Clicks = 40,005
- Total Conversions (Application or RFI button clicks) = 509



At-a-Glance (March 1 – April 30, 2022): Transfer Campaign – Bellingham and Locations

- Total Impressions = 1,079,077
- Total Ad Clicks = 3,423
- Total Conversions (Application or RFI button clicks) = 136





Collateral Creation (Graphic Design)

In March and April, the designers collectively worked on **136 projects** and produced **935 individual assets**. Notable projects include:

- Klipsun Magazine support
- Commencement Program redesign
- Brand Articulation/Ideation for 22-23 Campaign
- Visit Ads for Undergraduate Recruitment
- Leadership Symposium Creative
- Scalable Logo System for Western
- Family Connections Newsletter Redesign
- Values Campaign Banners (Old Main Lawn, High Street, Bill McDonald St.)
- Guaranteed Transfer Admissions Ads

Brand Management

The creative team works with partners across campus to manage Western Washington University's brand. This includes the development of design elements and assuring adherence to Western's brand standards.

In March and April, the Creative Team:

- Completed brand identity work for:
 - Entrepreneurship and Innovation Studies
- Started and still working on brand identity work for:
 - Washington Campus Compact (rename and rebrand)
- Continued University's SEO strategy and interdepartmental collaboration, utilizing a "one Western" approach.

COMMUNITY RELATIONS

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

APIDA Heritage Month

May was Asian Pacific Islander Desi American (APIDA) Heritage Month. WWU collaborated with higher education and K-12 institutions in Whatcom and Skagit Counties to host a virtual speaker series from May 17-19. The theme was “Raising our Voices: Our Collective Responsibility for Change.” Speakers for the three events included WWU Alumnus Byron Yee; author and screenwriter Paula Yoo; and a panel of trailblazing Washington State leaders featuring Sen. Manka Dhingra, Rep. Vandana Slatter, and King County District Court Judge Fa’amomoi Masaniai. Every guest shared their powerful stories as APIDA individuals and inspired the community to take action and create change. Nearly 2,000 people participated, including 1,500 Bellingham middle schoolers. Dozens of college students watched the events together in viewing parties at WWU and Whatcom Community College. All events were moderated by students from WWU, Bellingham’s Squalicum High School, Whatcom Community College, and Skagit Valley College. Recordings of the videos are available at www.wwu.edu/apida.

Memorial Day Parade

After a two-year hiatus due to COVID, WWU was back in Bellingham’s Memorial Day Parade on Saturday, May 28 with more than 60 students representing some of WWU’s diverse clubs, sports and programs. Alumni and fans of WWU cheered and clapped from the sidewalks. WWU’s Banner was carried by three of WWU’s national runner-up women’s basketball players followed by Analogue Brass, a New Orleans-style band made up of WWU Alumni. Additional WWU participants included WWU Cheer, Western’s mascot Victor E. Viking, the WWU Waterski Team, and Western’s Transportation Services.

Move Out

Community Relations partnered with the City of Bellingham, WWU’s Office for Off Campus Living, Office of Student Life, and surrounding neighborhood associations to launch a multi-pronged outreach campaign to inform students about city ordinances prohibiting the dumping of used furniture and other household goods on lawns, sidewalks and alleyways. The campaign also provides resources for places to properly store, donate, sell or dispose of unwanted items. In addition to campus posters and social media outreach, the City of Bellingham provided informational yard signs for neighbors to display. Western and the city also partnered with landlords ensuring they share similar messaging with tenants. This effort to reduce unsightly littering and dumping in neighborhoods has been well received by Western’s neighbors and will be utilized annually.

Juneteenth

Community Relations is coordinating Western’s flag-raising ceremony honoring Juneteenth. The event will feature a speech by Amy Westmoreland, WWU’s director of Multicultural Student Services. In addition to flying a new, larger Juneteenth flag in WWU’s Flag Plaza, WWU is also a sponsor of Bellingham’s annual Juneteenth Celebration located at Maritime Heritage Park. www.wwu.edu/juneteenth

WWU Day at the NW Washington Fair

August 18 is WWU Day at the Northwest Washington Fair. To boost Western’s partnerships and visibility in Whatcom County, Western is excited to partner with the fair by promoting the University through giveaways, advertisements and WWU’s mascot at the entrance. WWU Day at the Fair is also the same day nationally-known rapper Flo Rida performs.

TRIBAL LIAISON

Planning

The Tribal Liaison has participated as Co-Chair for the Longhouse Steering Committee which meets monthly. The Coast Salish Longhouse project has progressed significantly through the RFP process

with highly competitive submittals. The Search Committee was able to narrow down the interactive meetings to four finalists which occurred April 7, 8, 11 and 12. These design meetings were an opportunity for the committee to observe how well they network and to get an idea of their individual design and construction methods. The interviews also provided an opportunity to learn how well the architects and construction teams have worked with other Native communities with similar projects. The top candidate is Wellman Zuck/Jones & Jones/Rolluda.

All four proposals were impressive, and the search committee had no hesitation that any of the finalists could complete a successful longhouse project for Western. All four teams presented very well, and it was not an easy task to choose just one. The decision ultimately came down to qualitative factors including how well the teams responded to questions, and how well the team would work with elders and tribal planning committee members. John Paul Jones, a Native American himself, possesses an impressive reputation for culturally-sensitive architecture, including the design of the Smithsonian Institution's National Museum of the American Indian, the longhouse at the University of Washington, as well as the Southern Ute Cultural Center & Museum, the Bainbridge Island Japanese-American Exclusion Memorial, and the Mercer Slough Environmental Education Center.

We also continue work in collaboration with University Advancement to close the funding gap with private philanthropic outreach. Most recently, we have completed an updated interlocal agreement with Whatcom County which paves the way for a contribution of \$75,000 from the county.

The longhouse at Western is more than a structure, it is a landmark for Western to honor the voices of Natives students, staff, faculty and tribal people who have for decades dreamed of having a longhouse on Western's campus. This building is a significant beginning for Western in building and sustaining relationships with tribal nations within the states of Washington, Oregon, Alaska and beyond. The opportunities this project can bring to Western's community and Whatcom County is a tremendous step and it is an honor for the Tribal Liaison to be able to support this effort.

The WWU Board of Trustees and administration will take a monumental action with approval of the recommendation of the Wellman Zuck/Jones & Jones/Rolluda contract. We raise our hands up to the BOT and administration in support of this project.

In other planning updates, the Tribal Liaison has recently begun working with the Council of Presidents and other higher ed tribal liaisons in the state to discuss the possibility of applying the [University of California Native American Opportunity Plan](#) to Washington, likely through 2023 legislation. Our UW colleagues have already provided an early estimate of costs, and the working group convened by COP is developing plans to further operationalize the idea. We also look forward to engaging colleagues within our community and technical colleges.

Events

The Tribal Liaison attended the Affiliated Tribes of Northwest Indians Mid-Year Conference May 16 – 19, 2022 at the Silver Reef Casino on Lummi reservation. The Tribal Liaison made a presentation to the Education Committee with an update regarding the longhouse project which included participants from other higher education and tribal education people.

The Tribal Liaison was able to contact several tribal leaders and provide a brochure and letter requesting financial support for the longhouse. The Tribal Liaison will be visiting with Swinomish, Tulalip, and Suquamish tribal councils to present additional information to acquire potential funding opportunities from these tribes.

There were also Washington State Department of Commerce representatives present who also provided potential grant opportunities. The Tribal Liaison will follow up in the next several weeks with the Development office to research the potential financial opportunities.

SMALL BUSINESS DEVELOPMENT CENTER

Bellingham April/May 2022 Highlights

- The SBDC is partnering with the Northwest Workforce Council to implement a self-employment training program under the Washington Innovation Opportunity Act.
- As part of our ongoing efforts to serve under-represented populations in the business community, the SBDC is partnering with the Center for Inclusive Entrepreneurship's Comadres program. This program provides mentorship and training for Latina entrepreneurs.
- CBA Kathy Bastow presented and mentored participants at the Northwest Indian College's business plan workshop.
- Congratulations to our CBAs honored by the SBDC for their roles in helping small businesses access capital and retain jobs in 2021:
 - Sherri Daymon received the 100 Jobs Club and \$1 Million Dollar Club awards
 - Kathy Bastow received the \$1 Million Dollar Club award
 - Eric Grimstead received the \$1 Million Dollar Club award

Outreach

- As local organizations are returning to in-person events, our advisors have increased their physical outreach in the community in April and May:
 - Bellingham Bar & Restaurant Network
 - Bellingham Regional Chamber of Commerce – Networking Breakfast, Legislative Lunch
 - Birch Bay Chamber of Commerce luncheon
 - BIPOC Business Support meeting
 - Blaine Chamber of Commerce luncheon
 - Business Recovery Task Force
 - Comadres, Center for Inclusive Entrepreneurship – presentation
 - Developed connections with Spanish-speaking small business liaisons at Department of Revenue, Washington Employment Security, and Washington State Labor and Industries
 - Flood Recovery Update meeting
 - Northwest Cooperative Development Center – hosted the first meeting of Cascade Cooperatives, a coalition of regional cooperatives
 - TEAM Whatcom meeting
 - Small Business Disaster Relief Fund meeting
 - Small Cities Partnership meeting
 - Sumas Small Business Promotion
 - Whatcom Community Foundation, Impact Investing Committee meeting
 - Whatcom County Business and Commerce meeting
 - Whatcom Racial Equity Commission: Stakeholder Group Meeting
 - Whatcom Women in Business – presentation

Professional Development – General

- Growth Wheel: Restaurant Startup Case Study
- SBA 7a Loan review
- Social Security 101
- Washington SBDC Spring Conference
- Ongoing meetings with local service providers to build our referral network

Professional Development – Equity and Cultural Awareness

- Conversations on Equity: Philanthropy's Role in Pursuing Economic Equity

- Mental Health: Conquering Burnout
- Serving Small Businesses Through Diversity, Equity, and Inclusion
- Generational Differences in the Workplace: Challenges and Best Practices

Kitsap April/May 2022 Highlights

- Congratulations to our Kitsap CBA, Jaime Forsyth, who received the \$1 Million Dollar Club award from the SBDC for helping small businesses access capital and retain jobs in 2021.

Presentations

- Port Orchard Bay St. Association
- South Kitsap Chamber of Commerce

Outreach

- Bainbridge Island Chamber of Commerce Business networking event
- Bremerton Chamber of Commerce - Monthly meeting
- Historic Downtown Poulsbo Association and Poulsbo Chamber - Networking event
- Kitsap Economic Development Association - Meeting with Executive Director
- Poulsbo Chamber of Commerce - Monthly meeting
- Port Orchard Chamber of Commerce - Business networking event
- Bremerton Chamber of Commerce - Business networking event
- South Kitsap Chamber of Commerce - Monthly meeting
- Silverdale Chamber of Commerce - Monthly meeting
- Bainbridge Island Economic Development Committee
- Kitsap Credit Union – Meeting with new Business Development Manager
- First Security - Meeting with new VP Community and Business Banking

VISUAL MEDIA PRODUCTION

Projects Undertaken

File Organization of current and legacy projects on the new media server (known as EVO). Thousands of previously created assets were created by team members that have since left the university and were located on many physical drives. An effort was made to organize and tag the projects before the new director and visual journalist staff member arrived, but the workflow is now in much better shape due to workflow optimization, implementing file name conventions, and reducing the number of identical files living in multiple places within the ecosystem. This work has since reached a first level of completion, as the workflows we have enacted have greatly increased our location and use of previously made content. We will continue iterating on this system as the work continues to be generated.

Optimizing and facilitating efficiencies to better share multimedia assets with campus partners for social media, Window Magazine, etc. This previously was done on a case-by-case basis and now workflow is taking shape on reducing the amount of effort to share such things. This system and workflow has now been used to share dozens of custom images and video clips for social media content and assets for partners. Recently, we have shot about ten events on campus and have been able to share print-quality imagery with partners on campus within an hour of the shots being taken.

Equipment organization, itemizing, and inventory. Every single asset purchased by URM for Media Production use is now in an inventory that previously did not exist. All items are also physically tagged, so if misplaced, a number can be called to arrange a return. This has now been fully implemented and can now lead to a quicker turnaround of content creation.

Implementing a new project to capture general footage and imagery of all buildings on campus as a repository and resource for the WWU community. We have begun shooting imagery for all four seasons for each building and campus location. The creation of the libraries themselves was an undertaking, as almost 200 folders were created that needed to be highly organized.

Adapting previously made material for marketing and storytelling use.

Projects in production:

- Student Spotlight: Sealey Raymond, Neuroscience undergrad
- Student Spotlight: Dani Iwami, women's basketball team
- ISB Walkthrough Tour with Brad Johnson
- "Less than :60" Light, Fun social media content series pilot (Interesting, notable, novel short videos about a range of topics of things happening all over campus)
- WWU Rock Climbing Contest
- Lummi Island Sculpture Woods tour and interview with artist Ann Morris

Projects about to begin production:

- WWU Honors Ecuador & Galapagos Program
- All-Electric SAE Formula Car
- Solar Window Campus Install Vignette
- Student Move Out Tips & Tricks
- Pride Month Celebration Vignette
- Juneteenth Flag Raising Ceremony Vignette
- Commencement Weekend Vignettes
- Summer Course Field Work Asset Creation / Capture (Geology, 8MM Filmmaking, Glaciology, Flyfishing, Marine Biology)

WASHINGTON CAMPUS COMPACT

Summer Initiative for Student Civic Leaders: Washington Campus Compact, through our Civic Leadership and Engagement Corps program, is offering over **\$140,000 of education awards** to students in Washington and Idaho who will participate in community-based internships or community engagement initiatives this summer. Each student who completes at least 300 hours, can earn \$1,374.60 as an education award to help with future educational expenses. This opportunity is open to current students or recent graduates who meet AmeriCorps eligibility criteria.

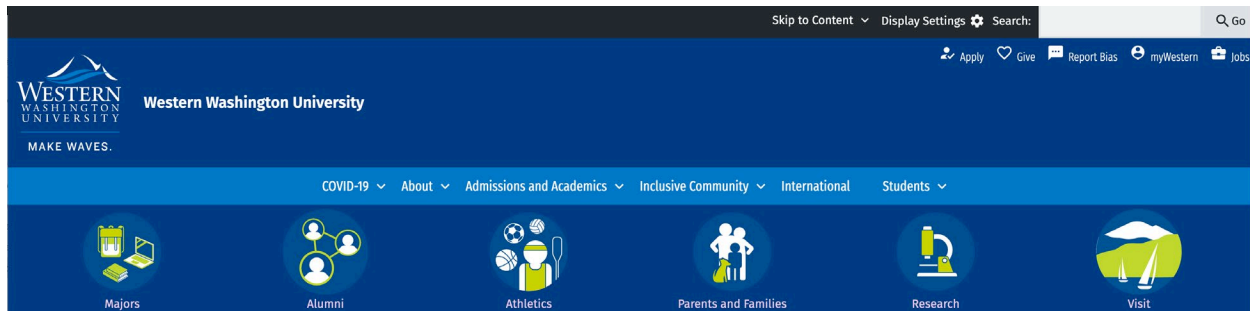
This education award opportunity is ideal for students who may be seeking scholarships or funding to support community-based internships (paid or unpaid) or community engagement projects focused on any of the following community issues:

- Environmental Stewardship
- Housing/Food Insecurity (can include campus- or community-based)
- Medical/Mental Health (can include pre-med students, social work/counselors serving in clinics)
- Academic Success K-16 students (can include camps, summer programs, etc.)
- Civic/community engagement
- Breaking the prison pipeline

WEB COMMUNICATION TECHNOLOGIES (WebTech)

Summary

April and May consisted of improving many sites both behind the scenes and visually for users. The most noticeable change was the release of navigational icons on the institutional homepage. The goal of this was to increase traffic to important content that previously took more than one-click to access.



From 2/1/2022 through 3/18/2022 the following links were within the menu system.

Page Name	Number of visits
Majors	29,801
Alumni	33,933
Athletics	0
Parents	236
Research	1,529
Visit	64

The same pages are now created as clickable icons, this data is from the date of the release 4/1/2022 – 5/18/2022 to halfway through the next month.

Page Name	Number of visits
Majors	26,166
Alumni	38,714
Athletics	1,670
Parents	1,079
Research	1,100
Visit	1,386

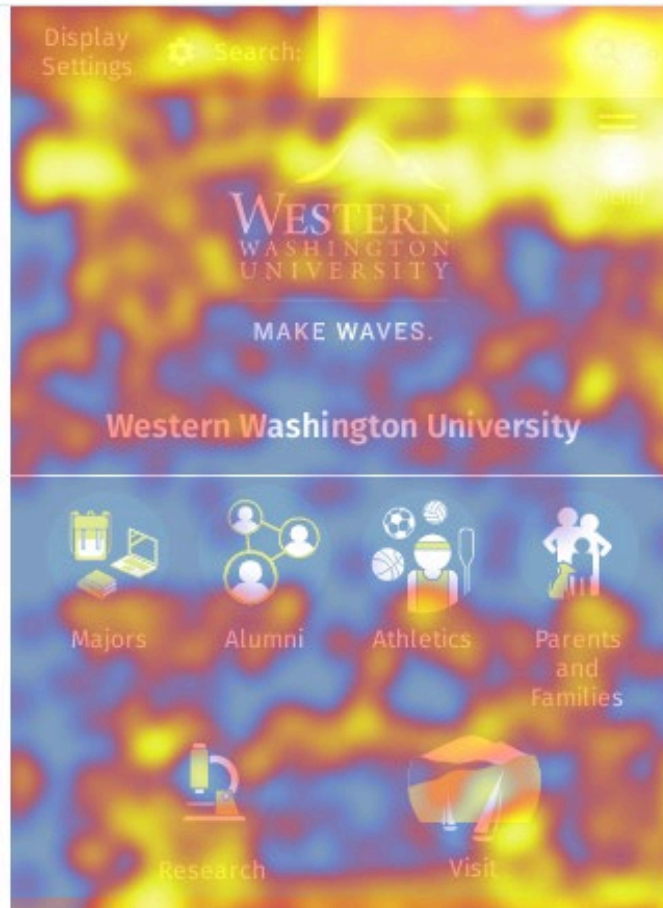
Overall, traffic to pages rarely visited before the change increased dramatically. The pages for Parents and Families, Visit, and Alumni had all previously been within other menus. While majors traffic decreased it was slight and not concerning as the date ranges had more weekend days in them in the latter range. These new numbers nearly put these pages in the top 50 for all content at Western.

Also worth noting is that since these icons are not hidden in the menu, they are immediately available to mobile users. Here is a heat map showing engagement with the icon navigation on mobile between 4/1/2022 and 5/18/2022.

Fewest



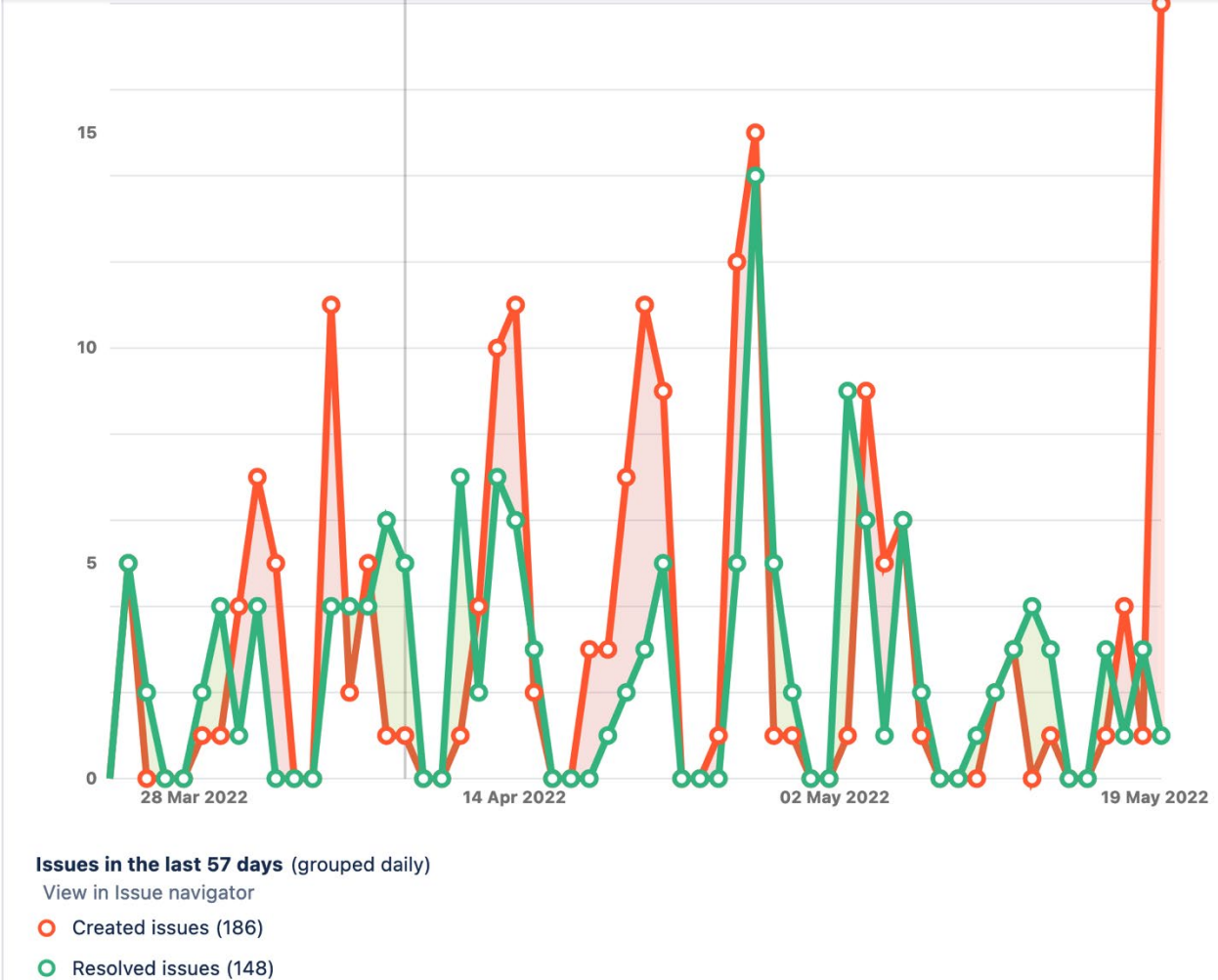
Most



Web Traffic Analysis

Students and prospective students were actively visiting the admitted students portal (84,835 visits) between April 1st and May 24th and the majors landing page continued attracting visits (60,356). The pages for students to explore on-campus housing also saw 18,532 visits. Overall traffic across sites at Western was down slightly to 1,627,027 sessions. The staff recruitment page led with 61,391 views followed by faculty recruitment with 34,467 views.

WebTech Workload



WebTech for the first time prior to COVID saw a decrease in stated demand. That was lucky as vacations and illness have jostled the department. While the decrease is welcome it does not mean there is a lack of work. We still created 186 new issues, while resolving 148, in addition to fielding 474 emails to our generic help inbox.

University Relations & Marketing

Reflections & Future Directions

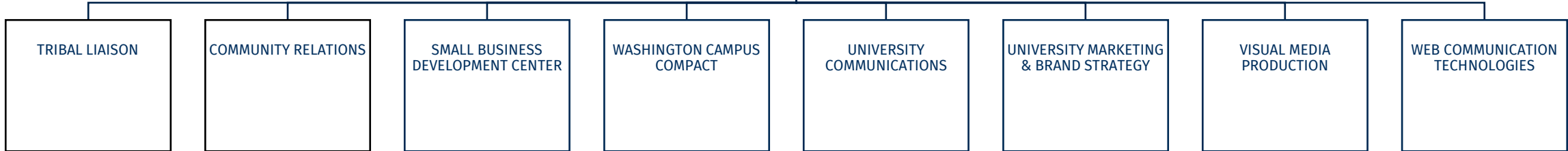
June 10, 2022



Strategic Goals

- Cultivate positive relationships within and between the campus and our communities
- Promote a more inclusive culture
- Increase campus and public understanding of the Western brand
- Support top-of-funnel recruitment
- Proactively and effectively tell Western's story
- Collaboratively improve economic vitality in local communities and beyond

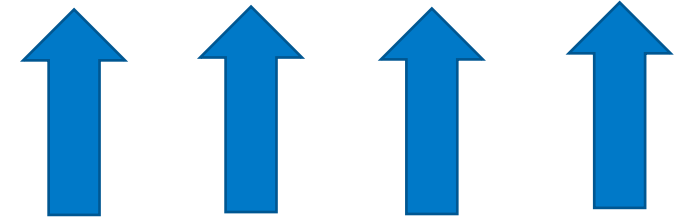
UNIVERSITY RELATIONS
& MARKETING



Strengths & Challenges


- New Leadership in UComm, Marketing & Visual Production
- SBDC
- Enrollment Rebounding to Pre-Pandemic Levels
- Town-Gown Engagement
- Digital Accessibility
- ADEI Sensitive Communications
- Proactive Earned Media Outreach
- Marketing Budget Drop from \$600K to \$350K (\$250K now recurring)
- Looming Demographic Cliff
- Staff Retention

Marketing Successes



WE'RE NOT AFRAID TO LOOK UNDER ROCKS.
Discover Something New at WWU


WESTERN WASHINGTON UNIVERSITY
MAKE WAVES.



IT'S MORE THAN A DEGREE.
Empower People with a Rehabilitation Counseling Master's Degree

LEARN MORE

WESTERN WASHINGTON UNIVERSITY
MAKE WAVES.



FIND YOUR PLACE.

PRIORITY APPLICATION DATE JANUARY 31

WESTERN WASHINGTON UNIVERSITY
MAKE WAVES.



FREE MONEY FOR COLLEGE? SERIOUSLY!
Have You Filled Out Your FAFSA? Let WWU Help

WESTERN WASHINGTON UNIVERSITY
MAKE WAVES.

- First year apps up 12%
- Non-resident apps up on average 15% across targeted geographies
- 78% of new first years completed a FAFSA filing

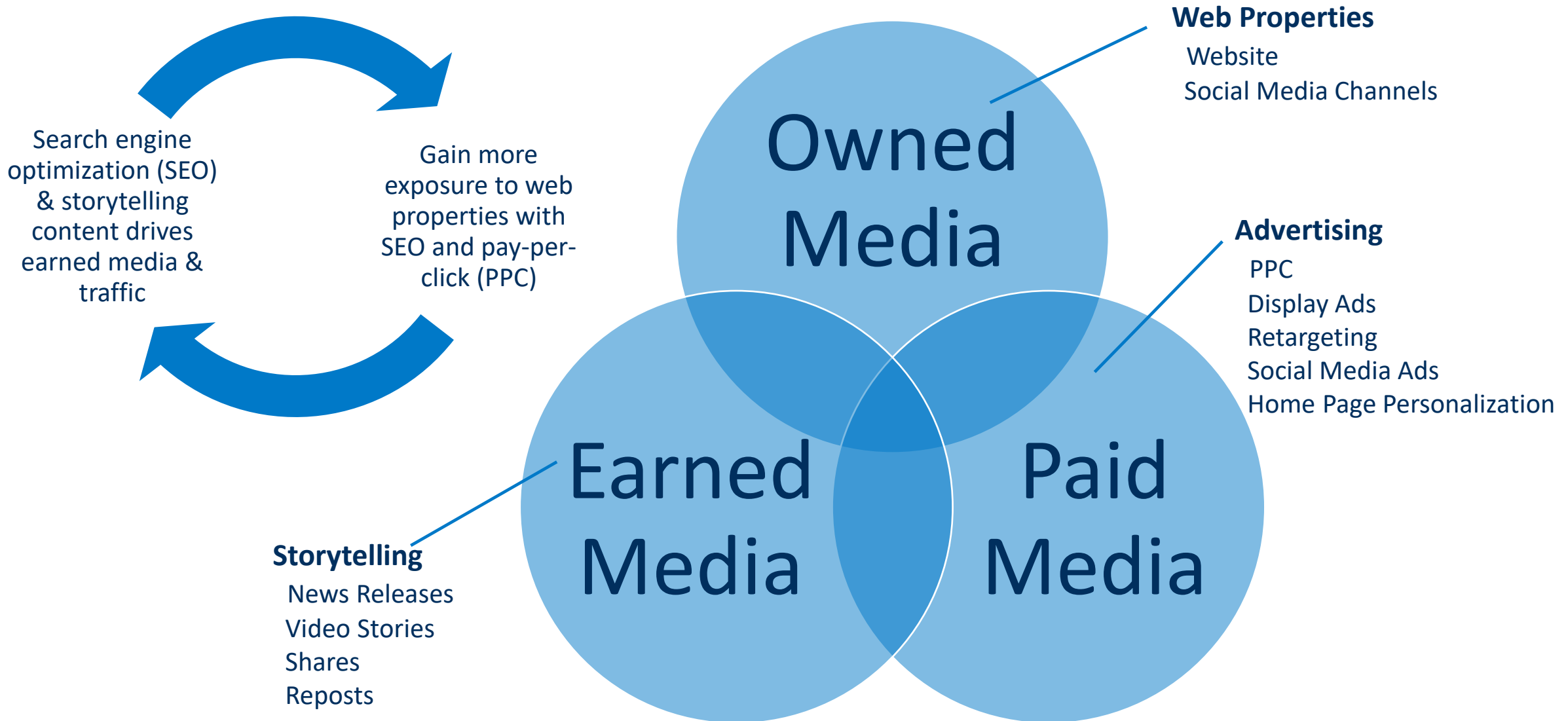


SCHOOL ON YOUR TERMS.
Transfer to WWU

LEARN MORE

WESTERN WASHINGTON UNIVERSITY
MAKE WAVES.

The Digital Trifecta



Engagement by Campaign and Type

Engagement Among Campaigns (UTM Values)

Selected time period vs previous

Medium	Users	% Δ
display	79,934	1,982.7% ↑
paid-social	29,102	20,836.7% ↑
video	18,059	601,866.7...
ppc	12,553	2,356.6% ↑
email	11,997	507.8% ↑
lightbox	1,124	1,943.6% ↑
toaster	558	1,966.7% ↑
web	372	691.5% ↑
print	324	241.1% ↑
postcard	120	-
Grand total	155,713	2,159.3% ↑

Campaign	Users	% Δ
transfer	31,113	1,712.1% ↑
ug-oos	30,750	122,900.0...
ug-in-state	17,063	7,099.6% ↑
ug	15,297	1,732.0% ↑
grad	9,998	5,162.1% ↑
ug-southern-ca	8,751	145,750.0...
wmba	5,007	250,250.0...
ug-north-central-ca	4,375	218,650.0...
ug-senior-list	4,205	34,941.7% ↑
rehab-counseling	4,031	134,266.7...
Grand total	155,713	2,159.3% ↑

Engagement Among Top 10 States

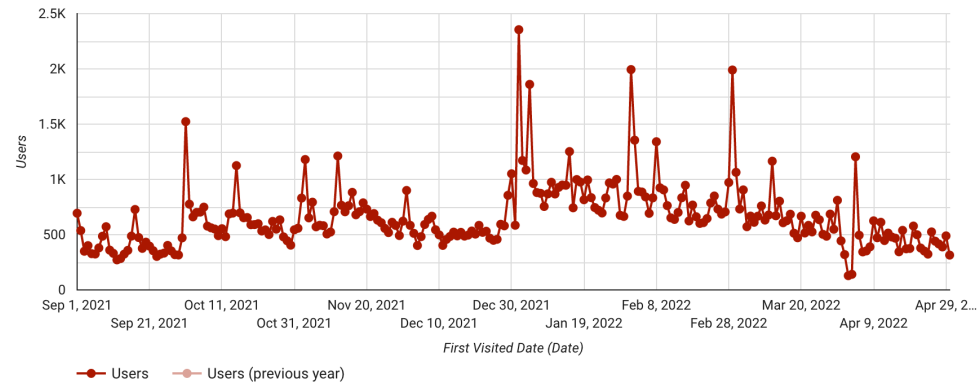
Filters

Sep 1, 2021 - Apr 30, 2022 Position Decision Status

Source Medium Campaign Term Content

First Visit Date for Users

Selected time period vs previous year



Overview

Selected time period vs previous

Users	159,335
	↑ 2,192.9%
Started Application	2,053
Decided	1,807
Submitted Application	1,746
Admit	1,397
Awaiting Submission	1,261
Admit/Confirm	1,218
Awaiting Decision	1,156
Submitted RFI	811

Engagement Among Top 10 States

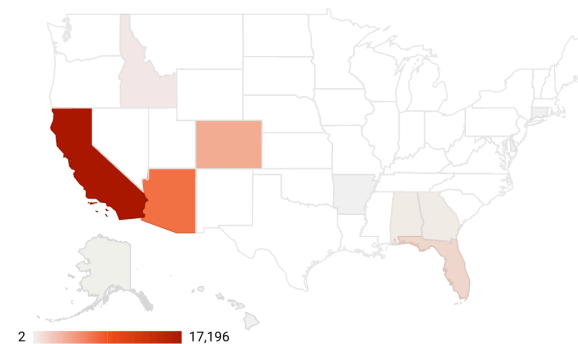
Based on selected time period

State	Pageviews (avg.)	Users
Washington	12	41,909
California	7	16,484
New York	2	12,956
Texas	4	7,679
Illinois	3	7,214
Arizona	4	6,616
Oregon	14	6,402
Virginia	3	4,223
District of Columbia	3	3,752
Colorado	8	3,631
Grand total	5	155,691

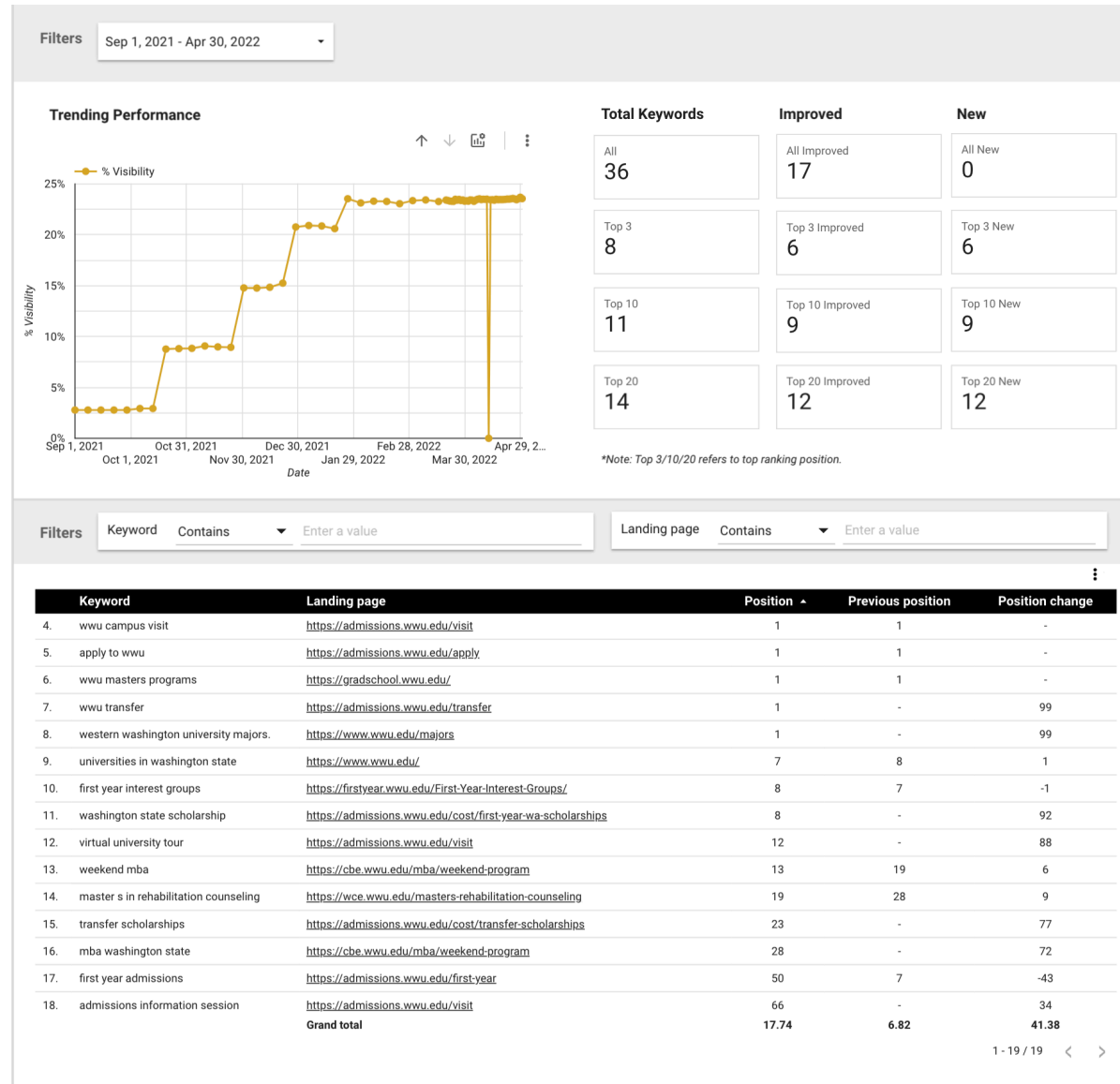
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Associated States

Based on selected time period



SEO Successes



- Six key recruiting terms in the top three search results
- “WWU transfer” and “Western Washington university majors” went from unranked to #1 position after we redesigned the majors page and started a targeted transfer campaign

Opportunities Ahead

- New leadership with fresh ideas and new perspectives
- Dedicated graduate program marketing aligned with strategic priorities
- Promoting a campus culture that respects, empowers and listens to traditionally underserved communities
- Improving morale and retention of BIPOC and other historically underserved communities

Questions & Comments



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

DATE: June 10, 2022

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Brent Carbajal, Provost and Vice President for Academic Affairs
Melynda Huskey, Vice President for Enrollment and Student Services
Joyce Lopes, Vice President for Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

SUBJECT: Operating Budget Framework, Planning Process and Decision Packages

Purpose of Submittal:

A presentation will be provided to the Board on the following, which will provide the framework for approval of the 2022-2023 Academic Year Tuition Rates and Mandatory Fees, 2022-2023 Mandatory Student Fees, and 2022-2023 Self-Sustaining Academic Year Tuition.

- FY2023-2025 Decision Package Development
- University Budget Planning Process
- Operating Budget Framework

Operating Budget Framework

Board of Trustees

June 10, 2022

**BUDGET &
FINANCIAL
PLANNING**



Guiding Principles and Assumptions

Below the surface challenges

Transformation vs Addition

Data informed decision-making
Transparency vs Advocacy

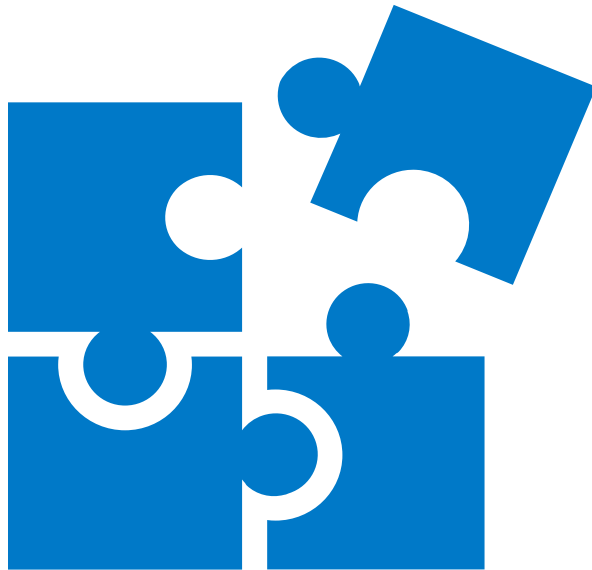
Assessment & planning
engrained in campus culture-
part of everyday work

Simple, clear communications

Priorities focused by the Strategic Plan

Progress measured against
the Strategic Plan

FY23 Budget Plan



Supplemental State Budget



Prior Commitments



Internal Funding for Strategic Budgeting Proposals



Compensation Increases



Addressing the Deficit

FY23 Annual Recurring Funding from State

- Student Support: **\$1.26 million**
- Master's in Nursing: **\$461k**
- RN to BSN in Nursing: **\$433k**
- Cyber Range Poulsbo: **\$769k**
- Compensation Support: **\$767k in addition** to the state's prior share of compensation increases, moving towards the state funding a greater proportion of the cost of compensation increases
- Legal Services: reflected in both the AG and WWU budgets (**1.8 FTE**)
- Everett compensation increases: **\$33k**
- Hazing Prevention: **\$66k** to implement new bill
- Accessory Dwelling Unit Review: **\$30k**

Converting to recurring funding from FY22-23

Included as one-time in last year's budget process with plan to convert to recurring funding in FY23, and other prior commitments

- CBE Equity, Inclusion and Diversity
- ITS Staffing
- Institute for Global Engagement
- First-Year Expansion
- WCE Program Assistant
- Risk and Compliance Analyst
- Centralized Marketing for Undergraduate Programs/Webtech
- Internal Audit
- Board of Trustees staff support
- Replenish Benefits Fund
- Western on the Peninsulas tuition support

Internal Reallocations

One-time (Nonrecurring)

- Multicultural Student Services
- Mental Health First Aid Training
- Accommodations Counselor
- Software licenses
- Comprehensive Master Plan
- Seed funding for Critical Disability Studies Institute
- Outback Farm ADA Access
- PAC Concert Hall and Organ
- Grandstand Replacement
- PAC Acoustic Improvements for Practice Rooms

Recurring

- Social Justice and Equity Committee
- Center for Education, Equity and Diversity
- Assistant Athletics Trainer
- Web Accessibility and Compliance
- Compass to Campus base swap*

Alternative Funding

Self-Sustaining Tuition

For programs projecting to cover expenses through net new tuition revenue

- MS in Digital Marketing
- 4+1 Program in Materials Science

Focused Fundraising and Other Support

- Graduate program support
- Student support
- Mental health support
- Child Development Center

Addressing the Budget Deficit

Targeting a balanced budget by FY25 through budget reductions

- Comprehensive approach: Academic Affairs gap + university-level deficit = single shared target
- Budget reductions of 3.25% to largest divisions (Business and Financial Affairs, Academic Affairs, and Enrollment and Student Services)

Implementation

Pending BoT approval of FY23 State Operating Budget

- Each VP will work with their division to apply the reduction (not defaulting to across-the-board)
- Ongoing reporting and management tools to ensure alignment: informed decision making
- Focus on transformation, not addition
- Monitor and adjust based on new information (enrollment changes, new revenues, etc.)

**Western Washington University, Projection of State-Funded Operating Budget
Biennial Budget Recommendation, 2023-25 DRAFT**

	FY22	FY23	FY24	FY25
Beginning Institutional Reserves Balance	\$21,176,887	\$21,176,887	\$21,176,886	\$20,926,491
Estimated Revenues	\$204,644,395	\$212,404,460	\$206,456,796	\$206,434,316
Tuition	\$91,622,958	\$93,667,287	\$96,677,290	\$99,189,375
State Appropriations	\$94,850,000	\$103,439,000	\$102,088,000	\$102,088,000
Administrative Services Assessment	\$4,584,502	\$4,767,882	\$4,958,597	\$5,156,941
One-Time Revenues & Adjustments	\$219,549	\$1,688,294	TBD	TBD
Stimulus	\$13,367,386	\$8,841,997	\$2,732,909	\$0
New Revenue Proposals				
Budgeted Expenditures	\$204,644,395	\$212,404,460	\$206,707,191	\$206,707,191
Recurring Base Budget (Including Recurring Additions/Reductions)	\$199,008,308	\$209,703,294	\$209,703,294	\$209,703,294
Budget Reductions or New Revenues (TBD) to Balance Recurring Budget	(\$700,000)	(\$3,276,103)	(\$3,276,103)	(\$3,276,103)
One-time Investments (Budgeted)	\$2,996,911	\$4,342,617	\$280,000	\$280,000
One-time Investments (Non-Budgeted, Mid-year Changes)	\$1,839,176	\$634,652	\$0	\$0
COVID Response	\$1,500,000	\$1,000,000	\$0	\$0
Annual Net Income/(Deficit)	\$0	(\$0)	(\$250,395)	(\$272,875)
Minus: One-time Reductions	\$0	\$0	\$0	\$0
Minus: One-time Revenues (Stimulus)	(\$13,586,935)	(\$10,530,291)	(\$2,732,909)	\$0
Plus: One-time Investments and COVID Response Expenditures	\$5,636,087	\$5,977,269	\$280,000	\$280,000
Recurring Budget Gap	(\$7,950,848)	(\$4,553,022)	(\$2,703,304)	\$7,125
Projected Reserves				
Ending Institutional Reserves Balance	\$21,176,887	\$21,176,886	\$20,926,491	\$20,653,616
Outstanding Institutional Commitments	(\$604,583)	(\$604,583)	(\$604,583)	(\$604,583)
Pending Institutional Funding Requests	(\$793,994)	(\$793,994)	(\$793,994)	(\$793,994)
Ending Uncommitted Institutional Reserves Balance	\$19,778,310	\$19,778,309	\$19,527,914	\$19,255,039
Ending Uncommitted Institutional Reserves Balance as % of Budgeted Revenue	10.4%	9.8%	9.6%	9.3%

	Estimated Enrollment, Headcount Fall Qtr			
	FY22	FY23	FY24	FY25
Resident Undergraduate	12,410	12,150	12,149	12,149
Nonresident Undergraduate	1,805	1,900	1,966	1,966
Resident Graduate	725	733	704	725
Nonresident Graduate	185	136	133	136
Total	15,125	14,919	14,952	14,976

Includes tuition rate increases of 2.4% for resident undergraduate students and 3.5% for all other student types in FY23, and 2.8% ATB tuition rate increases thereafter

University Budget Planning Process

Board of Trustees

June 10, 2022

**BUDGET &
FINANCIAL
PLANNING**



Why Strategic Budgeting?

To align our budget with our strategic priorities

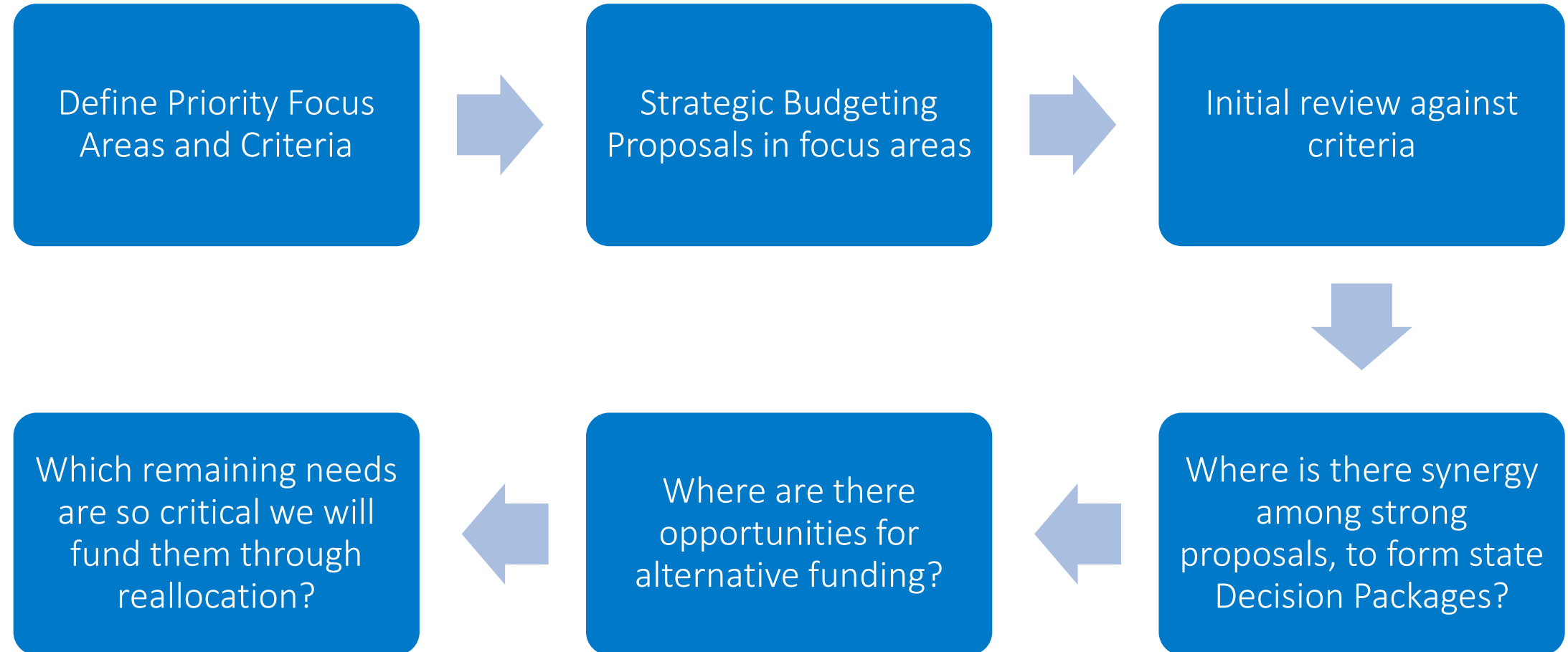
To improve student learning and success

To strategically invest in our institutional assets

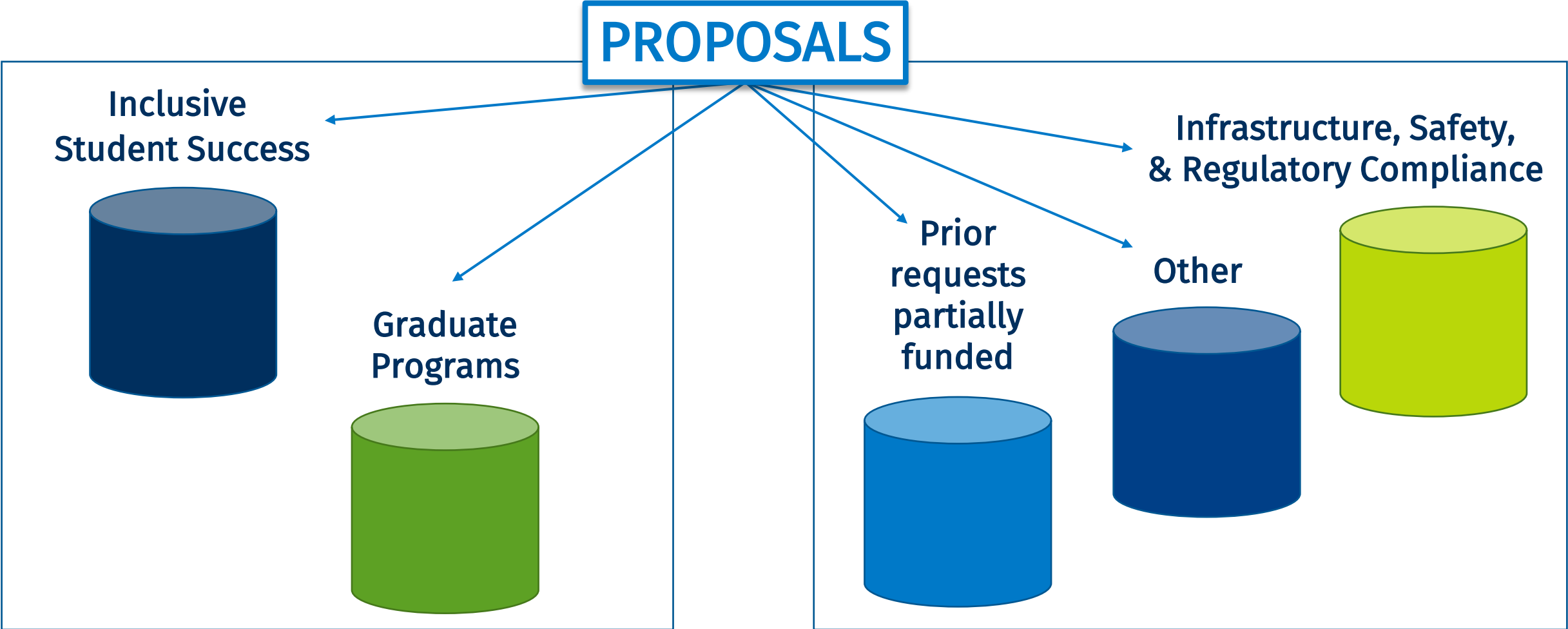
To ensure we are using resources efficiently and effectively

To implement evidence-based budgeting linked to assessment

Budget Process



Priority Areas



Priority Program and Service Areas

Structural and Legacy Funding Needs

Evaluation Criteria



Outcomes of Spring 2022 Planning

97 budget proposals were submitted in the focus areas of addressing core infrastructure needs, creating and supporting graduate programs, inclusive student success, and others.

For the state budget submission, selected proposals were combined into 3 packages, totaling about \$20 million.


Alternative funding and internal reallocations were also identified, moving over 40 proposals forward across all funding types.




Establishing a University-Wide Budget Committee



University Budget Committee Purpose

- **Advising the President** on matters related to the University operating budget
 - **Broadening the perspectives** informing and advising our budget processes and outcomes
 - **Complimenting the work of other entities** engaged in budget matters, including the Faculty Senate's University Planning and Resources Council and the Deans' Council
- 

University Budget Committee Charge

- **Contribute an independent point of view** to central university budgeting
 - **Guide development** of comprehensive budget and financial health reporting
 - **Inform the strategic budgeting process**
 - **Ensure follow-up on recommendations** from university-wide advisory groups, such as the Structural Equity Team, on making these processes more equitable and inclusive
 - **Review special topics** annually
- 

FY23-25 Decision Package Development

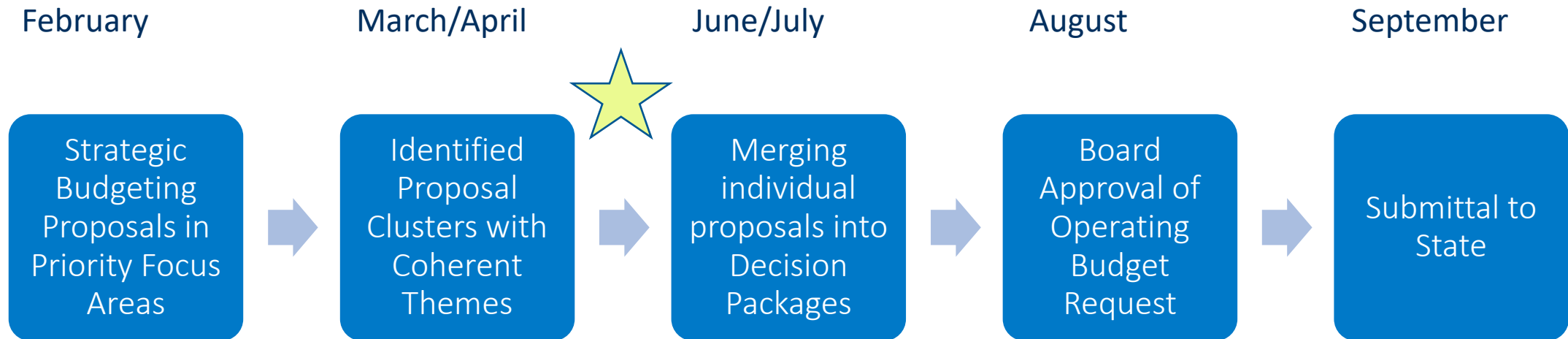
Board of Trustees

June 10, 2022

**BUDGET &
FINANCIAL
PLANNING**



Decision Package Development



2023-2025 Operating Budget Requests

Package 1

Environment and
STEM: Graduate
Programs and
Support

Package 2

Student Recovery
and Retention:
Inclusive Student
Success

Package 3

Core Infrastructure
Needs: Safety, IT, and
Facility
Infrastructure

Maintenance Level Requests

Compensation Increases and Operations and Maintenance for New
Buildings

Potential Advocacy

Communication Sciences and Disorders, Deaf Studies, Human Services,
Neuroscience, and Critical Disability Studies Institute

Package 1: Environment and STEM

Graduate programs and
supporting infrastructure



- Masters in Urban and Environmental Planning
- Healthy Environments and Coastal Communities
- Clean Energy and Climate Solutions
- Masters in Recreational Management and Leadership
- Electrical and Computer Engineering
- Computer Science
- Graduate Assistant Support
- Graduate Program Marketing

Package 2: Student Recovery and Retention

Inclusive student success



- Multicultural Student Services
- Advising and Student Outreach Services
- Accommodations Counselors
- First Year Students Equity in STEM
- First Year Math
- Writing Instruction
- First Year Academic Program Innovation

Package 3: Core Infrastructure Needs

Safety, IT and facility
infrastructure



- IT Network Infrastructure
- Software licenses (Zoom, Panopto, MS Premier)
- Inflationary Increases
- Mental Health First Aid Training
- Safety and Emergency Preparedness
- Versaterm Records Management
- Video Security

Potential advocacy

Proposals not included in formal request to state, but held in readiness to respond to legislative interest in funding certain areas



- Audiology and Speech Language Pathology
- Deaf Studies
- Human Services
- Neuroscience
- Critical Disability Studies Institute

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

DATE: June 10, 2022

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Joyce Lopes, Vice President, Business and Financial Affairs
Melynda Huskey, Vice President, Enrollment and Student Services
Faye Gallant, Executive Director, Budget and Financial Planning

SUBJECT: **Approval of 2022-2023 Academic Year Tuition Rates and Mandatory Fees**

PURPOSE: Action Item

Purpose of Submittal:

The Board is requested to approve 2022-2023 Academic Year Tuition Fees. Tuition fees include both the tuition operating fee and the capital building fee for each category of student. The Board is also asked to approve the mandatory student fee levels and revenue distributions for academic year 2022-2023, with one increase (0.4% total) from the 2021-2022 approved rates.

Proposed Motion:

MOVED, that the 2022-2023 annual tuition operating fee and capital building fee rates for state-funded students and resident undergraduate students be raised by 2.4%, and all other state-funded students including: non-resident undergraduate, resident and non-resident graduate, resident and non-resident MBA, resident and non-resident Clinical Doctorate of Audiology program, resident and non-resident Clinical Mental Health and School Counseling, and the resident and non-resident Speech Pathology program be raised by 3.5%.

FURTHER MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President and various constituent review committees, approve the 2022-2023 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- **Services & Activities Fee (4.0% or \$2.40 per quarter increase for students taking 10 credits or more, pro-rated for students taking less than 10 credits)**
- **Student Recreation Fee (No increase)**
- **Student Health Services Fee (No increase)**
- **Student Technology Fee (No increase)***
- **Non-Academic Building Fee (4.0% or \$3.00 per quarter increase for students taking 10 credits or more, pro-rated for students taking less than 10 credits)**
- **Sustainable Action Fee (No increase)***
- **Alternative Transportation Fee (No increase)***
- **Legislative Action Fee (No increase)**
- **Multicultural Services Fee (No increase)**

*** Pending renewal by student referendum**

Additional Information:

The fiscal year 2023 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 10, 2022 Board meeting.

Supporting Information:

- Attachment A: Supporting Information on Setting 2022-2023 Academic Year Tuition
- Attachment B: Proposed 2022-2023 Tuition Rates (Operating Fee and Capital Building Fee)
- Attachment C: Washington State Higher Education Sector Tuition Comparison – FY 2022
- Attachment D: WWU Mandatory Student Fees Current and Proposed Levels, 5-year Summary
- Attachment E: Services and Activities Fee Memo
- Attachment F: Student Health Services Fee Report
- Attachment G: Non-Academic Building 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:
Joyce Lopes, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

DATE: June 10, 2022

SUBJECT: Supporting Information on Setting 2022-2023 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 2022-2023, this average rate is 2.4%. This year represents a change in methodology used by the Bureau, resulting in a lower allowable increase than under the prior method.

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, consideration of fixed cost increases, and comparison costing with our peers.

Proposed 2022-2023 Tuition Rates for WWU

State policy makers pass 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.

Upon the recommendation of the President's Cabinet, it is recommended that Western increase the state-funded resident undergraduate tuition rate by 2.4% as authorized by the College Affordability Act of 2015. It is further recommended to increase all other rates (non-resident undergraduate, resident graduate, non-resident graduate, resident and non-resident MBA, resident and non-resident students in the Clinical Mental Health and School Counseling Masters programs, and resident and non-resident students in the Audiology and Speech Language Pathology programs) by 3.5%.

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 B 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 includes approved rates for WSU and preliminary rates for all others based on initial sector-wide conversations, but some are still awaiting approvals by the institutions' Board of Trustees or Board of Regents.

Resident Undergraduate Tuition: A tuition increase of 2.4% as recommended for this student group equates to an annual increase of \$165.

- Tuition increased for this classification by 2.8% in 2021-2022.
- UW resident undergraduate tuition is 54.6% higher than Western.
- Please see Attachment C for historical cost of attendance for this student classification.

Non-Resident Undergraduate Tuition: The proposed tuition increase for non-resident undergraduate students is 3.5% equating to an annual increase of \$844.

- Tuition increased for this classification by 2.8% in 2021-2022.
- UW non-resident undergraduate tuition is 60.2% higher than Western.
- Market and comparison costing analyses indicate that Western's non-resident tuition was previously extremely low in comparison to the other Washington public four-year institutions. As discussed at the April 2018 Board meeting, based on the quality of our programs, it was previously determined that we would like to position our non-resident tuition rate between Washington State University and Eastern Washington University rates, but that it would 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 and 2021-2022 to align with the resident increases. For 2022-2023, the 3.5% increase is intended to balance market position with changing conditions.

Resident Graduate Tuition: The proposed tuition increase for resident graduate students is 3.5% equating to an annual increase of \$374.

- Tuition increased for this classification by 2.8% in 2021-2022.
- UW resident graduate tuition is 60.4% higher than Western.

Non-Resident Graduate Tuition:

The proposed tuition increase for non-resident graduate students is 3.5% representing an annual increase of \$802.

- Tuition increased for this classification by 2.8% in 2021-2022
- UW non-resident graduate tuition is 28.7% higher than Western

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. CACREP accreditation and the associated costs are also expensive.

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 6 students. During their first year, students receive clinical supervision from faculty in our in-house Counseling Training Clinic (CTC). 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 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.

For these reasons a new graduate tuition fee rate was established for the Clinical Mental Health and School Counseling programs in the 2020-2021 academic year. CMC and SC resident and non-resident students are 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.

The proposed 2022-2023 increase for Clinical Mental Health and School Counseling programs is 3.5%, representing an annual increase of \$415 for resident students and \$844 for non-resident students.

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 2.8% in 2021-22 for both residents and non-residents. It is recommended that the resident MBA rate be increased by 3.5% representing an annual increase of \$432, and the non-resident MBA rate be increased by 3.5% representing an annual increase of \$1,079.

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 3.5%, representing an annual increase of \$570 for resident students and \$1,054 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 3.5%, representing an annual increase of \$608 for resident students and \$874 for non-resident students.

Attachments:

Attachment B – *Proposed Western Tuition Dollar and Percentage Increases 2022-2023*

Attachment C – *Tuition Comparisons for Washington State*

Western Washington University
Proposed 2021-2022 Tuition Rates (Operating Fee and Capital Building Fee)

TUITION FEES				
Operating Fee	2020-21	2021-22	\$ Change	% Change
Resident Undergraduate	\$6,562	\$6,719	\$157	2.4%
Non-Resident Undergraduate	\$23,164	\$23,975	\$811	3.5%
Resident Graduate	\$10,403	\$10,767	\$364	3.5%
Non-Resident Graduate	\$22,231	\$23,009	\$778	3.5%
Resident MBA	\$12,060	\$12,482	\$422	3.5%
Non-Resident MBA	\$29,910	\$30,957	\$1,047	3.5%
Resident Speech Language Pathology	\$15,803	\$16,356	\$553	3.5%
Non-Resident Speech Language Pathology	\$29,203	\$30,225	\$1,022	3.5%
Resident Audiology - Au.D.	\$16,859	\$17,449	\$590	3.5%
Non-Resident Audiology - Au.D.	\$24,235	\$25,083	\$848	3.5%
Resident Clinical Mental Health and School Counseling	\$11,530	\$11,934	\$404	3.5%
Non-Resident Clinical Mental Health and School Counseling	\$23,359	\$24,177	\$818	3.5%
Capital Building Fee	2020-21	2021-22	\$ Change	% Change
Resident Undergraduate	\$331	\$339	\$8	2.4%
Non-Resident Undergraduate	\$956	\$989	\$33	3.5%
Resident Graduate	\$277	\$287	\$10	3.5%
Non-Resident Graduate	\$696	\$720	\$24	3.5%
Resident MBA	\$296	\$306	\$10	3.5%
Non-Resident MBA	\$922	\$954	\$32	3.5%
Resident Speech Language Pathology	\$489	\$506	\$17	3.5%
Non-Resident Speech Lanugage Pathology	\$903	\$935	\$32	3.5%
Resident Audiology - Au.D.	\$521	\$539	\$18	3.5%
Non-Resident Audiology - Au.D.	\$749	\$775	\$26	3.5%
Resident Clinical Mental Health and School Counseling	\$306	\$317	\$11	3.5%
Non-Resident Clinical Mental Health and School Counseling	\$731	\$757	\$26	3.5%
TOTAL TUITION (Operating Fee and Capital Building Fee)	2019-20	2021-22	\$ Change	% Change
Resident Undergraduate	\$6,893	\$7,058	\$165	2.4%
Non-Resident Undergraduate	\$24,120	\$24,964	\$844	3.5%
Resident Graduate	\$10,680	\$11,054	\$374	3.5%
Non-Resident Graduate	\$22,927	\$23,729	\$802	3.5%
Resident MBA	\$12,356	\$12,788	\$432	3.5%
Non-Resident MBA	\$30,832	\$31,911	\$1,079	3.5%
Resident Speech Language Pathology	\$16,292	\$16,862	\$570	3.5%
Non-Resident Speech Language Pathology	\$30,106	\$31,160	\$1,054	3.5%
Resident Audiology - Au.D.	\$17,380	\$17,988	\$608	3.5%
Non-Resident Audiology - Au.D.	\$24,984	\$25,858	\$874	3.5%
Resident Clinical Mental Health and School Counseling	\$11,836	\$12,251	\$415	3.5%
Non-Resident Clinical Mental Health and School Counseling	\$24,090	\$24,934	\$844	3.5%

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 2023

Resident Undergraduate		Resident Graduate		Non-Resident Undergraduate		Non Resident Graduate	
UW	\$ 11,189	UW	\$ 17,135	UW	\$ 39,999	UW	\$ 30,715
WSU	\$ 10,708	EWU	\$ 12,648	TESC	\$ 28,817	EWU	\$ 29,364
TESC	\$ 7,563	WSU	\$ 12,366	WSU	\$ 26,392	WSU	\$ 27,163
EWU	\$ 7,060	TESC	\$ 11,982	EWU	\$ 25,976	TESC	\$ 26,960
WWU	\$ 7,058	WWU	\$ 10,680	WWU	\$ 24,964	CWU	\$ 24,361
CWU	\$ 6,817	CWU	\$ 10,400	CWU	\$ 23,878	WWU	\$ 23,729

* Operating and capital building fee only

Note. Tuition rate information for FY2023 is not final for institutions except WSU. Preliminary information where available provided here for all other institutions.

CAMPUS	RESIDENCY	LEVEL	AMOUNT ANNUAL	2.8% INCREASE FOR FY22
WWU	Resident	Undergraduate	\$ 6,705.00	\$ 6,892.74
WWU	Non Resident	Undergraduate	\$ 23,463.00	\$ 24,119.96
WWU	Resident	Graduate	\$ 10,389.00	\$ 10,679.89
WWU	Non Resident	Graduate	\$ 22,302.00	\$ 22,926.46
EWU	Resident	Undergraduate	\$ 6,707.00	\$ 6,894.80
EWU	Non Resident	Undergraduate	\$ 24,676.00	\$ 25,366.93
EWU	Resident	Graduate	\$ 12,015.00	\$ 12,351.42
EWU	Non Resident	Graduate	\$ 27,895.00	\$ 28,676.06
CWU	Resident	Undergraduate	\$ 6,475.80	\$ 6,657.12
CWU	Non Resident	Undergraduate	\$ 22,551.00	\$ 23,182.43
CWU	Resident	Graduate	\$ 9,822.00	\$ 10,097.02
CWU	Non Resident	Graduate	\$ 23,007.00	\$ 23,651.20
TESC	Resident	Undergraduate	\$ 7,185.00	\$ 7,386.18
TESC	Non Resident	Undergraduate	\$ 27,375.00	\$ 28,141.50
TESC	Resident	Graduate	\$ 11,382.00	\$ 11,700.70
TESC	Non Resident	Graduate	\$ 25,611.00	\$ 26,328.11
UW	Resident	Undergraduate	\$ 10,629.00	\$ 10,926.61
UW	Non Resident	Undergraduate	\$ 37,998.00	\$ 39,061.94
UW	Resident	Graduate	\$ 16,278.00	\$ 16,733.78
UW	Non Resident	Graduate	\$ 29,178.00	\$ 29,994.98
WSU	Resident	Undergraduate	\$ 10,457.00	\$ 10,457.00
WSU	Non Resident	Undergraduate	\$ 25,773.00	\$ 25,773.00
WSU	Resident	Graduate	\$ 12,076.00	\$ 12,076.00
WSU	Non Resident	Graduate	\$ 26,526.00	\$ 26,526.00

Notes

Main campus rates, FY21

Main campus rates, FY21

Main campus rates, FY21

Main campus rates, FY21

Main campus rates, FY21

Main campus rates, FY21

Main campus rates, FY21

Main campus rates, FY21

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These are current Fy22 rates

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<https://inside.ewu.edu/financialservices/fees-information/>

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<https://budget.wsu.edu/documents/2021/05/wsu-pullman-2021-2022-tuition-and-rates-printable.pdf/>

**Attachment D
WWU Mandatory Student Fees - 5-Year Summary**

It is proposed to increase the nine existing mandatory student fees for 2022-2023 as described below. This proposal constitutes a net average increase of 5.5% for all existing mandatory student fees (\$33.28 per quarter).

Proposed Fee Increases - Effective Fall Quarter for 2022-2023

Mandatory Fee	Notes	Proposed Change for 2022-2023	Quarterly Fees					Academic Year Fees						
			Actual				Proposed	Actual				Proposed		
			2018-19	2019-20	2020-21	2021-2022	2022-2023	2018-19	2019-20	2020-21	2021-2022	2022-2023		
Existing Fees														
Services & Activities (S&A) Fee	(1) (2)	Proposed increase of 4% increase to the non-bond pledged portion of the S&A fee for 2022-23, an effective rate of 3.435% on the entire fee. RCW 28B.15.069 limits the increase on S&A Fees to the portion of the fee not pledged to bonds. Fee is prorated per credit with 10+ credits paying the full fee.	\$216.60	\$223.98	\$223.98	\$226.38	\$234.16	\$649.80	\$671.94	\$671.94	\$671.94	\$702.48	\$52.68	
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.	\$105.25	\$109.46	\$109.46	\$109.46	\$109.46	\$315.75	\$328.38	\$328.38	\$328.38	\$328.38	\$328.38	\$12.63
Student Health Services Fee		Proposed increase of \$21.00 per quarter. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services.	\$113.00	\$117.00	\$117.00	\$117.00	\$138.00	\$339.00	\$351.00	\$351.00	\$351.00	\$414.00		
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. This fee is currently up for renewal; if students vote in favor it will be retained at \$35.	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00		
Non-Academic Building Fee		Proposed increase of \$3.00 per quarter. Fee is charged to students taking 6+ credits.	\$45.00	\$47.00	\$47.00	\$47.00	\$50.00	\$135.00	\$135.00	\$141.00	\$141.00	\$150.00		
Sustainable Action Fund Fee (renamed from "Green Energy Fee")		No proposed increase. 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. This fee is currently pending renewal by student referendum.	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	0.038435	
Active Transportation Fee (renamed from "Alternative Transportation Fee")		Proposed increase of \$1.50 per quarter for students age 18 and over; proposed decrease of \$28.50 for students under age 18. 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 be \$24.50 for students age 18 and older. This fee is currently pending renewal by student referendum.	\$26.25	\$27.50	\$28.50	\$28.50	\$30.00	\$78.75	\$82.50	\$85.50	\$85.50	\$90.00		
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.	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00		
Total Mandatory Fees			\$581.10	\$599.94	\$600.94	\$603.34	\$636.62	\$1,743.30	\$1,793.82	\$1,802.82	\$1,802.82	\$1,909.86	\$166.56	
<i>\$ Amount Increase</i>				\$18.84	\$1.00	\$2.40	\$33.28		\$50.52	\$9.00	\$0.00	\$107.04		
<i>Annual % Increase</i>				3.2%	0.2%	0.4%	5.5%		2.9%	0.5%	0.0%	5.9%		
<i>Cumulative Increase</i>							9.6%					9.6%		
<i>Average Annual Increase (non compounded)</i>							2.4%					2.4%		

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

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

From: Quin Wilder, Chair – S & A Fee Committee
Michael Sledge, staff facilitator, S & A Fee Committee

Date: May 26, 2022

Subject: **S & A Fee Committee Recommendations for 2022-23**

This is to inform you that the Services and Activities (S&A) Fee Committee recommends a 4% increase to the non-bond pledged portion of the S&A fee for 2022-23, an effective rate of 3.435% on the entire fee. The 2022-23 fee would increase to \$702.48 (from \$679.14) per academic year, or \$234.16 (from \$226.38) per quarter.

This recommendation is the result of debate and discussions centered on meeting the needs of constituent groups resulting from the continuing impacts from COVID; recent slight enrollment declines on budgets; and previous years' committee recommendations of minimal or slight increases to the fee. For some constituent groups, reserves are no longer sufficient as a stop gap. This year's increase was approved to address constituents' budgets and to meet the need for increased costs of travel, salary increases for staff, and minimum wage increases for student employees.

Each constituent made their budget presentations and mentioned the ongoing difficulties of increased costs coupled with recent modest fee increases. The committee initially believed that fall enrollment would be slightly higher, but a clarification to estimates meant meeting each constituent's budget request would be very difficult.

The committee's work began in January 2022 with orientation, and the committee agreed to work remotely through May. As usual, members heard constituent budget requests and presentations. Spring quarter meetings focused on challenges to constituents' budgets, centering on salary increase impacts, and an enrollment forecast for fall that anticipates only a slight enrollment decrease (understanding the impact of lower enrollments during COVID are being somewhat mitigated by first year enrollment confirmations for Fall 2022 being back to fall 2019 levels). In late April, the Committee voted to raise the fee the full allowable 4% and did so unanimously. In the next meeting in May, the committee first voted against keeping the same percentage distribution from last year in order to spend more time in deliberation and

discussion. In the May 13 meeting, the Committee voted 5-0 to maintain the same distribution to the constituent budgets.

The recommendations below cover the following areas for consideration and approval by the Board of Trustees at their June meeting: The 2022-23 Fee level, the 2022-23 distribution of estimated S&A fee revenue, allocation of expected Summer 2022 S&A revenues, and the S&A fee level for Summer 2023 (which is just a percentage of the Academic Year fee).

2022-23 Mandatory Student Fees **Services & Activities Fee**

Proposed Distributions and 4% Increase in Fee

Proposed Fee and Distribution: The Services and Activities (S & A) Fee Committee recommends a 4% increase to the non-bond pledged portion of the Services and Activities Fee for the 2022-23 academic year and Summer 2023 (an effective rate increase of 3.435% on the entire fee) and recommends the distribution of fee revenues for the 2022-23 academic year as outlined below.

Per RCW 28B.15.069 S&A fee increases are capped at 4% on the non-bond pledged portion of the fee. The committee proposes a 4% increase to the S&A Fee for the 2022-23 year, increasing the fee to \$702.48 per academic year or \$234.16 per quarter. This fee is prorated per credit (\$23.42 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 & Student Union System (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 (vacant) 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 April 15, 2022 (Athletics & Campus Recreation) and April 22, 2022 (Associated Students & DRAC), for constituents to share presentations on their areas and budget requests for the committee. Notice of these hearings was posted on the S&A Fee Committee website, and meeting materials including minutes, can be found at <https://vpess.wvu.edu/services-and-activities-fee-meetings-and-documents>

The vote on S&A fee scenarios for the 2022-23 academic year was 5-0 (with one member absent) in favor of the fee increase to 4%, and 5-0 (with one member absent) for allocation recommendations. The absent member had previously expressed support for the allocation recommendation that passed.

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 <https://vpess.wvu.edu/services-and-activities-fee>. Detailed budgets were presented on April 15 (Athletics & Campus Recreation) and April 22 (Associated Students and DRAC), with further discussion taking place in the meetings that followed.

CONSTITUENT BUDGET REQUESTS FOR ACADEMIC YEAR 2022-23

Associated Students

The Associated Students' S&A Fee budget request of \$3,138,596 was an 11.9% increase from their approved 2021 budget of \$2,804,891. Their actual 2021 allocation was \$2,832,168. The increase reflects the need for staff wage increases including the minimum wage increase for student employees.

Athletics

Athletics presented a budget request of \$2,135,455, a 4.42% increase from their approved 2021 budget of \$2,045,101 in recognition of the 4% limit on fee increases. Their actual 2021 allocation was \$2,064,989.

Campus Recreation

Campus Recreation requested \$441,127, a 0.97% increase from their approved 2021 budget of \$436,879. Their actual 2021 allocation was \$441,128. They emphasized the importance of keeping their allocation at 7%.

DRAC

DRAC (Departmentally Related Activities Committee) is composed of six separate constituencies (forensics, music, student publications, theatre and dance, International Affairs Association, and WWU Racing (probationary)). DRAC's budget request was for \$1,158,528, a

10.9% increase from their approved 2021 budget of \$1,044,711. Their actual 2021 allocation was \$1,054,871. DRAC emphasized the importance of keeping their allocation at 16.5%.

2022-23 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 \$24,000, an increase from last year's \$23,200.
- Housing, Dining & Student Union System 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 2022-23 is based solely on a percentage share of S&A Fee revenue.

	2021-22 Actual		2022-23 Projection	
Housing, Dining & Student Union System	1,148,527		1,174,639	
To Loan Fund	274,374		280,612	
Music Copyright	23,200		24,000	
Distribution to Constituents	\$ Amount	%	\$ Amount	%
Associated Students	\$2,832,168	44.3%	\$2,896,438	44.3%
Athletics	\$2,064,989	32.3%	\$2,111,850	32.3%
Campus Recreation	\$441,128	6.9%	\$451,138	6.9%
Departmentally Related Activities	\$1,054,871	16.5%	\$1,078,809	16.5%
Constituent Subtotal	\$6,393,156	100.0%	\$6,538,235	100.0%
Total S&A Distributions	7,839,257		8,017,486	

The committee voted to maintain last year's distribution with the following percentages: Associated Students 44.3%; Athletics 32.3%; Campus Recreation 6.9%; and DRAC 16.5%.

S&A Summer 2022

CONSTITUENT BUDGET REQUESTS for Summer 2022 (FY2022)

The practice has been to set the Summer fee level at 65.15% of the preceding academic year rate to reflect reduced constituent programming (Athletics does not share in the distribution). Last year's S&A Fee Committee addressed the Summer 2022 fee level in May 2021 when it recommended, and the Board of Trustees approved, the 2021-22 academic year budget with a 1.25% fee increase (effective 1.07%). The Summer 2022 rate was therefore set at \$14.75 per credit (65.15% of \$22.64). This year's committee reviewed budget requests to make decisions about the allocation of Summer 2022 fee revenues. Budgeting decisions were based on historical trends and an assumption of having \$298,000 to allocate.

Associated Students

Associated Students requested \$180,000 in total for Summer 2022.

Campus Recreation

Campus Recreation requested \$15,847 in total for Summer 2022.

DRAC

DRAC requested \$95,931 for Summer 2022.

After accounting for housing and the loan fund, the operating assumption was that \$298,000 was the target amount for the three constituents. More recent enrollment projections indicate that revenues may total approximately \$292,400. After some discussion, representatives voted 5-0 (with one member absent) to allocate funding received to the Associated Students at 64.36%, Campus Recreation at 6.44%, and DRAC at 29.2%. This is the same distribution as the base recommendation for last summer.

S&A Summer 2023 (FY2023)

Proposed Fee Level

As approved by the Board of Trustees in June 2021 and previous years, the Summer S&A rate is set at 65.15% of the preceding academic year S&A rate. With a 4% increase (effectively 3.435% increase) to the rate for the 2022-23 academic year S&A fee, the rate for Summer 2023 would increase from \$14.75 per credit to \$15.26 per credit (65.15% of \$23.42).

2022-2023 Mandatory Student Fees
Student Health Services Fee
Proposed 18% Increase to Fee

The proposed increase is \$21 per quarter for students taking 6 or more credits effective Fall Quarter 2022 (an increase from \$117 to \$138 per quarter or from \$351 to \$414 per academic year).

The Health Services Fee is mandatory for students enrolled for 6 or more credits at the Bellingham campus. It is also available as an opt-in fee paid by other students that desire access to Counseling, Health & Wellness (CHW) services. The opt-in criteria changed from 3-5 credits to 1-5 credits in FY22 to expand this option to more students. The fee was last increased ~3.5% from \$113/qtr. to \$117/qtr. in Fall 2019 but has not increased for the last three years.

What Will the Fee Increase Pay For?

- It will address cost of living salary and benefits increases for classified and pro staff.
- It will fund critical new staff and increased appointments for some staff.
- It will bring professional development and continuing education allowances in line with national standards.
- It will expand recruitment efforts to meet behavioral health, medical and accreditation staffing needs.

The proposed \$63/academic year fee increase would generate an estimated \$858,480 in revenue for Fiscal Year 2023 (FY23).

- \$598,740 would be used to fund increased expenses across all Counseling, Health & Wellness departments. (\$44 of the \$63 increase)
- \$259,740 would be used to replace reduced Health Service Fee revenue due to decreased enrollment. (\$19 of the \$63 increase)

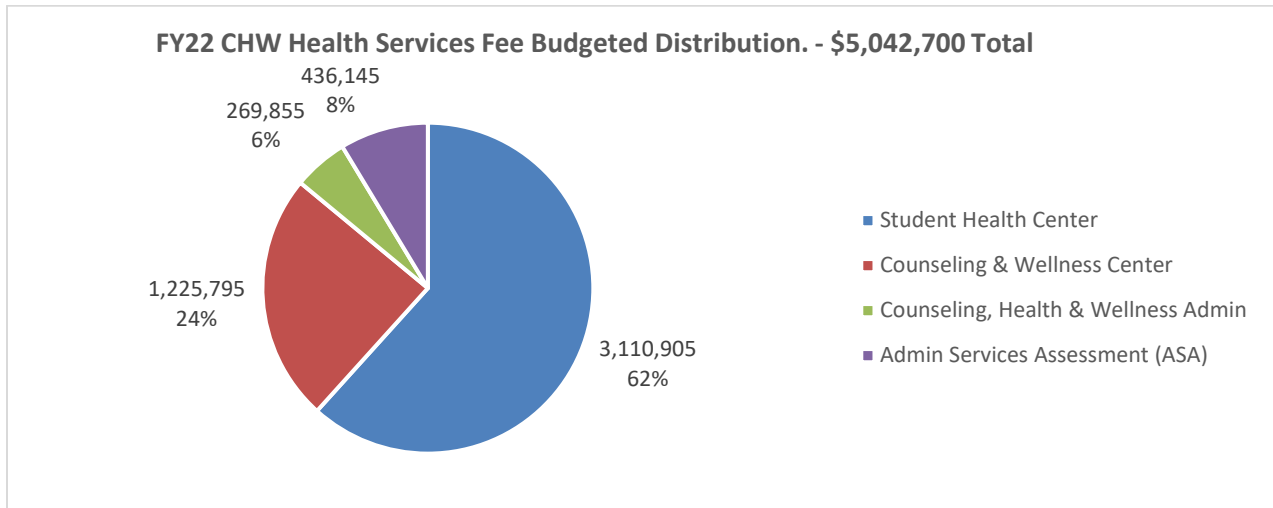
This fee increase will fund essential core functions while alternative revenue sources are being explored. It is anticipated these alternative revenue sources will reduce the fee burden on students and provide sufficient funds to minimize the need for future fee increases.

The mandatory Student Health Services Fee represents 95% of the Student Health Center's revenues and 47% of the Counseling & Wellness Center's revenues annually. This fee is the critical funding source used to support health related services to Western students by providing comprehensive medical, mental health and wellness services. For a list of services: <http://www.wvu.edu/chw/>

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

WWU			Fee per Academic Year			
Health Services Fee			Evergreen	WSU	Central WA	Eastern WA
	Fee per quarter	Fee per academic year	Student Wellness Services Fee	Health Fee	Student Health & Counseling Ctr. Fee + Wellness Fee	Health & Wellness Fee
2019-2020	\$117	\$351	na	\$408	\$363	na
2020-2021	\$117	\$351	\$501	\$488	\$363	\$381
2021-2022	\$117	\$351	\$525	\$488	\$363	\$390
	17.95%					
2022-2023	\$138	\$414	\$552	\$488	\$363	\$413
	proposed		proposed			proposed

*CWU: Student Health & Counseling Fee \$309 and Wellness Fee \$54



*Actual Health Services Fee revenue for FY22 is projected to be \$4,695,095. Revenue gap to be covered by salary savings from vacant positions, carry forward from FY21 and the reserve fund. FY23 will have no self-sustaining fund carry forward, vacant positions will be filled and a reserve balance unable to cover a possible ~260K in decreased revenue due to reduced enrollment.

FY22 Health Services Fee Revenue Budget \$5,042,700

FY23 Additional Fee revenue per \$21/qtr. increase	\$858,480
FY23 Impact of reduced enrollment – budget adjust.	<u>(\$259,740)</u>
FY23 Increase to Health Services Fee revenue budget	\$598,740

FY23 Health Services Fee Revenue Budget \$5,641,440

*A \$21/qtr. fee increase X 40,880 annual fee-paying events = \$858,480
 2021-2022 fee revenue budget is the same as 2019-2020.
 43,100 FY22 fee paying events, less an estimated 2,220 payments for FY23 = 40,880
 Although enrollment is increasing for Fall 2022, overall total enrollment is still down, and it may take a few more years to match or exceed FY20 fee revenue levels.

Proposed increases to salaries and benefits at rates determined by the legislature and WWU will have a significant impact on a current budget that primarily consists of personnel expenses (83%), professional development / goods & services (9%) and the WWU Administrative Services Assessment (8%). Salary and benefit savings due to staffing changes have been accounted for.

Salary Increases - \$389,055

\$81,950 – 4.25% Professional staff

\$36,440 – 3.25% Classified staff

\$26,830 - Classified step increases for 13 staff

\$105,510 – Increased FTE for existing positions

\$138,325 – New positions

Associated Benefits - \$127,280

Total Salary & Benefit Increase - \$516,335

Professional Development Increase - \$12,420 for current and new positions

(\$9,420 Health Ctr. & \$3,000 Counseling & Wellness Ctr.)

The majority of CHW positions require continuing education credits for professional licensure.

Goods and Services Increases - \$48,865

(\$4,600 CHW Admin, \$6,465 Counseling & Wellness Ctr, \$37,800 Health Ctr.)

Increase for departmental expenses used in day-to-day operations include, telecom, copy services, supplies, etc. The Student Health Ctr. has increased costs for medical records/billing software, professional licenses, refuse disposal, laundry, and custodial services.

Administrative Services Assessment Increase - \$21,120

FY23 – No change to current rate for Health Services of 7.875%

Total Increased Expenses - \$598,740

***Details - Increased FTE, Fund % and New Positions (Total Salary & Benefit Cost by Dept.)**

Student Health Center – \$314,570

Increase .450 FTE Behavioral Health M.D. retired, now .917 FTE (11 month) Psych. ARNP- \$79,130

Increase .458 FTE ARNP retired, now .750 FTE (9 month) ARNP- \$38,725

New .750 FTE (9 month) Clinical / Medical Technologist - \$54,015

New .833 FTE (10 month) Behavioral Health Counselor - \$83,300

New 1.00 FTE (12 month) Accreditation Specialist - \$59,400 (was project/temp. position)

Counseling & Wellness Center – \$29,720

Program Coordinator 1.0 FTE position now paid 50% self-sustaining fund. Increase funding to 100%.

50% of position has been paid by the institution for 2 years to provide support for WWU Covid Team.

Other Funding Sources

CHW Reserve Fund – Supports all CHW depts.

FY22 Beginning Fund Balance: \$455,250
 FY22 Year End Projected Fund Balance: \$300,000
 FY23 Commitments: \$100,000
 FY23 Projected Ending Balance: \$200,000

The self-sustaining reserve fund is critical to ongoing operations. It is primarily used for major purchases (medical equipment, computers, software & furniture), renovations, repairs, and coverage for extended staff absences due to illness. A reserve balance of 10% of the annual budget is desired (580K) to provide for the expenses mentioned as well as any emergency expenditures critical to maintaining operations. The reserve fund has been critical to maintaining operations since March 2020 and will need to be built back up.

FY22 Counseling & Wellness Center Budget

Self-Sustaining Health Services Fee	\$1,225,795	47%
State Allocation	\$1,396,325	53%
Total	\$2,622,120	

Organizational changes have resulted in considerable savings. The Counseling Center and Prevention & Wellness Services merged to become the Counseling & Wellness Center. Reductions to administrative costs were enough to create a new Mental Health Counselor position and to fund FY22 salary & benefit increases due to new hires, position reviews/promotions, and position FTE changes.

An increase to the fee in FY23 will be part of a longer-term plan to transition to a budget model that utilizes a variety of funding sources. Efforts are underway to increase revenue from fundraising, grants, tele-counseling for satellite campuses and expanding insurance billing at the Student Health Center.

2022-23 Mandatory Student Fees
Non-Academic Building Fee

Proposed Fee Increase: The proposed fee increase is \$3.00 per quarter for students taking 6 or more credits effective Fall quarter 2022 (a 6.4% increase from \$47.00 to \$50.00 per quarter).

2021-22 Program Report

Program Overview

Viking Union Facilities is an auxiliary function of Western Washington University that provides student activity focused facilities and services to campus. 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 and Multicultural Services housed in these facilities as well as campus 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 of 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 facility operations. This fee is managed by the Viking Union and is part of the University's Housing and Dining Financial System. For fiscal year 2023, we are proposing an increase to the Non-Academic Building fee from \$47.00 to \$50.00 for students taking 6 or more credits. Reasons for seeking this increase are to offset the rising personnel costs for students and staff, inflationary costs for goods and utilities, as well as anticipating that the number of fee-paying students will continue to be about 5.9% below pre-pandemic levels. It is important to note that the Viking Union will not be receiving rate increases from the other Mandatory Student Fees (S&A Fee or Multicultural Center Fee). In addition, the Viking Union will also be introducing new and raising service fees to departments and off campus users. The Non-Academic Building Fee was last increased for the Fall of 2020, increasing from \$45.00 to \$47.00 per quarter. The Associated Students Executive Board passed an advisory vote (7-0-0) in support of the FY 23 Viking Union Budget with this increase to the Non-Academic Building Fee and other service fee increases.

Program & Budget Report

Program Report

The Viking Union returned to its pre-pandemic operating schedule starting in Fall of 2021. Overall, this year we are seeing approximately a 24% decrease in daily foot traffic as compared to traffic information collected 2019. We attribute this decrease to impacts from the pandemic, including remote learning and people being cautious about gathering in indoor spaces. As we have continued to emerge from the pandemic, we have seen increased foot traffic throughout the year and the number of events and meetings supported by VU Event Services is nearing pre-pandemic levels for Spring Quarter. Here are a few program highlights:

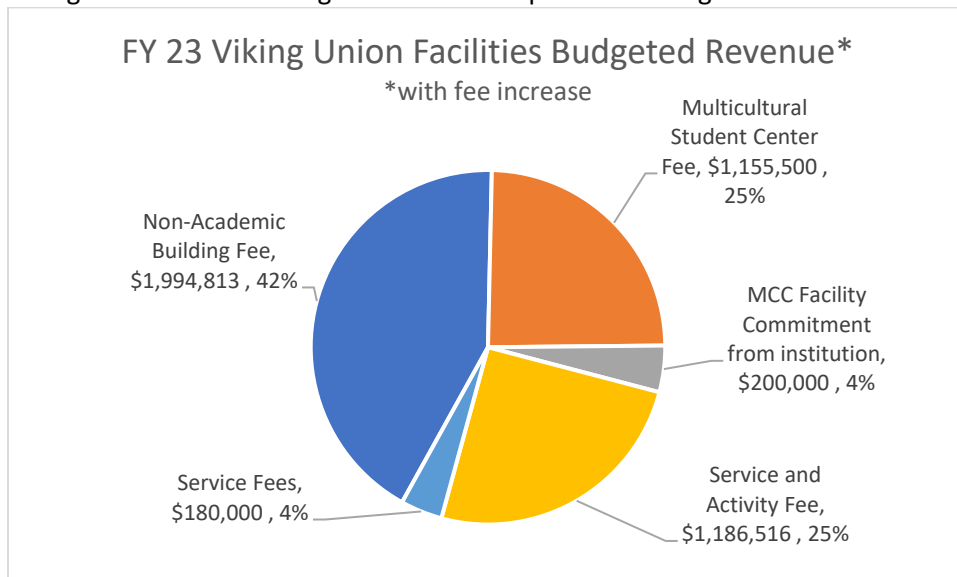
- The Viking Union completed the construction of an interim space for the Black Student Coalition in March 2022. The new 880 sq ft space includes three office spaces and a lounge/meeting space for students.

- In June 2022, the Viking Union completed a space remodel on the 5th floor for the Associated Students Executive Board and Senate. The 1350 sq ft space includes five offices, a reception area, and a large lounge/workspace for students.
- The VU made investments in Viqueen Lodge by bringing electricity from the well house to the cabin installing electrical lights and outlets.
- This year the Viking Union also said goodbye to Lakewood Manager Jeff Davis, whose last official day was May 31st. Jeff has worked at Lakewood since 1974 and we thank him for a lifetime of service to WWU.

Budget Report

Revenue

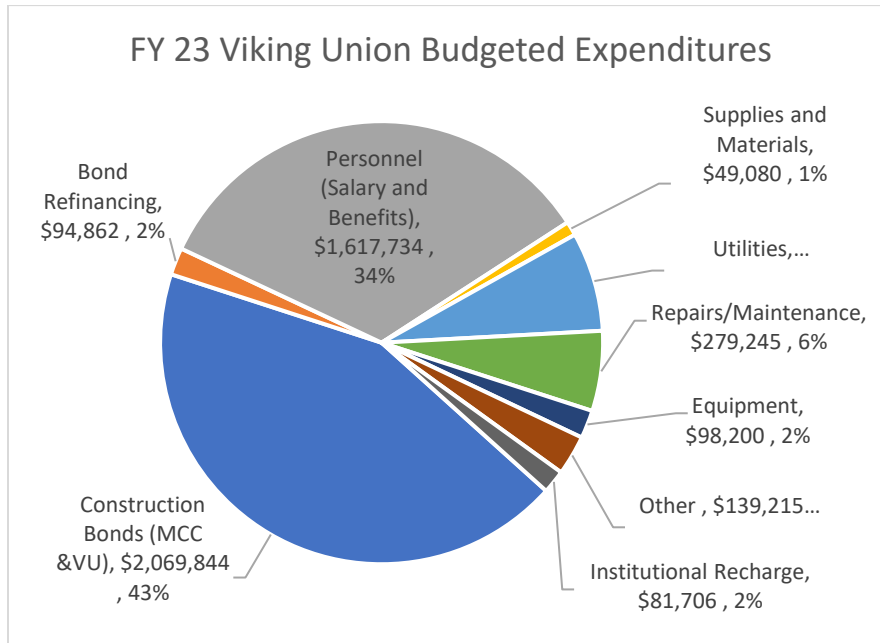
- In FY22 we are projecting the Non-Academic Building Fee to collect \$1,894,000. This is approximately a 1% increase from FY21 and a 6% decrease from FY20. With the \$3 fee increase we are projecting \$1,994,000 in revenue for NABF revenue in FY 23.
- In FY 23 we are proposing new space rental fees to campus departments for using Viking Union conference rooms and meeting spaces. We project to increase Event Services Revenue by 30%. This additional revenue will help contribute to increased costs for staff wages, inflationary costs, and increased service provision needed to support hybrid meetings. These fees help support a goal to further diversify and increase revenue sources other than Mandatory student fees. Other existing service fees for alumni and staff use of facilities and equipment at Lakewood and the Viking Union are also being increased to help achieve this goal.



Expenditures

- As part of the Housing and Dining System Bond Refinancing the Viking Union did not have a bond payment for FY22. Bond payments will resume at an increased rate in FY23. Fee revenues collected in FY 21 and FY22 year will be used to help offset the increased annual payments that result from the refinancing during the pandemic.

- Viking Union Operational Expenditures for FY 23 are projected to increase by 13% above projections for FY22. Increased expenditures are attributed to returning to pre-pandemic operating levels at our facilities, salary and wage increases for Full time and student staff, and inflationary costs to expenses such as utilities and insurance, etc.



Capital Reserve and Non-Operating Projects

- In FY 22 the Viking Union completed projects to provide new space for the Black Student Coalition and the Associated Students Executive Board and Senate.
- For FY 23 the Viking Union is committing funds to renovate a workroom on the 4th floor to convert it to a single occupant restroom increasing our number of gender-neutral restrooms in the building.
- In FY 23 the Viking Union will start the planning process for two projects: 1) an update to the Viking Union Administration suite to respond to changing program needs and 2) an initial study of the costs for creating a space in the Viking Union that supports online gaming and Esports.
- The Viking Union will be working with our colleagues in Facilities Development and Multicultural Services in the planning of future student cultural centers on campus.

**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
Joyce Lopes, Vice President for Business and Financial Affairs

DATE: June 10, 2022

SUBJECT: 2022 – 23 Self-Sustaining Academic Year Tuition and Site Fee

PURPOSE: Action Item

Purpose of Submittal:

The Board of Trustees of Western Washington University, on recommendation of the President, approves the 2022 – 23 Self-Sustaining Academic Year Tuition Rates for each classification.

Proposed Motion:

MOVED, that the 2022 – 23 Self-Sustaining Academic Year Tuition Rates be raised to the following rates, Undergraduate Course/Workshop \$288 per credit, Graduate Course/Workshop \$372 per credit, Graduate – Audiology Course/Workshop \$599 per credit, Graduate—Clinical Mental Health and School Counseling \$409 per credit, Graduate – MBA Program (Bellingham) Course/Workshop \$426 per credit, Graduate – Pathology Course/Workshop \$562 per credit, Self-Pace Course/Workshop \$165 per credit, Credit Option: Variable Fee \$50 to \$100, Undergraduate Degree Program Courses \$333 per credit, Graduate Degree Program Courses \$400 per credit, and Weekend MBA \$757 per credit, Human Services Distance Learning \$288 per credit and

FURTHER MOVED, that the Global Pathway Undergraduate Program tuition rate be approved at a flat rate of \$5,000 per quarter (no change from prior year).

Supporting Information:

Undergraduate Individual Course/Workshop and Graduate Individual Course/Workshop:

The proposed increase to undergraduate course/workshop and graduate course/workshop 2.9% for undergraduate course/workshop and 3.5% for graduate course/workshop. 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	2021 - 2022 Per Credit	2022 - 2023 <i>Proposed</i> Per Credit	2022 - 2023 Percentage Increase
Undergraduate Course/Workshop	280	288	2.9%

Graduate Course/Workshop*	359	372	3.5%
Graduate – Audiology Course/Workshop*	579	599	3.5%
Graduate – Clinical Mental Health & School Counseling*	395	409	3.5%
Graduate – MBA Program (Bellingham) Course/Workshop*	412	426	3.5%
Graduate – Pathology Course/Workshop*	543	562	3.5%

* The rates for all graduate programs mirror the per-credit rate of state-supported offerings at the resident rate. Any further adjustment beyond the proposed rate to the state rate for these programs will be made to these tuition amounts.

WesternOnline Self-Paced Courses (Formerly Independent Learning):

No proposed increase to the Credit Option fee for 2022 – 2023.

Title	2021 - 2022 Per Credit	2022 - 2023 Proposed Per Credit	2022 - 2023 Percentage Increase
Self-Paced Course/Workshop	165	165	--

Credit Option Courses:

No proposed increase to the Credit Option fee for 2022 – 2023.

Title	2021 - 2022 Per Credit	2022 - 2023 Proposed Per Credit	2022 - 2023 Percentage Increase
Credit Option: Variable Fee	50 to 100	50 to 100	--

Undergraduate Degree Program Courses:

The proposed increase to undergraduate degree program courses is 2.9%. 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	2021 - 2022 Per Credit	2022 - 2023 Proposed Per Credit	2022 - 2023 Percentage Increase
Undergraduate Degree Program Courses	324	333	2.9%

Graduate Degree Program Courses:

The proposed increase to graduate degree program courses is 3.5%. 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	2021 - 2022 Per Credit	2022 - 2023 Proposed Per Credit	2022 - 2023 Percentage Increase
Graduate Degree Program Courses	386	400	3.5%

Weekend MBA:

No proposed increase to the Weekend MBA program 2022 – 2023.

Title	2021 - 2022 Per Credit	2022 - 2023 <i>Proposed</i> Per Credit	2022 - 2023 Percentage Increase
Weekend MBA	757	757	--

Human Services Distance Learning:

The proposed increase for the Human Services Distance Learning courses is 2.9%. The Human Services online degree program primary serves students on the Kitsap and Olympic Peninsulas. In February 2021, the Board of Trustees approved the tuition rate update for the Human Services Distance Learning Program to match Undergraduate Course/Workshop fee.

Title	2021 - 2022 Per Credit	2022 - 2023 <i>Proposed</i> Per Credit	2021 - 2022 Percentage Increase
Human Services Distance Learning	280	288	2.9%

Global Pathway Program:

The Global Pathway Program prepares students for full matriculation at the Undergraduate level. No proposed increase for 2022 – 2023.

Title	2021 - 2022 Per Credit	2022 - 2023 <i>Proposed</i> Per Credit	2022 - 2023 Percentage Increase
Global Pathway Undergraduate	5,000	5,000	--

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Joyce Lopes, Vice President for Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

DATE: June 10, 2022

SUBJECT: **Approval of 2022-2023 Annual State Operating Budget**

PURPOSE: Action Item

Purpose of Submittal:

Based on the conference committee budget passed by the Legislature in the session ending March 10, 2022 and signed by the Governor on March 31, 2022, and Western's internal budget development process, the Board is now asked to approve the 2022-2023 annual state operating budget for WWU.

In addition, the Board will be asked to approve 2022-2023 tuition rate increases at its - June 10, 2022 meeting, providing revenue necessary to support the 2022-2023 annual state operating budget.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the 2022-2023 annual state operating budget of \$212,404,460.

FURTHER MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the 2022-2023 intercollegiate athletics operating budget of \$6,086,786 consisting of tuition and fees in the amount of \$3,630,856 and waiver allocations, self-sustaining and other revenues of \$2,455,860, 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 FY 2022-23 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:
Joyce Lopes, Vice President for Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

DATE: June 10, 2022

SUBJECT: **Supporting Information for Board Approval of the
2022-2023 Annual State Operating Budget**

Introduction

Beginning in this year's budget development cycle, Western Washington University has adopted a new strategic budgeting framework focused on aligning our budget with our strategic plan. This began with setting university budget priorities: graduate programs, inclusive student success, and core infrastructure, safety and compliance. Over 94 proposals were submitted across these priority areas. Several will move forward in our state funding request for the FY23-25 biennium, others were matched with alternative funding such as self-sustaining tuition and fundraising, and essential priorities that remained were identified for funding through internal reallocations.

In addition to these strategic priorities, the FY23 budget plan also addresses two deficits: the historical gap between Academic Affairs expenditures and its budget, and the drop in university revenues associated with enrollment losses due to the COVID-19 pandemic.

Finally, the plan incorporates new state appropriations from the supplemental budget process.

On the following pages, we first present the detailed recommendation as incremental adjustments in the FY23 fiscal year, with descriptions of each item. Following those descriptions, we include the five-year outlook on revenues, expenditures, and reserve balances associated with this plan.

**Western Washington University State Operating Budget
Budget Recommendation, Fiscal Year 2023
Sources and Uses**

	FY23
Recurring Revenues (Incremental)	\$10,816,709
Tuition Revenues from Enrollment Changes	\$185,643
Tuition Revenues from Rate Changes	\$1,858,686
State Appropriations	\$8,589,000
Administrative Services Assessment	\$183,380
New Recurring Expenditures (Incremental)	\$10,694,986
<i>New Recurring Expenditures, WWU Prior Commitments</i>	
CBE EID	\$69,203
ITS Staffing	\$250,000
PROV IGE	\$70,000
VPUE First-Year Expansion	\$14,298
WCE Program Assistant	\$59,292
Risk and Compliance Analyst	\$78,000
Centralized Marketing/Webtech	\$196,961
Internal Auditor's Office	\$103,000
Board of Trustees Staff Support	\$100,000
Replenish Institutional Benefits Fund	\$200,000
Permanent Allocation for Western on the Peninsulas (Tuition-funded portion)	\$500,000
Pro-Staff OT for Admissions/Fin Aid Units	\$50,000
<i>New Recurring Expenditures, 2022 Strategic Budgeting Proposals</i>	
Social Justice and Equity Committee	\$37,000
Woodring Center for Education, Equity and Diversity	\$24,000
Assistant Athletics Trainer	\$76,725
WebTech	\$140,103
<i>New Expenditures tied to State Appropriations</i>	
Compensation Increases	\$5,971,404
Student Retention and Success	\$1,260,000
Cybersecurity Training Expansion	\$200,000
Addressing Nursing Workforce Needs	\$794,000
WWU Legal Services	\$144,000
Tuition Cap Backfill	\$0
Central Services	(\$48,000)
Changes to Benefits	\$381,000
Other Legislative Items	\$24,000
Recurring Budget Adjustments	(\$3,276,103)
Academic Affairs- Aligning Base Budget with Expenditures	\$2,500,000
Divisional Budget Reduction	(\$5,776,103)
Ending Gap in Recurring Revenues and Expenditures	(\$4,553,022)
Nonrecurring Revenues	\$10,530,291
Federal Stimulus Reserves	\$8,841,997

One-time Revenues from Property Sale	\$1,688,294
New One-Time Expenditures	\$5,977,269
<i>WWU Policy Decisions</i>	
Software Licenses: MS Premier, Zoom	\$143,280
Woodring Center for Education, Equity and Diversity	\$6,000
University Master Plan	\$920,000
Assistant Athletics Trainer	\$4,016
Building Multicultural Student Services	\$374,142
Disability Access Center Accommodations Counselor and Panopto Software	\$139,129
Seed Funding for Critical Disability Studies Institute	\$75,000
Mental Health First Aid Training	\$50,050
Institutional Funding Match for Academic Affairs Gap Closure	\$1,000,000
COVID Response	\$1,000,000
<i>New Expenditures tied to State Appropriations</i>	
Nursing Program	\$100,000
WFSE 1X Payment (State funded)	\$329,000
PSE 1X Payment (State funded)	\$281,000
WFSE/PSE 1X Payment (University share)	\$634,652
Tuition from Nursing Program	\$280,000
Cyber Range	\$569,000
Hazing Prevention and ADU Review	\$72,000
Annual Net Income/Deficit	\$0

Sources (Revenues)

Tuition Revenues

Tuition revenues are a result of enrollments and of the tuition rate. The impact of the coronavirus on enrollments is an ongoing challenge that will likely take years to fully surmount; approximately \$9 million in tuition revenue on a recurring basis. While there are several positive indicators on enrollment at this time, reduced numbers of returning students will not be offset by growth in first year students.

Our budget recommendation includes a 2.4% tuition rate increase for resident undergraduate students based on the allowable increase for in-state undergraduate students set by the state. For all other student types (resident graduate students, non-resident undergraduate and graduate students, and differential tuition programs), the recommendation is a 3.5% increase, balancing fixed cost increases (cost of living adjustments, inflation on goods and services) with affordability. Because the state passes budgets for public institutions of higher education with an expectation of split funding between state appropriations and tuition revenues, these rate increases are an important piece of the budget picture.

State Appropriations

The state passed a strong FY23 operating budget that included important investments across state government, including in the state's higher education system. Those investments are detailed in the uses section under State and Contractually Determined Items, below.

This funding included resources to support a 3.25% general wage increase for employees, and shifted the funding model to provide a greater share of the cost than in the past.

Administrative Services Assessment (ASA)

In FY21, ASA revenues declined sharply as a result of revenue losses in auxiliary and self-supporting areas due to COVID-19. The FY23 biennial budget includes increases in ASA revenues each year as Western returns to a primarily in-person experience and those operations recover.

Federal Stimulus Funding (HEERF and GEER)

Since the start of the pandemic, Western has received stimulus funding for institutional support through the Higher Education Emergency Relief Fund (HEERF) program and the Governors' Emergency Education Relief (GEER) fund originally authorized by the CARES Act. After FY20, FY21 and FY22 use, we expect to use \$8.5 million in FY23 to support university operations, and the final \$3.0 million in FY24. These funds are currently stored in Western's operating budget reserves. Additionally, Western received and distributed direct student aid under the HEERF program, distinct from the institutional support funds. As those funds are provided directly to students, they do not appear in our operating budget.

New Revenues

The FY23 budget includes \$1.6 million in one-time revenues due to the sale of property, formerly associated with the Western Crossing project.

Budget Reductions

To address the combined deficit from the Academic Affairs gap and the impact of lower enrollments, as well as funding essential internal needs described below, this recommendation includes reductions in the three largest divisions: Business and Financial Affairs, Academic Affairs, and Enrollment and Student Services. In order to address these challenges collectively, we first recommend an increase to the AA budget of \$2.5 million in order to better align budget with current expenses, putting the AA deficit into the university total. Next, each of these divisions will take a 3.25% budget reduction based on FY22 recurring state operating budget. With the adjustments described above and the internal reallocations below (excepting compensation), this translates to a net reduction of 1.39% to the Academic Affairs budget, 2.7% net reduction to the Enrollment and Student Services budget, and 3.25% net reduction to the Business and Financial Affairs budget, before the addition associated with compensation increases.

Uses (Expenditures)

COVID-19 Response Activities

The FY23 budget recommendation includes a placeholder amount for COVID-19 response activities, based on tracking and projections through Western's Covid Response Team. Actual expenses will vary depending on operational models, state and federal guidance, and continued evolution of the response based on new information. Examples of these activities include increased cleaning, adjustments to classroom spaces, and preventative testing.

State and Contractually Determined Items

Compensation

Western's FY23 budget includes a 4.25% increase for faculty, pro-staff, and E5 employees based on the current faculty collective bargaining agreement. For classified staff, the bargaining agreement includes a 3.25% across the board increase and a lump sum payment.

Adjustments are also included to keep pace with minimum wage increases where applicable, to respond to changes to overtime eligibility in some exempt staff positions, and to incorporate changes to state benefit rate calculations.

Student Support

The resources include outreach and financial aid support, retention initiatives, mental health support, and initiatives to address learning disruption due to the pandemic. Funding must be used to supplement, not supplant, other funding sources for student support.

Nursing Workforce

Western received state funding to align tuition rates for WWU's existing Bachelor of Science in Nursing (an RN-to-BSN program) with other state-supported undergraduate degree programs at Western and to establish a new Master of Science in Nursing (MSN) degree program, with tracks focused on population health, nursing administration, and nursing education. The aim of this request is to improve affordability and expand access to WWU's current RN-to-BSN program by making it more affordable to prospective nursing students while simultaneously addressing an acute workforce need for more nursing educators and nursing professionals who are equipped to care for medically complex public health needs, particularly in underserved communities, as a means of achieving health equity Master's in Nursing.

Cyber Range Poulsbo

Upgrading hardware and software, and investing in additional technical and research support.

Legal Services

Reflected in both the Attorney General and WWU budgets, adding 1.8 FTE to support increased workloads. These positions will be employed by the Office of the Attorney General, not WWU.

Everett compensation increases

To fund the state's share of compensation increases for employees funded by a pass-through to Washington State University.

Hazing Prevention

To implement a new bill that applies to all state-funded institutions of higher education.

Accessory Dwelling Unit Review

To conduct a study requested by the legislature.

New Investments- WWU Policy Decisions

One-time funding

Multicultural Student Services: pending the outcome of Western's planned FY23-25 state operating budget request, the FY23 budget includes university funding to expand critical programming and support in Multicultural Student Services.

Mental Health First Aid Training: pending the outcome of Western's planned FY23-25 state operating budget request, the FY23 budget includes funding for a Mental Health First Aid training for employees.

Accommodations Counselor: pending the outcome of Western's planned FY23-25 state operating budget request, the FY23 budget includes funding for an additional accommodations counselor in the Disability Access Center.

Software licenses: pending the outcome of Western's planned FY23-25 state operating budget request, the FY23 budget includes funding for essential software licenses (Zoom, Microsoft Premier, and Panopto captioning software).

Comprehensive Master Plan (FY23 only): Funding to conduct a comprehensive university master plan in FY23.

Seed funding for Critical Disability Studies Institute: Funding to support current efforts to develop a Critical Disability Studies Institute while alternative funding is pursued.

Recurring funding

Social Justice and Equity Committee: a budget increase to fund the current level of activities conducted and supported by the Social Justice and Equity Committee.

Center for Education, Equity and Diversity: permanent funding for the CEED in Woodring College of Education, to continue its work.

Assistant Athletics Trainer: permanent funding for an Assistant Athletics Trainer to appropriately support student health and safety.

Web Accessibility and Compliance: permanent funding to University Relations and Marketing to increase accessibility of Western's websites and online materials.

Compass to Campus base swap: Replacing a portion of the Compass to Campus budget currently funded by interest earnings with state operating dollars; this provides a more stable funding model for the program and absorbs the risk and volatility of interest earnings in the institutional budget.

Converting to recurring funding from FY22 budget

These items include items funded as one-time in last year's budget process with plan to convert to recurring funding in FY23, and other prior commitments.

CBE Equity, Inclusion and Diversity: This investment funds a staff position, student advocates, and startup costs to open a Student Success Center that would benefit all CBE students but particularly underrepresented and first-generation students.

ITS Staffing: This item partially funds an internal request and supports project manager positions currently on project funds from Banner9 implementation, ensuring this necessary capacity is retained.

Institute for Global Engagement: This provides funding for a critical staff position in the Institute for Global Engagement that has not had recurring funding previously.

First-Year Expansion: This item funds \$14,298 per year for an increase in the number of first-year seminars Western offers to help improve retention.

WCE Program Assistant for Diversity, Recruitment and Retention: Included for a staff position to support recruitment and retention efforts in Woodring College of Education in support of students of color.

Risk and Compliance Analyst: Funds the remaining portion of the university Risk and Compliance Analyst and operational expenses.

Centralized Marketing for Undergraduate Programs/Webtech: Funding for positions in University Relations and Marketing in support of university recruitment efforts (\$196,961 per year), moving existing positions on to base funding.

Internal Audit: Funding for staff position in Internal Audit to support and advise the university.

Board of Trustees staff support: Dedicated secretary position to the Board of Trustees, which was formerly supported as a partial assignment.

Replenish Benefits Fund: The Benefits Fund was used to cover FY22 compensation increases above budget; this item replaces that funding.

Western on the Peninsulas tuition support: Shifting from an annual, ad-hoc allocation of tuition revenues to Western on the Peninsulas to a base budget approach for better planning and management.

**Western Washington University, Projection of State-Funded Operating Budget
Biennial Budget Recommendation, 2023-25 DRAFT**

	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
<u>Beginning Institutional Reserves Balance</u>	\$21,176,887	\$21,176,887	\$21,176,886	\$20,926,491
<u>Estimated Revenues</u>	\$204,644,395	\$212,404,460	\$206,456,796	\$206,434,316
Tuition	\$91,622,958	\$93,667,287	\$96,677,290	\$99,189,375
State Appropriations	\$94,850,000	\$103,439,000	\$102,088,000	\$102,088,000
Administrative Services Assessment	\$4,584,502	\$4,767,882	\$4,958,597	\$5,156,941
One-Time Revenues & Adjustments	\$219,549	\$1,688,294	TBD	TBD
Stimulus	\$13,367,386	\$8,841,997	\$2,732,909	\$0
New Revenue Proposals				
<u>Budgeted Expenditures</u>	\$204,644,395	\$212,404,460	\$206,707,191	\$206,707,191
Recurring Base Budget (Including Recurring Additions/Reductions)	\$199,008,308	\$209,703,294	\$209,703,294	\$209,703,294
Budget Reductions or New Revenues (TBD) to Balance Recurring Budget	(\$700,000)	(\$3,276,103)	(\$3,276,103)	(\$3,276,103)
One-time Investments (Budgeted)	\$2,996,911	\$4,342,617	\$280,000	\$280,000
One-time Investments (Non-Budgeted, Mid-year Changes)	\$1,839,176	\$634,652	\$0	\$0
COVID Response	\$1,500,000	\$1,000,000	\$0	\$0
<u>Annual Net Income/(Deficit)</u>	\$0	(\$0)	(\$250,395)	(\$272,875)
Minus: One-time Reductions	\$0	\$0	\$0	\$0
Minus: One-time Revenues (Stimulus)	(\$13,586,935)	(\$10,530,291)	(\$2,732,909)	\$0
Plus: One-time Investments and COVID Response Expenditures	\$5,636,087	\$5,977,269	\$280,000	\$280,000
<u>Recurring Budget Gap</u>	(\$7,950,848)	(\$4,553,022)	(\$2,703,304)	\$7,125
<u>Projected Reserves</u>				
Ending Institutional Reserves Balance	\$21,176,887	\$21,176,886	\$20,926,491	\$20,653,616
Outstanding Institutional Commitments	(\$604,583)	(\$604,583)	(\$604,583)	(\$604,583)
Pending Institutional Funding Requests	(\$424,217)	(\$424,217)	(\$424,217)	(\$424,217)
<u>Ending Uncommitted Institutional Reserves Balance</u>	\$20,148,087	\$20,148,086	\$19,897,691	\$19,624,816
<u>Ending Uncommitted Institutional Reserves Balance as % of Budgeted Revenue</u>	10.5%	10.0%	9.8%	9.5%

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Joyce Lopes, Vice President for Business and Financial Affairs

DATE: June 10, 2022

SUBJECT: **2023-2033 Ten Year Capital Plan and 2023-2025 Capital Budget Request**

PURPOSE: Action Item

Purpose of Submittal:

The Board is being asked to approve the State-funding portion of the 2023-2033 Ten-Year Capital Plan (Plan) and 2023-2025 Capital Budget Request (Request). The Board is also being asked to provide comments and direction on the non-State funding portion of the Plan.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves the 2023-2033 Capital Plan which includes the 2023-2025 Capital Budget Request from State-appropriated funding sources of \$125,054,000.

ATTACHMENTS:

A: Supporting Information
B: 2023-2033 Ten Year Capital Plan

ATTACHMENT A: SUPPORTING INFORMATION

STATE FUNDING

The Board of Trustees is requested to approve the University's 2023-2033 Capital Plan (Plan) that is associated with projects proposing state funding and approve the 2023-2025 State Capital Budget Request (Request) based on the following supporting information:

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

Last fall, the University started the capital planning process with an evaluation of existing and new major, intermediate, and minor capital projects for consideration in the 2023-2025 Capital Request and 2023-2033 Capital Plan (Plan). The evaluation included an emphasis on how they fit into the University's strategic plan, mission, and space needs. The projects considered were presented to the University Planning and Resources Council (UPRC) and University community. The feedback received helped develop the draft Plan, which is intended to achieve the following goals:

- Preserving, improving, and modernizing our existing assets
- Improving safety
- Improving student development and services
- Increasing sustainability/reducing carbon emissions
- Flexibility in the out years to allow us to complete a comprehensive facilities master plan before identifying which building renovation(s) will be included in the next major capital project

The Draft Plan was also presented to the Board at their April meeting. Based on feedback received during that meeting, the Draft Plan was slightly modified to allow the University to explore alternative procurement of the Heating Conversion Project, including but not limited to public-private partnership, during the schematic design phase in 2023-2025. The Draft Plan also added "Collaborative Space Upgrades" scope to the Classroom and Lab project to allow economies of scale and upgrading space that is becoming more important to pedagogy and student collaboration.

For the 2023-2025 biennium, Western proposes a total capital funding request of \$125,054,000 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 2022 meeting:

- **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 departmental personnel and include: facility preservation; health, safety and code compliance; elevator modernization; and

infrastructure renewal. Many of the projects have been 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 just to keep up with maintenance, we estimate our biennial capital preservation need to be \$30 million. If the projects identified in this category exceed \$2 million, they will not be eligible for this funding and will need a separate appropriation.

- **Critical Safety, Access Control, and Fiber Optic Network Upgrades**
(Received partial funding in 2021-2023)

This project will replace the campus head-end access control system and convert existing building access control systems to a new system that was completed in 2020. This project will install electronic controls on high priority exterior doors that were key-based in the past and other 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 a campus 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 campus is reaching the end of useful life and does not have the capacity to accept the additional anticipated load of an expanded and improved access control security system. In addition, emerging technologies in building systems, as well as increasing needs of faculty, students, and staff, are placing unattainable demands on the existing fiber cable. Exacerbating the condition is that the fiber cable has been damaged in numerous locations over time, effectively reducing the capacity of the entire network. The recommended solution is to install new multi-mode and single-mode fiber cable between and within campus buildings.

Overall, these upgrades will improve campus 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. Additionally, this project will include relocating the Data Center from 32nd Street Administrative Center to the Communications Facility, which will improve network reliability and capabilities.

- **Student Development & Success Center**
(Received pre-design funding in 2021-2023)

This project will develop a vibrant welcoming facility at the south end of campus to serve as a gateway for prospective students, a resource dedicated to inclusive student success, and a way for Admissions to showcase Western's strengths. The Center will help students successfully transition into and out of Western as thoughtful, engaged citizens prepared for lives of purpose. Specific goals include:

- An active, inclusive, and student development centered space to coach and engage students in making healthy choices which support their academic success and development of personal and civic responsibility
- Easily accessible and visible presence of social justice, sustainability, leadership, and community groups in the building to educate and encourage engagement and connection
- Collaborative shared study spaces available for group learning and multiple purposes throughout the day and evening

The predesign/programming exercise is considering which of the following programs will be housed wholly or in part in the new facility: Academic Advising, Student Outreach Services, Career Services (including Internships), Counseling & Wellness, New Student Services/Family Outreach, Admissions, Transfer & Commuter Spaces, and representatives from the Registrar's Office, Financial Aid, etc. By moving these services to a new location, other spaces can be repurposed to house administrative offices and centers, freeing up space in academic buildings for critical academic needs.

- **Environmental Studies Center Renovation**

This project will renovate, modernize, and grow the Environmental Studies Center (ES), originally completed in 1973. ES primarily houses the College of the Environment and the Geology program. While ES remains structurally well suited for intensive science use, significant upgrades to critical mechanical systems and space utilization are required to address costly inefficiencies and maximize the building's potential. The renovation will address the maintenance and repairs backlog, implement an entirely new HVAC system, upgrade the exterior envelope, and provide modern teaching and research space needed for a 21st century education. ES is also well situated in direct proximity to other STEM programs on campus. STEM majors continue to experience unprecedented enrollment increases. A strategy must be developed to balance the need for swing space during construction, and the growth and modernization needs of programs in other buildings on campus.

- **Classroom, Lab, and Collaboration Space Upgrades**

This is a multi-year program that will repurpose and upgrade existing instructional space on campus. The goal of the program is to ensure the Institution has adequate access to high performance and modern learning space and, in the short term, partially accommodate the recent growth in STEM. The determination of what instructional space is upgraded or repurposed is based on the following criteria:

- Measurable Outcomes – The upgrades will increase capacity and room usage. The capacity and usage should be supported with usable data.
- Course Data – The structured, academic use of the renovated rooms must be recorded and tracked within the Institution's enterprise data

system. This will preclude using the funding for renovations of scholarly activity space that was never intended to be used for instruction.

- Performance Thresholds – The renovated rooms will operate at or above an established minimum level of usage per academic year.

The 2023-2025 scope of work includes both the renovation of upper division instructional labs, as well as comprehensive renewal of general use classrooms. The scope of work also includes collaboration space upgrades that will 1) create an economy of scale for projects in which collaborative space is adjacent to classroom and labs being improved, and 2) improve pedagogy, student collaboration, and educational experience.

- **Heating System Carbon Reduction & Energy Efficiency Improvements**
(Received funding to conduct a study in 2021-23)

This project would reduce our annual CO2 emissions by converting our central steam heating system to a hot water system. Our current steam piping does not meet our commitment to work toward a zero-carbon footprint by 2050. Additionally, the current system is impacting our operating utility budgets.

A study is currently being conducted for this project to determine the most viable capital option for this conversion, as well as the costs of business as usual. The study will also explore whether it is possible to implement this conversion in phases. Schematic design is being requested in 2023-25. During schematic design, Western will also review alternative options to procure the project, including but not limited to public-private partnership.

NON-STATE FUNDING

The Board of Trustees is requested to review and discuss the University's Plan that is associated with projects proposing non-state funding based on the following supporting information:

The Wade King Student Recreation Center and the Housing and Dining System (consisting of University Residences and Viking Union Facilities) are auxiliaries that finance the construction and maintenance of their own facilities without State support. These entities issue bonds when prudent to spread the cost of improvements over multiple years. Like State-funded facilities, the auxiliaries assess and maintain the infrastructure and condition of buildings, investing annually to minimize backlog of deferred maintenance and to plan for major renovations and additions. Currently, Western's auxiliary facilities are aging and in need of modernizations and accessibility upgrades.

Within the next ten years, cash reserves and annual operating cash are planned to fund the following projects:

- Program improvements in the Viking Union

- Ongoing maintenance and renovations in residence halls including access control, networking, utilities infrastructure, and building components. (Many of these renovations are timed to maintain the stability and function of buildings until their next major renovation.)

Long term planning is still in progress, but it is likely that within the next ten years or so, bonds would be issued to finance major renovation and improvement projects such as:

- Renovate and/or replace Fairhaven Residence Halls
- Renovate the Viking Union
- Replace/renovate a portion of the Ridgeway Residence Halls

Beyond the Plan, the University is considering the following renovations and replacements:

- Renovate Birnam Wood Apartments
- Replace Edens Hall North
- Renovate Mathes Hall
- Renovate Nash Hall

ATTACHMENT A: SUPPORTING INFORMATION

STATE FUNDING

The Board of Trustees is requested to approve the University's 2023-2033 Capital Plan (Plan) that is associated with projects proposing state funding and approve the 2023-2025 State Capital Budget Request (Request) based on the following supporting information:

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

Last fall, the University started the capital planning process with an evaluation of existing and new major, intermediate, and minor capital projects for consideration in the 2023-2025 Capital Request and 2023-2033 Capital Plan (Plan). The evaluation included an emphasis on how they fit into the University's strategic plan, mission, and space needs. The projects considered were presented to the University Planning and Resources Council (UPRC) and University community. The feedback received helped develop the draft Plan, which is intended to achieve the following goals:

- Preserving, improving, and modernizing our existing assets
- Improving safety
- Improving student development and services
- Increasing sustainability/reducing carbon emissions
- Flexibility in the out years to allow us to complete a comprehensive facilities master plan before identifying which building renovation(s) will be included in the next major capital project

The Draft Plan was also presented to the Board at their April meeting. Based on feedback received during that meeting, the Draft Plan was slightly modified to allow the University to explore alternative procurement of the Heating Conversion Project, including but not limited to public-private partnership, during the schematic design phase in 2023-2025. The Draft Plan also added "Collaborative Space Upgrades" scope to the Classroom and Lab project to allow economies of scale and upgrading space that is becoming more important to pedagogy and student collaboration.

For the 2023-2025 biennium, Western proposes a total capital funding request of \$125,054,000 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 2022 meeting:

- **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 departmental personnel and include: facility preservation; health, safety and code compliance; elevator modernization; and infrastructure renewal. Many of the projects have been 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 just to keep up with maintenance, we estimate our biennial capital preservation need to be \$30 million. If the projects identified in this category exceed \$2 million, they will not be eligible for this funding and will need a separate appropriation.

- **Critical Safety, Access Control, and Fiber Optic Network Upgrades**
(Received partial funding in 2021-2023)

This project will replace the campus head-end access control system and convert existing building access control systems to a new system that was completed in 2020. This project will install electronic controls on high priority exterior doors that were key-based in the past and other 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 a campus 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 campus is reaching the end of useful life and does not have the capacity to accept the additional anticipated load of an expanded and improved access control security system. In addition, emerging technologies in building systems, as well as increasing needs of faculty, students, and staff, are placing unattainable demands on the existing fiber cable. Exacerbating the condition is that the fiber cable has been damaged in numerous locations over time, effectively reducing the capacity of the entire network. The recommended solution is to install new multi-mode and single-mode fiber cable between and within campus buildings.

Overall, these upgrades will improve campus 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. Additionally, this project will include relocating the Data Center from 32nd Street Administrative Center to the Communications Facility, which will improve network reliability and capabilities.

- **Student Development & Success Center**
(Received pre-design funding in 2021-2023)

This project will develop a vibrant welcoming facility at the south end of campus to serve as a gateway for prospective students, a resource dedicated to inclusive student success, and a way for Admissions to showcase Western's strengths. The Center will help students successfully transition into and out of Western as thoughtful, engaged citizens prepared for lives of purpose. Specific goals include:

- An active, inclusive, and student development centered space to coach and engage students in making healthy choices which support their academic success and development of personal and civic responsibility
- Easily accessible and visible presence of social justice, sustainability, leadership, and community groups in the building to educate and encourage engagement and connection
- Collaborative shared study spaces available for group learning and multiple purposes throughout the day and evening

The predesign/programming exercise is considering which of the following programs will be housed wholly or in part in the new facility: Academic Advising, Student Outreach Services, Career Services (including Internships), Counseling & Wellness, New Student Services/Family Outreach, Admissions, Transfer & Commuter Spaces, and representatives from the Registrar's Office, Financial Aid, etc. By moving these services to a new location, other spaces can be repurposed to house administrative offices and centers, freeing up space in academic buildings for critical academic needs.

- **Environmental Studies Center Renovation**

This project will renovate, modernize, and grow the Environmental Studies Center (ES), originally completed in 1973. ES primarily houses the College of the Environment and the Geology program. While ES remains structurally well suited for intensive science use, significant upgrades to critical mechanical systems and space utilization are required to address costly inefficiencies and maximize the building's potential. The renovation will address the maintenance and repairs backlog, implement an entirely new HVAC system, upgrade the exterior envelope, and provide modern teaching and research space needed for a 21st century education. ES is also well situated in direct proximity to other STEM programs on campus. STEM majors continue to experience unprecedented enrollment increases. A strategy must be developed to balance the need for swing space during construction, and the growth and modernization needs of programs in other buildings on campus.

- **Classroom, Lab, and Collaboration Space Upgrades**

This is a multi-year program that will repurpose and upgrade existing instructional space on campus. The goal of the program is to ensure the Institution has adequate access to high performance and modern learning space and, in the short term, partially accommodate the recent growth in STEM. The determination of what instructional space is upgraded or repurposed is based on the following criteria:

- Measurable Outcomes – The upgrades will increase capacity and room usage. The capacity and usage should be supported with usable data.
- Course Data – The structured, academic use of the renovated rooms must be recorded and tracked within the Institution's enterprise data system. This will preclude using the funding for renovations of

scholarly activity space that was never intended to be used for instruction.

- Performance Thresholds – The renovated rooms will operate at or above an established minimum level of usage per academic year.

The 2023-2025 scope of work includes both the renovation of upper division instructional labs, as well as comprehensive renewal of general use classrooms. The scope of work also includes collaboration space upgrades that will 1) create an economy of scale for projects in which collaborative space is adjacent to classroom and labs being improved, and 2) improve pedagogy, student collaboration, and educational experience.

- **Heating System Carbon Reduction & Energy Efficiency Improvements**
(Received funding to conduct a study in 2021-23)

This project would reduce our annual CO2 emissions by converting our central steam heating system to a hot water system. Our current steam piping does not meet our commitment to work toward a zero-carbon footprint by 2050. Additionally, the current system is impacting our operating utility budgets.

A study is currently being conducted for this project to determine the most viable capital option for this conversion, as well as the costs of business as usual. The study will also explore whether it is possible to implement this conversion in phases. Schematic design is being requested in 2023-25. During schematic design, Western will also review alternative options to procure the project, including but not limited to public-private partnership.

NON-STATE FUNDING

The Board of Trustees is requested to review and discuss the University's Plan that is associated with projects proposing non-state funding based on the following supporting information:

The Wade King Student Recreation Center and the Housing and Dining System (consisting of University Residences and Viking Union Facilities) are auxiliaries that finance the construction and maintenance of their own facilities without State support. These entities issue bonds when prudent to spread the cost of improvements over multiple years. Like State-funded facilities, the auxiliaries assess and maintain the infrastructure and condition of buildings, investing annually to minimize backlog of deferred maintenance and to plan for major renovations and additions. Currently, Western's auxiliary facilities are aging and in need of modernizations and accessibility upgrades.

Within the next ten years, cash reserves and annual operating cash are planned to fund the following projects:

- Program improvements in the Viking Union
- Ongoing maintenance and renovations in residence halls including access control, networking, utilities infrastructure, and building components. (Many of these renovations are timed to maintain the stability and function of buildings until their next major renovation.)

Long term planning is still in progress, but it is likely that within the next ten years or so, bonds would be issued to finance major renovation and improvement projects such as:

- Renovate and/or replace Fairhaven Residence Halls
- Renovate the Viking Union
- Replace/renovate a portion of the Ridgeway Residence Halls

Beyond the Plan, the University is considering the following renovations and replacements:

- Renovate Birnam Wood Apartments
- Replace Edens Hall North
- Renovate Mathes Hall
- Renovate Nash Hall

ATTACHMENT B: 2023-33 TEN YEAR CAPITAL PLAN

Capital Request
Priority Rank

	PROJECT	2023-25 Capital Request	2025-27	2027-29	2029-31	2031-33
STATE FUNDED PROJECTS - FINAL						
1	Minor Works - Preservation <i>(Includes Elevator Upgrades)</i>	\$ 25,000,000	\$ 25,000,000	\$ 27,040,000	\$ 29,250,000	\$ 31,640,000
2	Critical Safety, Access Control, and Fiber Optic Network Upgrades <i>(Includes Data Center)</i>	\$ 15,000,000				
3	Student Development & Success Center	\$ 49,500,000				
		\$ 10,000,000 AUX				
4	Environmental Studies Center Renovation <i>(includes swing space solutions)</i>	\$ 500,000	\$ 40,000,000	\$ 30,000,000		
5	Classroom, Lab, & Collaboration Space Upgrades	\$ 10,000,000	\$ 6,000,000	\$ 6,490,000	\$ 7,020,000	\$ 7,593,000
6	Minor Works - Program	\$ 10,000,000	\$ 5,000,000	\$ 5,408,000	\$ 5,849,000	\$ 6,326,000
7	*Heating Conversion Project	\$ 10,000,000	\$ 55,125,000	\$ 77,000,000	\$ 77,000,000	\$ 77,000,000
		<i>Schematic Design, Explore Procurement Options</i>	\$ 1,875,000 AUX	\$ 5,000,000 AUX	\$ 5,000,000 AUX	\$ 5,000,000 AUX
	<i>Associated Phases</i>		<i>Design /Construct</i>	<i>Design/Construct</i>	<i>Design/Construct</i>	<i>Design/Construct</i>
	Infrastructure Renewal - Phases I - IV		\$ 10,000,000	\$ 10,816,000	\$ 11,699,000	\$ 12,654,000
	Academic Renewal Project I		\$ 500,000	\$ 5,000,000	\$ 55,000,000	
	Academic Renewal Project II			\$ 500,000	\$ 5,000,000	\$ 55,000,000
	Preventative Maintenance	\$ 4,154,000	\$ 4,154,000	\$ 4,154,000	\$ 4,154,000	\$ 4,154,000
	Carver Debt Service on COP <i>(Debt matures 2036)</i>	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000
	TOTAL STATE FUNDING (excludes AUX)	\$ 125,054,000	\$ 146,679,000	\$ 167,308,000	\$ 195,872,000	\$ 195,267,000
NON-STATE FUNDED PROJECTS - DRAFT						
	Viking Union Renovations <i>(includes Lakewood)</i>	\$ 250,000 AUX	\$ 6,750,000 AUX	\$ 38,250,000 AUX		
	Multiple Residence Halls - Building Components, Life Safety, Network, etc.	\$ 16,635,000 AUX	\$ 13,134,000 AUX	\$ 3,705,000 AUX	\$ 1,704,000 AUX	\$ 1,021,000 AUX
	Renovate/Replace Fairhaven Residence Halls	\$ 8,214,000 AUX	\$ 47,395,000 AUX	\$ 38,003,000 AUX		
	Replace Ridgeway Residence Halls Phase 1			\$ 43,676,000 AUX	\$ 35,591,000 AUX	
	TOTAL NON-STATE FUNDING (incl. AUX from State)	\$ 35,099,000	\$ 69,154,000	\$ 128,634,000	\$ 42,295,000	\$ 6,021,000
	<i>Cash Funding</i>	\$ 35,099,000	\$ 20,754,000	\$ 10,734,000	\$ 14,295,000	\$ 6,021,000
	<i>Bond Funding</i>		\$ 48,400,000	\$ 117,900,000	\$ 28,000,000	

Fund Sources
Bold = State Appropriations
AUX = Auxiliary Funding

Notes
*Costs associated with the Heating Conversion Project are anticipated to extend beyond the 10-year plan to 2037 for a total cost of \$497 million.

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: June 10, 2022
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, delegate the authority to the President, in consultation with the Chair of the Board of Trustees, to award the construction contract for Bid Package #2 (Mass Timber) in the amount not to exceed \$2,735,000 (and associated sales tax) and execute documents for the Mass Timber package for the Electrical Engineering & Computer Science Building Project.

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a progressive design-build contract to Wellman & Zuck Construction LLC, Bellingham, WA, for \$250,000 (and associated sales tax), for the Phase 1 level of work (design and construction services) for the Coast Salish Longhouse.

Supporting Information:

12a PW758 Delegation of Authority for Bid Package #2 (Mass Timber) for the Electrical Engineering and Computer Science Building Project

12b PW774 Progressive Design-Build Consultant Contract for Coast Salish Longhouse

WESTERN WASHINGTON UNIVERSITY

ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Joyce Lopes, Vice President for Business and Financial Affairs

DATE: June 10, 2022

SUBJECT: **Delegation of Authority for Bid Package #2 (Mass Timber) for the Electrical Engineering & Computer Science Building Project (PW758)**

PURPOSE: Action Item

Purpose of Submittal:

Delegation of Authority to the President to award a construction contract for Bid Package #2 (Mass Timber) for the Electrical Engineering & Computer Science Building Project.

Proposed Motion:

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 the construction contract for Bid Package #2 (Mass Timber) in the amount not to exceed \$2,735,000 (and associated sales tax) and execute documents for the Mass Timber package for the Electrical Engineering & Computer Science Building Project.

Supporting Information

This action item had initially been a motion to award Bid Package #2 on the Electrical Engineering and Computer Science Building Project (EECS) for Mass Timber (CLT). However, Mortenson only received one bid and it was higher than the budget for the Mass Timber (cross-laminated timber – CLT) work. Three other firms were interested but had some concerns about the specifications for the work. The CLT market is relatively new and not familiar with bidding as a general contractor verse bidding as a sub-contractor. Mortenson is repackaging the bid documents to self-perform as the general and hire the CLT as a subcontractor. That should allow some competition back into the bidding. We are also looking at how to handle the risk factor if the bids still come in high.

In order to repackage and rebid, we are not going to make the June BOT, but would like to award before the August BOT meeting to minimize the impact to the project's overall schedule. This Delegation of Authority fulfills the need.

The General Contractor/Construction Manager, Mortenson, has diligently worked with Western and the Designer, Perkins&Will, to determine the not to exceed amount.

The total budget for the project is \$72,110,000.

Source of Funding:

State Capital Bond Funds
WWU Parking Services Funds
Private Donations

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Joyce Lopes, Vice President for Business and Financial Affairs

DATE: June 10, 2022

SUBJECT: **Progressive Design-Build Consultant Contract for Coast Salish Longhouse, PW774**

PURPOSE: Action Item

Purpose of Submittal:

Award a progressive design-build (PDB) phase 1 contract for the Coast Salish Longhouse, PW774. Contract award following Board action.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a progressive design-build contract to Wellman & Zuck Construction LLC, Bellingham, WA, for \$250,000 (and associated sales tax), for the Phase 1 level of work (design and construction services) for the Coast Salish Longhouse.

Supporting Information:

The vision for a Coast Salish Longhouse on Western's campus originated from the Native American Student Union (NASU) and is the result of decades of dialogue among students, faculty and campus administrators, as Native students and faculty sought ways for the University to address current and historical issues faced by American Indian students on Western's campus. The Longhouse proposal has gained momentum in recent years with the establishment of Western's Office of Tribal Relations.

The Tribal Liaison (Laural Ballew) established an advisory committee consisting of Native students, faculty, and staff for consulting purposes. The Tribal Liaison has used the NASU letter, dated May 16, 2016, as a strategic plan for the department to address five historical issues faced by Native American students on Western's campus. One of the requests enumerated in the letter was to build a traditional Coast Salish Longhouse to support Native American/First Nations students. The construction of a longhouse has been a lingering discussion among the current and past students, faculty, and staff. This discussion was brought to the Lummi Indian Business Council several years ago, and the Lummi Tribe is in full support of this project.

Currently, Western is the only university along the I-5 corridor in the Pacific Northwest region that does not have a longhouse. The closest academic longhouse to Western is at the University of British Columbia.

The primary purpose of a longhouse is to increase representation of Native students and enhance their recruitment, retention, and graduation. The Coast Salish longhouse at Western will support American Indian/Alaska Native and First Nation students in academics by providing a dedicated space for students to gather, build community and support each other. An identity-conscious facility will have a powerful impact on the recruitment and retention of Native students, but more importantly will promote cultural sovereignty and a sense of place for Native students, faculty, staff, and tribal communities. The longhouse will also enhance through action Western's land acknowledgement statement for the campus and tribal communities who serve Native students. The proposed longhouse will also serve as a house of healing and as an educational center to promote cultural exchange and supportive understanding for the communities served by the university.

Phase 1 work for design phase will continue through spring 2023. Phase 2 contract amendment for the construction phase is scheduled to be submitted to the Board of Trustees at the June 2023 meeting.

Procurement:

The Wellman & Zuck Construction LLC PDB team was selected from four teams responding to the Request for Proposals, submitted April 25, 2022. The four teams were selected from a list of eight teams who had submitted Statements of Qualifications on February 10, 2022.

The firms responding to the Request for Proposals included:

- Abbott Construction/ ARC Architects
- RJS Construction/ 7 Directions Architects/ Akana
- Seacon/ McLennan Design/ TAWAW Architecture Collective
- Wellman & Zuck Construction/ Jones & Jones/ Rolluda Architects

Wellman & Zuck Construction/ Jones & Jones/ Rolluda Architects was recommended following review of all firms' proposals and interviews of the four firms.

Members of the selection committee included:

- Laural Ballew, Executive Director, AI/AN, Liaison Pres • URM Tribal Liason
- Alexis Blue, Assistant Director, CPD • Facilities Development
- Sherrie Montgomery, Project Manager/Architect • Facilities Development
- Dr. Kristen B. French; Director, Center for Education, Equity and Diversity; Professor, Elementary Education
- Kylie Gemmell, Graduate student, University of Oregon, former NASU member
- Raquel Vigil, Assistant Director, Business Services & Planning • VU Operations
- Stan Wolf, Construction Project Coord 3 • Facilities Development
- John Furman, Director • Facilities Management
- Julie Larmore, Assistant Director Fiscal/Business/Program Services • Facilities Management

- James Miller, Assistant Professor • Urban Environment Planning Policy
- Robynne Thaxton, PDB Consultant
- John Palewicz, PDB Consultant

Committee Comments

- This project was decades in the making and will put action behind Western's land acknowledgement.
- The committee is pleased to have John Paul Jones (Jones & Jones) as a member of the winning team. He helped create the draft program, is Native, is approachable, and respectful. He is one of the prime architects of Native installations and buildings in the USA. He has worked with the Smithsonian Museum, UW, and Evergreen.
- Wellman & Zuck Construction, LLC is a local Bellingham contractor with deep connections with the local community, Tribal Employment Rights Offices (TEROs), suppliers, contractors, and consultants.
- Rolluda Architects has good past experience working with Western.

The total budget for the project is \$4,950,000.

Native Participation and Business Equity

Minimum target percentages of participation are 20% MBE (Minority), 6% WBE (Women), 10% NBE (Native), 10% SBE (Small). Outreach plans include contact with local TEROs; soliciting for subconsultants and subcontractors for all disciplines, design through construction; information sessions with participating TEROs, Western, Northwest Indian College, and NASU; using social media platforms to raise awareness about opportunities.

Sources of Funding:

State Capital Appropriations - Bond Funds
 State Capital Appropriations - Local Funds
 Private Donations

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of:
Melynda Huskey, Vice President for Enrollment and Student Services

DATE: June 10, 2022

SUBJECT: **Approval of Proposed Amendments to Chapter 516-35 WAC, Use of University Property – Freedom of Expression and Assembly; Chapter 516-36 WAC, Use of University Property – Scheduling and General Use; and WAC 516-52-020, Weapons and Armaments Prohibited**

PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board of Trustees to adopt proposed amendments to Chapter 516-35 WAC, *Use of University Property – Freedom of Expression and Assembly*; Chapter 516-36 WAC, *Use of University Property – Scheduling and General Use*; and WAC 516-52-020, *Weapons and Armaments Prohibited*.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the permanent rule changes to Chapter 516-35 WAC, *Use of University Property – Freedom of Expression and Assembly*; Chapter 516-36 WAC, *Use of University Property – Scheduling and General Use*; and WAC 516-52-020 *Weapons and Armaments Prohibited* as submitted.

Background:

Permanent rulemaking began in fall of 2021 and included representatives from the Attorney General's Office; Counseling, Health, and Wellbeing; Viking Union Facilities and Services; Space Planning and Administration; Student Life; Public Safety; and University Police. The proposed rules were reviewed by stakeholder groups, the Technical Review Committee, and University Policy and Rules Review Group, A public hearing was held to solicit community and campus feedback.

Amendments to Chapter 516-35 WAC, *Use of University Property - Freedom of Expression and Assembly* are summarized below:

- Notice to use a limited public forum area by a non-university group or individual must now be provided to the Department of Public Safety only. Requirement to submit notice to the Dean of Students is stricken.
- Added amendment to include use of freestanding objects during freedom of expression or assembly and how and when those types of items can be used as well as limitations and required notice.

- Additional amendments to limitations on use to communicate how long freedom of expression and assembly may take place on a residential campus to include time, place, and manner restrictions.
- A new section added to clarify that nothing in the limitations section is intended to interfere with public participation in open public meetings.
- Cross reference to other WAC chapters or sections are included throughout this chapter for clarity.

Amendments to Chapter 516-36 WAC, *Use of University Property – Scheduling and General Use* include:

- New section added for post event inspection and ability to assess charges.
- Cross reference to Chapter 516-35 WAC added throughout this chapter for clarity.

Amendments to WAC 516-52-020, *Weapons and Armaments Prohibited* include:

- Remove restriction of face masks and clarify language to restrict use of tactical face coverings
- Update to the list of permissible items.

A written comment was submitted prior to the public hearing and was read into the record. One public comment was provided during the public hearing. Details are included in the Hearing Officer's Report.

Supporting Information:

Attachment 1 - Hearing Officer's Report

Attachment 2 - Chapter 516-35 WAC – Final Draft of Proposed Rule

Attachment 3 – Chapter 516-36 WAC – Final Draft of Proposed Rule

Attachment 4 - WAC 516-52-020 – Final Draft of Proposed Rule

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-001 Definitions. As used in this chapter, the following words and phrases mean:

(1) **Business day.** Any day, Monday through Friday (excluding holidays), during which university offices are open.

(2) **Freedom of expression and assembly.** Any activity protected by the first amendment to the Constitution of the United States and Article I, sections 4 and 5 of the Washington state Constitution. Such activities may include, but are not limited to, informational picketing, petition circulation, distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, noncontracted appearances of speakers, protests, meetings to display group feelings or sentiments, and other types of constitutionally protected assemblies to share information, perspective, or viewpoints. (~~Freedom of expression or assembly that involves the placement of any furniture, hardware, prop, vehicle, display, sound amplification, or audio-visual device or other object on university property requires prior approved space reservation. To reserve use of university property, refer to chapter 516-36 WAC.~~)

(3) **Limited public forum areas.** Areas of campus available as spaces for freedom of expression and peaceable assembly as protected by the Constitution of the United States and the Washington state Constitution, subject to reasonable time, place, and manner restrictions. Limited public forum areas do not include:

(a) Classrooms or academic buildings (~~conducting~~) utilized for scheduled educational programming with the exception that nothing herein shall be read to interfere between or with the academic freedom of the instructor and enrolled students to engage in educational programs;

(b) Reservable or scheduled property subject to the provisions of chapter 516-36 WAC;

(c) Private administrative or academic offices;

(d) Lavatory or maintenance facilities;

(e) Roadways or sidewalks necessary to permit the free flow of pedestrian, vehicular, emergency responder, or maintenance traffic; or

(f) Any other university property, on a case-by-case basis, where the reasonable application of time, place, and manner restrictions render the location inappropriate for expressive activities.

(4) **Nonuniversity group or individual.** An individual or a collection of individuals who do not have a formal relationship with the university. The term also includes members of these groups who are individually affiliated with the university who desire to use university property for personal, private, or nonuniversity group related activities.

(5) **Time, place, and manner.** Reasonable limitations on the exercise of expressive rights that are neutral as to the content of expression and leave open alternative channels of expression.

(6) **University.** Western Washington University.

(7) **University affiliate.** An entity that has a formal relationship with the university and also encompasses such entity's officers, agents, and employees. The term includes, but is not limited to, the office of the attorney general, contracted agencies, and 501 (c)(3) organizations with formal relationships to the university.

(8) **University group or individual.** An individual or collection of individuals that has a formal relationship with the university, such as a recognized employee group of the university, a registered student group or organization or an individual acting on behalf of the group or organization as well as an individual who is a currently enrolled student or current employee.

(9) **University property.** All buildings, grounds, or assets owned or controlled by the university and the streets, sidewalks, plazas, parking lots, and roadways within the boundaries of property owned or controlled by the university.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-010 Use of university property—Notice. (1) Any non-university group or individual who desires to use a limited public forum area on a temporary basis for freedom of expression (~~(or)~~) and assembly ((in which more than fifty people are likely to assemble,)) must submit notice of planned use to the ~~((university police department and to the dean of students))~~ Western Washington University department of public safety not less than ~~((fifteen))~~ five business days prior to use, subject to limitations set forth in WAC 516-35-030. However, use may be permitted with less notice so long as the use does not interfere with any other function or university operations.

(2) University affiliates or university groups or individuals who desire to use university property or a limited public forum area on a temporary basis for freedom of expression or assembly must adhere to applicable policies and laws and are requested to provide notice to the ~~((university police department and dean of students))~~ Western Washington University department of public safety. If university affiliates or university groups or individuals intend to set up free-standing objects on university property, notice must be given as directed in WAC 516-35-030 (3) and (4).

(3) Submitted notices (~~may~~) shall include, but are not limited to, the following:

(a) The contact information for the persons or organizations, including the organization's name and its contact person's name, person's name, address, email address, and telephone number;

(b) The date, time, and location requested for use;

(c) The nature and purpose of the use;

(d) The estimated number of people expected to be involved, including participants, spectators, supporters, and detractors or others;

(e) A description and intended use of any object, free-standing or otherwise, that will be placed on university property including, but not limited to, furniture, hardware, props, vehicle, displays, sound amplification device, audio-visual device, or other objects; and

~~((e))~~ (f) Other information as may be reasonably requested.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-020 Use of university property—Evaluation. (1) The president, or the president's designee, shall have the authority to accept, modify, or reject, in whole or in part, the planned use outlined or described in the notice submitted pursuant to this chapter.

(2) In evaluating a notice submitted pursuant to this chapter, the president, or the president's designee, may consider a variety of factors including, but not limited to, the following:

(a) Whether a university program or activity is scheduled at the location requested. First priority shall be given to the university program or scheduled activity;

(b) Whether the use is in connection with a university program or activity;

(c) Whether the intended use is compatible with the educational mission and objectives of the university.

(3) The president, or the president's designee, may specify reasonable fire, safety, law enforcement, sanitation, cleanup, insurance, and other risk- or impact-mitigating requirements for the use of university property. Charges may be applied in the event any of these requirements are deemed to have costs associated with them. (~~The university will not provide utility connections or hookups.~~)

(4) Whenever the president, or the president's designee, rejects, either in whole or in part, a request for use of university property, the reasons for such rejection shall be stated in writing.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-030 Use of university property—Exceptions, limitations, and termination of use. (1) The president, or the president's designee, may apply time, place, and manner exceptions to limit, relocate, reschedule, terminate, cancel, or prohibit the use of university property for freedom of expression activities to protect persons or property from harm and/or to prevent the disruption of university operations including, but not limited to, violations of WAC 516-24-130, 516-52-020, or other laws or university policies.

(2) The use of university property for freedom of expression and assembly must comply with all requirements and limitations set forth in WAC 516-24-001 and 516-36-030.

(3) Any activity that involves the placement of furniture, hardware, prop, vehicle, display, sound amplification device, audio-visual device, or other free-standing object on university property for freedom of expression and assembly requires notice pursuant to WAC 516-35-010.

(a) Placed or free-standing objects that are not generally moveable or are of a size or nature that they may pose a personal safety risk, a risk to property, or block egress and traffic flow must have prior approval through a space reservation. To reserve university property, refer to chapter 516-36 WAC.

(b) Objects that are small, moveable by a single person, not permanent or do not need to be secured, and are lightweight; for example, small displays less than four feet in any dimension, folding tables, easels, or other similar object do not require a reservation to place on university property for a limited time and may be subject to other university imposed time, place, or manner restrictions.

(c) At least one person must be present at all times to attend to any placed object for the duration of use until completion of activity pursuant to subsection (6) of this section.

(4) In order to allow for the expression of a wide range of viewpoints and to allow the utilization of university property for a wide range of purposes, the use of university property for freedom of expression and assembly may be limited in duration to the following:

(a) Activities may not continue for longer than five calendar days from start to finish; and

(b) Activities are limited to 7:00 a.m. to 10:00 p.m. on any day due to the residential nature of campus.

(5) University employees, student groups, and university-affiliated groups may reserve outdoor space on campus for university-sponsored activities pursuant to chapter 516-36 WAC. If space is reserved for a university-sponsored activity, other persons and groups may be prohibited from engaging in freedom of expression and assembly in the reserved space. In such cases, a university representative may suggest another area on campus for freedom of expression and assembly.

(6) The group or individual utilizing university property for freedom of expression and assembly must return the university property to its original condition after the use and is responsible for the costs of cleanup and the costs to repair damages to the limited public forum area and other university property that arises from such use.

(7) The university will not provide utility connections or hook-ups.

(8) Nonuniversity groups and individuals may not use the interior of any facility for freedom of expression and assembly.

(9) Freedom of expression and assembly must otherwise be conducted in compliance with any other applicable university policies and rules, local ordinances, and state or federal law.

(10) **Exception - Open public meetings.** Nothing in these rules is intended to interfere with public participation in meetings of the university's governing board or associated student body that are required to be open to the public under the Open Public Meetings Act, chapter 42.30 RCW.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-001 Use of university property—General policy and ((purpose)) scope. Western Washington University is an educational institution provided and maintained by the people of the state of Washington in order to carry out its broad missions of teaching, research, and public service. A state agency is under no obligation to make its public property available to the community for private purposes, and the university generally reserves its property, buildings, and grounds for its mission-related activities, including: Instruction, research, assembly, student activities, and recreational activities related to education. However, the university makes property available for a variety of uses that are of benefit to the general public under the conditions set forth in these regulations if such general uses substantially relate to, or do not interfere with, university missions.

The purpose of these regulations is to establish procedures and reasonable controls for the use of university property by nonuniversity groups or individuals, university affiliates, university groups or individuals, or students, faculty, or staff who desire to use university property for personal, private, or nonuniversity group related activity.

Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to ensure the proper maintenance of the property.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-004 Freedom of expression and assembly activities not covered. Use of university property for freedom of expression and assembly activities is governed by rules set forth in chapter 516-35 WAC. This chapter does not apply to those individuals or groups using university property for freedom of expression and assembly activities except where directed by chapter 516.35 WAC.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-008 Definitions. As used in this chapter, the following words and phrases mean:

(1) **Business day.** Any day, Monday through Friday (excluding holidays), during which university offices are open.

(2) **Freedom of expression and assembly.** Any activity protected by the first amendment to the Constitution of the United States and Article I, sections 4 and 5 of the Washington state Constitution. Such activities may include, but are not limited to, informational picketing, petition circulation, distribution of information leaflets or pam-

phlets, speechmaking, demonstrations, rallies, noncontracted appearances of speakers, protests, meetings to display group feelings or sentiments, and other types of constitutionally protected assemblies to share information, perspective, or viewpoints.

(3) **Limited public forum areas.** Areas of campus available as spaces for freedom of expression and peaceable assembly as protected by the Constitution of the United States and the Washington state Constitution, subject to reasonable time, place, and manner restrictions. The use of limited public forum areas for freedom of expression and peaceable assembly activities is governed by chapter 516-35 WAC except for those activities identified in that chapter that require reservations. Limited public forum areas are identified in WAC 516-35-001. Limited public forum areas do not include property such as:

(a) Classrooms or academic buildings (~~conducting~~) utilized for scheduled educational programming with the exception that nothing herein shall be read to interfere between or with the academic freedom of the instructor and enrolled students to engage in educational programs;

(b) Reservable or scheduled property subject to the provisions of this chapter;

(c) Private administrative or academic offices;

(d) Lavatory or maintenance facilities;

(e) Roadways or sidewalks necessary to permit the free flow of pedestrian, vehicular, emergency responder, or maintenance traffic; or

(f) Any other university property, on a case-by-case basis, where the reasonable application of time, place, and manner restrictions render the location inappropriate for expressive activities.

(4) **Nonuniversity group or individual.** An individual or a collection of individuals who do not have a formal relationship with the university. The term also includes members of these groups who are individually affiliated with the university who desire to use university property for personal, private, or nonuniversity group related activities.

(5) **Space administrator.** A university employee, appointed by the president, or the president's designee, who has the authority and responsibility for a designated subset of university property to create and enforce policies and procedures for space use, delegate space approval authority, and are responsible for university space being used in accordance with this chapter, chapter 516-35 WAC, and the university mission.

(6) **Space approval authority.** A university employee who has the authority, consistent with these regulations and approved campus policies and procedures, to review, approve, amend, or deny requests for rental or use of university property.

(a) The university shall maintain a list of the approving authorities.

(b) Requests for approval to lease space shall be governed by chapter 516-34 WAC.

(7) **Time, place, and manner.** Reasonable limitations on the exercise of expressive rights that are neutral as to the content of expression and leave open alternative channels of expression.

(8) **University.** Western Washington University.

(9) **University affiliate.** An entity that has a formal relationship with the university and also encompasses such entity's officers, agents, and employees. The term includes, but is not limited to, the office of the attorney general, contracted agencies, and 501 (c)(3) organizations with formal relationships to the university.

(10) **University group or individual.** An individual or collection of individuals that has a formal relationship with the university, such as a recognized employee group of the university, a recognized student group or organization, or an individual acting on behalf of the group or organization as well as an individual who is a currently enrolled student or current employee.

(11) **University property.** All buildings, grounds, or assets owned or controlled by the university and the streets, sidewalks, plazas, parking lots, and roadways within the boundaries of property owned or controlled by the university.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-025 Scheduling and reservation practices—Duties of requestor. (1) The primary purpose of university property is to serve the university's instructional, research, and public service activities. However, when not required for scheduled university use, property may be available for rental by nonuniversity groups or individuals in accordance with current fee schedules and other relevant terms and conditions.

(2) No university property may be used by individuals or groups unless the property, including buildings, equipment, and land, have been reserved except as provided in chapter 516-35 WAC. Reservations may not be required in limited public forum areas if the intended use of the property would not cause cost to the university or impact scheduled university activity.

(3) Requests to use university property are made to the space approval authority, as defined in WAC 516-36-008(6) and in accordance with WAC 516-36-020.

(4) The space approval authority may deny the request to use university property when such use would violate any of the limitations set forth in WAC 516-36-030 or where the requestor is unwilling to comply with university requirements for the use of property, as authorized by this chapter.

(5) The university may require an individual or organization to make an advance deposit, post a bond or obtain insurance to protect the university against cost or other liability as a condition to allowing use of any university property.

(6) When the university grants permission to an individual or organization to use its property it is with the understanding and on the condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the university against any loss or damage claim arising out of such use.

(7) The university and/or government authorities may specify fire, safety, sanitation, and special regulations for activities occurring in, on or with university property. It is the responsibility of the user to obey those regulations, as well as to comply with other applicable university policies, procedures, rules, regulations, and state, local, and federal laws.

(8) When the university grants permission to an individual or organization to use its facilities, the facility may be subject to in-

spection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of the damaged property.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-030 Limitations on use. The following limitations apply to all uses of any university property, unless specifically permitted by the university for special events:

(1) University property may not be used in ways which obstruct vehicular, bicycle, pedestrian, or other traffic or otherwise interfere with ingress or egress to the university, any university building or facility, or that obstruct or interfere with educational activities or other lawful activities on university grounds, university controlled property, or at university sponsored events unless approved by the president, or the president's designee.

(2) University property may not be used in ways that interfere with educational, research, or public service activities inside or outside any university building or otherwise prevent the university from fulfilling its mission and achieving its primary purpose.

(3) University property may not be used for the purpose of campaigning regarding a ballot proposition or by, for, or against candidates who have filed for public office, except that:

(a) This provision does not apply to candidates for Western Washington University student offices or student ballot propositions;

(b) University groups may sponsor candidate forums as well as issue forums regarding ballot propositions;

(c) Candidates for office and proponents or opponents of ballot propositions may rent university property as a nonuniversity group or individual on a short-term basis for campaign purposes to the same extent and on the same basis as may other individuals or groups;

(d) Candidates for office and proponents or opponents of ballot propositions may use the limited public forum areas using the procedures of chapter 516-35 WAC to the same extent and on the same basis as may other individuals or groups; and

(e) For informational purposes, a university group may invite a candidate or another political speaker to one of the meetings of its membership on university property, if it has complied with the scheduling procedures of WAC 516-36-025 and applicable university policy.

(4) University property may not be used in ways that create safety hazards or pose unreasonable safety risks to students, employees, invitees, or guests.

(5) University property may not be used for commercial purposes, including: Advertising, commercial solicitation, sales, or other activities to promote a product, except as allowed under WAC 516-36-040.

(6) University property may not be used in furtherance of or in connection with illegal activity.

(7) University property may not be used in such manner as to create a hazard or result in damage to university property.

(8) University property may not be used where such use would create undue stress on university resources (e.g., a request for a major event may be denied if another major event is already scheduled for

the same time period, because of demands for parking, security coverage, etc.); use of limited public forum areas for freedom of expression and assembly must be in accordance with chapter 516-35 WAC and this chapter if applicable.

(9) Use of audio amplifying equipment or sound generation is permitted only in locations and at times that will not disturb the normal conduct of university operations. Advance permission by the president, or the president's designee, is required to use audio amplifying equipment or generate sound that may disturb the normal conduct of university operations.

(10) Alcoholic beverages may be served only as allowed under university policies. It is the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor and cannabis board and adhere to their regulations, as well as all local ordinances, university rules, and regulations.

(11) No person may erect a tent or other shelter on university property or remain overnight on university property, including in a vehicle, trailer, tent, or other shelter, with the following exceptions:

(a) The use and occupancy of university housing in accordance with chapter 516-56 WAC;

(b) The use of property by a university employee or agent who remains overnight to fulfill the responsibilities of their position;

(c) The use of property by a university student who remains overnight to fulfill the responsibilities of their course of study;

(d) The use of property where overnight stays are specifically permitted in identified locations for attendees at special events designated by the university.

(e) The use of property during a university, local, state or federal declaration of an emergency as determined by the president, or the president's designee.

(12) Signs and posters and visual displays may be placed only at those locations authorized under, and in accordance with university policies.

(13) Handbills, leaflets, pamphlets, flyers, and similar materials may be distributed only in relation to university sanctioned activities or for purposes of freedom of expression. Materials may not be distributed in a manner that results in littering or requires university resources for disposal.

(14) Animals are only allowed on university property in accordance with WAC 516-52-010 and university policies.

(15) Smoking is not allowed in or on university property, except in accordance with chapter 70.160 RCW.

(16) Mopeds, Segways, skateboards, roller skates, roller blades, bicycles, and similar personal transportation devices may be used on campus in accordance with chapters 516-13 and 516-15 WAC.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-001 Definitions. As used in this chapter, the following words and phrases mean:

(1) **Business day.** Any day, Monday through Friday (excluding holidays), during which university offices are open.

(2) **Freedom of expression and assembly.** Any activity protected by the first amendment to the Constitution of the United States and Article I, sections 4 and 5 of the Washington state Constitution. Such activities may include, but are not limited to, informational picketing, petition circulation, distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, noncontracted appearances of speakers, protests, meetings to display group feelings or sentiments, and other types of constitutionally protected assemblies to share information, perspective, or viewpoints. (~~Freedom of expression or assembly that involves the placement of any furniture, hardware, prop, vehicle, display, sound amplification, or audio-visual device or other object on university property requires prior approved space reservation. To reserve use of university property, refer to chapter 516-36 WAC.~~)

(3) **Limited public forum areas.** Areas of campus available as spaces for freedom of expression and peaceable assembly as protected by the Constitution of the United States and the Washington state Constitution, subject to reasonable time, place, and manner restrictions. Limited public forum areas do not include:

(a) Classrooms or academic buildings (~~conducting~~) utilized for scheduled educational programming with the exception that nothing herein shall be read to interfere between or with the academic freedom of the instructor and enrolled students to engage in educational programs;

(b) Reservable or scheduled property subject to the provisions of chapter 516-36 WAC;

(c) Private administrative or academic offices;

(d) Lavatory or maintenance facilities;

(e) Roadways or sidewalks necessary to permit the free flow of pedestrian, vehicular, emergency responder, or maintenance traffic; or

(f) Any other university property, on a case-by-case basis, where the reasonable application of time, place, and manner restrictions render the location inappropriate for expressive activities.

(4) **Nonuniversity group or individual.** An individual or a collection of individuals who do not have a formal relationship with the university. The term also includes members of these groups who are individually affiliated with the university who desire to use university property for personal, private, or nonuniversity group related activities.

(5) **Time, place, and manner.** Reasonable limitations on the exercise of expressive rights that are neutral as to the content of expression and leave open alternative channels of expression.

(6) **University.** Western Washington University.

(7) **University affiliate.** An entity that has a formal relationship with the university and also encompasses such entity's officers, agents, and employees. The term includes, but is not limited to, the office of the attorney general, contracted agencies, and 501 (c)(3) organizations with formal relationships to the university.

(8) **University group or individual.** An individual or collection of individuals that has a formal relationship with the university, such as a recognized employee group of the university, a registered student group or organization or an individual acting on behalf of the group or organization as well as an individual who is a currently enrolled student or current employee.

(9) **University property.** All buildings, grounds, or assets owned or controlled by the university and the streets, sidewalks, plazas, parking lots, and roadways within the boundaries of property owned or controlled by the university.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-010 Use of university property—Notice. (1) Any non-university group or individual who desires to use a limited public forum area on a temporary basis for freedom of expression (~~(or)~~) and assembly ((in which more than fifty people are likely to assemble,)) must submit notice of planned use to the ~~((university police department and to the dean of students))~~ Western Washington University department of public safety not less than ~~((fifteen))~~ five business days prior to use, subject to limitations set forth in WAC 516-35-030. However, use may be permitted with less notice so long as the use does not interfere with any other function or university operations.

(2) University affiliates or university groups or individuals who desire to use university property or a limited public forum area on a temporary basis for freedom of expression or assembly must adhere to applicable policies and laws and are requested to provide notice to the ~~((university police department and dean of students))~~ Western Washington University department of public safety. If university affiliates or university groups or individuals intend to set up free-standing objects on university property, notice must be given as directed in WAC 516-35-030 (3) and (4).

(3) Submitted notices (~~may~~) shall include, but are not limited to, the following:

(a) The contact information for the persons or organizations, including the organization's name and its contact person's name, person's name, address, email address, and telephone number;

(b) The date, time, and location requested for use;

(c) The nature and purpose of the use;

(d) The estimated number of people expected to be involved, including participants, spectators, supporters, and detractors or others;

(e) A description and intended use of any object, free-standing or otherwise, that will be placed on university property including, but not limited to, furniture, hardware, props, vehicle, displays, sound amplification device, audio-visual device, or other objects; and

~~((e))~~ (f) Other information as may be reasonably requested.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-020 Use of university property—Evaluation. (1) The president, or the president's designee, shall have the authority to accept, modify, or reject, in whole or in part, the planned use outlined or described in the notice submitted pursuant to this chapter.

(2) In evaluating a notice submitted pursuant to this chapter, the president, or the president's designee, may consider a variety of factors including, but not limited to, the following:

(a) Whether a university program or activity is scheduled at the location requested. First priority shall be given to the university program or scheduled activity;

(b) Whether the use is in connection with a university program or activity;

(c) Whether the intended use is compatible with the educational mission and objectives of the university.

(3) The president, or the president's designee, may specify reasonable fire, safety, law enforcement, sanitation, cleanup, insurance, and other risk- or impact-mitigating requirements for the use of university property. Charges may be applied in the event any of these requirements are deemed to have costs associated with them. (~~The university will not provide utility connections or hookups.~~)

(4) Whenever the president, or the president's designee, rejects, either in whole or in part, a request for use of university property, the reasons for such rejection shall be stated in writing.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-030 Use of university property—Exceptions, limitations, and termination of use. (1) The president, or the president's designee, may apply time, place, and manner exceptions to limit, relocate, reschedule, terminate, cancel, or prohibit the use of university property for freedom of expression activities to protect persons or property from harm and/or to prevent the disruption of university operations including, but not limited to, violations of WAC 516-24-130, 516-52-020, or other laws or university policies.

(2) The use of university property for freedom of expression and assembly must comply with all requirements and limitations set forth in WAC 516-24-001 and 516-36-030.

(3) Any activity that involves the placement of furniture, hardware, prop, vehicle, display, sound amplification device, audio-visual device, or other free-standing object on university property for freedom of expression and assembly requires notice pursuant to WAC 516-35-010.

(a) Placed or free-standing objects that are not generally moveable or are of a size or nature that they may pose a personal safety risk, a risk to property, or block egress and traffic flow must have prior approval through a space reservation. To reserve university property, refer to chapter 516-36 WAC.

(b) Objects that are small, moveable by a single person, not permanent or do not need to be secured, and are lightweight; for example, small displays less than four feet in any dimension, folding tables, easels, or other similar object do not require a reservation to place on university property for a limited time and may be subject to other university imposed time, place, or manner restrictions.

(c) At least one person must be present at all times to attend to any placed object for the duration of use until completion of activity pursuant to subsection (6) of this section.

(4) In order to allow for the expression of a wide range of viewpoints and to allow the utilization of university property for a wide range of purposes, the use of university property for freedom of expression and assembly may be limited in duration to the following:

(a) Activities may not continue for longer than five calendar days from start to finish; and

(b) Activities are limited to 7:00 a.m. to 10:00 p.m. on any day due to the residential nature of campus.

(5) University employees, student groups, and university-affiliated groups may reserve outdoor space on campus for university-sponsored activities pursuant to chapter 516-36 WAC. If space is reserved for a university-sponsored activity, other persons and groups may be prohibited from engaging in freedom of expression and assembly in the reserved space. In such cases, a university representative may suggest another area on campus for freedom of expression and assembly.

(6) The group or individual utilizing university property for freedom of expression and assembly must return the university property to its original condition after the use and is responsible for the costs of cleanup and the costs to repair damages to the limited public forum area and other university property that arises from such use.

(7) The university will not provide utility connections or hook-ups.

(8) Nonuniversity groups and individuals may not use the interior of any facility for freedom of expression and assembly.

(9) Freedom of expression and assembly must otherwise be conducted in compliance with any other applicable university policies and rules, local ordinances, and state or federal law.

(10) **Exception - Open public meetings.** Nothing in these rules is intended to interfere with public participation in meetings of the university's governing board or associated student body that are required to be open to the public under the Open Public Meetings Act, chapter 42.30 RCW.

WWU RULE-MAKING REVIEW

Hearing Officer's Report

Chapter 516-35 WAC, Use of University Property-Freedom of Expression & Assembly

Chapter 516-36 WAC, Use of University Property- Scheduling and General Use WAC 516-52-020- Weapons and Armaments Prohibited

On May 11, 2022, at 2:05 p.m., in Old Main 340, Western Washington University, Bellingham Washington and virtually on zoom beginning at 2:05 pm a public hearing was held on a proposal to amend Chapter 516-35 WAC, Chapter 516-36 WAC, and WAC 516-52-020. The hearing was conducted by Jennifer Sloan, University Rules Coordinator. The hearing was held pursuant to the authority provided in the Revised Code of Washington, Open Public Meetings Act and Administrative Procedures Act.

The testimony and Hearing Officer's Report are provided to the university president for consideration. Upon approval, the proposed rules are presented to the Board of Trustees for adoption and are effective 31 days after filing with the Code Reviser's Office.

Notice of Hearing

Notice of public hearing was published in the April 20, 2022, issue of the *Washington State Register* (22-08-011). Notice of hearing was also published May 2, 2022, in the university's online newsletter, *Western Today*, and published in the campus newspaper, *The Front*, on April 27, 2022.

Hearing Attendance

The hearing was attended by: Eric Alexander, Executive Director for Student Engagement, Darin Rasmussen, Assistant Vice President for Risk, Ethics, Safety, & Resilience, Melissa Nelson, Senior Counsel, and Ryan Cullup.

Background and Overview

Eric Alexander began the hearing by providing rationale for the amendments made to Chapter 516-35 WAC, Use of University Property – Freedom of Expression and Assembly and Chapter 516-36 WAC, Use of University Property – Scheduling and General Use. Amendments to the rules are necessary due to organizational changes, and to better support our community and clarify questions that have come up.

Alexander summarized the following amendments to Chapter 516-35 WAC, Use of University Property - Freedom of Expression and Assembly:



Hearing Officer's Report

Chapter 516-35 & 516-36 WAC and WAC 516-52-020

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- Notice to use a limited public forum area by a non-university group or individual must now be provided to the Department of Public Safety only. Requirement to submit notice to the Dean of Students is stricken.
- To address a common question about the use of freestanding objects during freedom of expression or assembly, updates were made to clarify how and when those types of items can be used as well as limitations and required notice.
- Additional amendments to limitations on use were added to communicate how long freedom of expression and assembly may take place on a residential campus to include time, place, and manner restrictions.
- A new section was added to clarify that nothing in the limitations section is intended to interfere with public participation in open public meetings.
- Cross references to other WAC chapters or sections are added throughout this chapter for clarity.

Alexander summarized the following amendments to Chapter 516-36 WAC, Use of University Property – Scheduling and General Use:

- Amendment added regarding post event inspection and ability to assess charges.
- Cross references to Chapter 516-35 WAC are added throughout this chapter for clarity.

Darin Rasmussen provided the rationale for amendments to WAC 516-52-020, Weapons and Armaments Prohibited. Amendments were made due to the COVID 19 pandemic and the need for protective face coverings: Rasmussen summarized the following amendments

- Amendment to section (1)(a) to remove restriction of face masks and clarified language to restrict use of tactical face coverings.
- Amendment to section (7) to update list of permissible items.

The review of stakeholders included the following: University Policy & Rules Review Group, Technical Review Committee, Student Life, Counseling Health & Wellness, VU Facilities, Public Safety, and Facilities Management.

Testimony

The Rules Coordinator reported on written testimony commenting on WAC 516-36-025(8) sent by John Furman. The comment was read into the record.

the language as written infers a facility user is allowed to bring in their own cleaning services or tools – both of which are in conflict with long term precedent with our WFSE bargaining unit. While the user should unquestionably be required to generally clean up any mess they leave, there should not be any inference of taking work from the bargaining unit.

Eric Alexander responded that WAC 516-36-025(8) was amended to address the concern. The section was updated by removing the highlighted language.

Hearing Officer's Report

Chapter 516-35 & 516-36 WAC and WAC 516-52-020

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(8) When the university grants permission to an individual or organization to use its facilities, it is with the understanding and on the condition that the individual or organization is responsible to clean the facility and leave it in its original condition at the conclusion of its use or event. The facility may be subject to inspection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of the damaged property.

The updated language remedied the concern.

Audience Comments and Questions

Before the meeting concluded, Ryan Cullup joined the meeting for comment.

Cullup's comments were regarding WAC 516-36-025(8). Specifically, the language that the individual or organization is responsible to clean the facility. Concerns included what type of cleaning product would be used and would it be in alignment with the university's mission in terms of sustainability.

Alexander updated Cullup that a comment had been received previously about the same section and a revision was made. Alexander shared the revision with Cullup. Cullup responded that the revision remedied the concern.

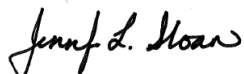
The hearing adjourned at 2:23 p.m.

Conclusion

Considering the thorough review process the amended rules received and considering the comments and testimony received, I recommend the following:

- That President Randhawa approves amendments to Washington Administrative Code, Chapter 516-35 WAC, Use of University Property – Freedom of Expression and Assembly; Chapter 516-36 WAC, Use of University Property – Scheduling and General Use.; and WAC 516-52-020, Weapons and Armaments Prohibited; and further, that the proposed rule changes be brought before the Board of Trustees for consideration at the meeting on June 10, 2022.

Respectfully submitted,



Jennifer Sloan
Rules Coordinator

Hearing Officer's Report

Chapter 516-35 & 516-36 WAC and WAC 516-52-020

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Attachments:

Chapter 516-35 WAC – Current rule
Chapter 516-35 WAC – Final Draft of Proposed Rule

Chapter 516-36 WAC – Current rule
Chapter 516-36 WAC – Final Draft of Proposed Rule

WAC 516-52-020 – Current rule
WAC 516-52-020 – Final Draft of Proposed Rule

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of:
Melynda Huskey, Vice President for Enrollment and Student Services

DATE: June 10, 2022

SUBJECT: **Approval of Proposed Amendments to Chapter 516-35 WAC, Use of University Property – Freedom of Expression and Assembly; Chapter 516-36 WAC, Use of University Property – Scheduling and General Use; and WAC 516-52-020, Weapons and Armaments Prohibited**

PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board of Trustees to adopt proposed amendments to Chapter 516-35 WAC, *Use of University Property – Freedom of Expression and Assembly*; Chapter 516-36 WAC, *Use of University Property – Scheduling and General Use*; and WAC 516-52-020, *Weapons and Armaments Prohibited*.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the permanent rule changes to Chapter 516-35 WAC, *Use of University Property – Freedom of Expression and Assembly*; Chapter 516-36 WAC, *Use of University Property – Scheduling and General Use*; and WAC 516-52-020 *Weapons and Armaments Prohibited* as submitted.

Background:

Permanent rulemaking began in fall of 2021 and included representatives from the Attorney General's Office; Counseling, Health, and Wellbeing; Viking Union Facilities and Services; Space Planning and Administration; Student Life; Public Safety; and University Police. The proposed rules were reviewed by stakeholder groups, the Technical Review Committee, and University Policy and Rules Review Group, A public hearing was held to solicit community and campus feedback.

Amendments to Chapter 516-35 WAC, *Use of University Property - Freedom of Expression and Assembly* are summarized below:

- Notice to use a limited public forum area by a non-university group or individual must now be provided to the Department of Public Safety only. Requirement to submit notice to the Dean of Students is stricken.
- Added amendment to include use of freestanding objects during freedom of expression or assembly and how and when those types of items can be used as well as limitations and required notice.

- Additional amendments to limitations on use to communicate how long freedom of expression and assembly may take place on a residential campus to include time, place, and manner restrictions.
- A new section added to clarify that nothing in the limitations section is intended to interfere with public participation in open public meetings.
- Cross reference to other WAC chapters or sections are included throughout this chapter for clarity.

Amendments to Chapter 516-36 WAC, *Use of University Property – Scheduling and General Use* include:

- New section added for post event inspection and ability to assess charges.
- Cross reference to Chapter 516-35 WAC added throughout this chapter for clarity.

Amendments to WAC 516-52-020, *Weapons and Armaments Prohibited* include:

- Remove restriction of face masks and clarify language to restrict use of tactical face coverings
- Update to the list of permissible items.

A written comment was submitted prior to the public hearing and was read into the record. One public comment was provided during the public hearing. Details are included in the Hearing Officer's Report.

Supporting Information:

Attachment 1 - Hearing Officer's Report

Attachment 2 - Chapter 516-35 WAC – Final Draft of Proposed Rule

Attachment 3 – Chapter 516-36 WAC – Final Draft of Proposed Rule

Attachment 4 - WAC 516-52-020 – Final Draft of Proposed Rule

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-001 Definitions. As used in this chapter, the following words and phrases mean:

(1) **Business day.** Any day, Monday through Friday (excluding holidays), during which university offices are open.

(2) **Freedom of expression and assembly.** Any activity protected by the first amendment to the Constitution of the United States and Article I, sections 4 and 5 of the Washington state Constitution. Such activities may include, but are not limited to, informational picketing, petition circulation, distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, noncontracted appearances of speakers, protests, meetings to display group feelings or sentiments, and other types of constitutionally protected assemblies to share information, perspective, or viewpoints. (~~Freedom of expression or assembly that involves the placement of any furniture, hardware, prop, vehicle, display, sound amplification, or audio-visual device or other object on university property requires prior approved space reservation. To reserve use of university property, refer to chapter 516-36 WAC.~~)

(3) **Limited public forum areas.** Areas of campus available as spaces for freedom of expression and peaceable assembly as protected by the Constitution of the United States and the Washington state Constitution, subject to reasonable time, place, and manner restrictions. Limited public forum areas do not include:

(a) Classrooms or academic buildings (~~conducting~~) utilized for scheduled educational programming with the exception that nothing herein shall be read to interfere between or with the academic freedom of the instructor and enrolled students to engage in educational programs;

(b) Reservable or scheduled property subject to the provisions of chapter 516-36 WAC;

(c) Private administrative or academic offices;

(d) Lavatory or maintenance facilities;

(e) Roadways or sidewalks necessary to permit the free flow of pedestrian, vehicular, emergency responder, or maintenance traffic; or

(f) Any other university property, on a case-by-case basis, where the reasonable application of time, place, and manner restrictions render the location inappropriate for expressive activities.

(4) **Nonuniversity group or individual.** An individual or a collection of individuals who do not have a formal relationship with the university. The term also includes members of these groups who are individually affiliated with the university who desire to use university property for personal, private, or nonuniversity group related activities.

(5) **Time, place, and manner.** Reasonable limitations on the exercise of expressive rights that are neutral as to the content of expression and leave open alternative channels of expression.

(6) **University.** Western Washington University.

(7) **University affiliate.** An entity that has a formal relationship with the university and also encompasses such entity's officers, agents, and employees. The term includes, but is not limited to, the office of the attorney general, contracted agencies, and 501 (c)(3) organizations with formal relationships to the university.

(8) **University group or individual.** An individual or collection of individuals that has a formal relationship with the university, such as a recognized employee group of the university, a registered student group or organization or an individual acting on behalf of the group or organization as well as an individual who is a currently enrolled student or current employee.

(9) **University property.** All buildings, grounds, or assets owned or controlled by the university and the streets, sidewalks, plazas, parking lots, and roadways within the boundaries of property owned or controlled by the university.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-010 Use of university property—Notice. (1) Any non-university group or individual who desires to use a limited public forum area on a temporary basis for freedom of expression (~~(or)~~) and assembly ((in which more than fifty people are likely to assemble,)) must submit notice of planned use to the ~~((university police department and to the dean of students))~~ Western Washington University department of public safety not less than ~~((fifteen))~~ five business days prior to use, subject to limitations set forth in WAC 516-35-030. However, use may be permitted with less notice so long as the use does not interfere with any other function or university operations.

(2) University affiliates or university groups or individuals who desire to use university property or a limited public forum area on a temporary basis for freedom of expression or assembly must adhere to applicable policies and laws and are requested to provide notice to the ~~((university police department and dean of students))~~ Western Washington University department of public safety. If university affiliates or university groups or individuals intend to set up free-standing objects on university property, notice must be given as directed in WAC 516-35-030 (3) and (4).

(3) Submitted notices (~~may~~) shall include, but are not limited to, the following:

(a) The contact information for the persons or organizations, including the organization's name and its contact person's name, person's name, address, email address, and telephone number;

(b) The date, time, and location requested for use;

(c) The nature and purpose of the use;

(d) The estimated number of people expected to be involved, including participants, spectators, supporters, and detractors or others;

(e) A description and intended use of any object, free-standing or otherwise, that will be placed on university property including, but not limited to, furniture, hardware, props, vehicle, displays, sound amplification device, audio-visual device, or other objects; and

~~((e))~~ (f) Other information as may be reasonably requested.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-020 Use of university property—Evaluation. (1) The president, or the president's designee, shall have the authority to accept, modify, or reject, in whole or in part, the planned use outlined or described in the notice submitted pursuant to this chapter.

(2) In evaluating a notice submitted pursuant to this chapter, the president, or the president's designee, may consider a variety of factors including, but not limited to, the following:

(a) Whether a university program or activity is scheduled at the location requested. First priority shall be given to the university program or scheduled activity;

(b) Whether the use is in connection with a university program or activity;

(c) Whether the intended use is compatible with the educational mission and objectives of the university.

(3) The president, or the president's designee, may specify reasonable fire, safety, law enforcement, sanitation, cleanup, insurance, and other risk- or impact-mitigating requirements for the use of university property. Charges may be applied in the event any of these requirements are deemed to have costs associated with them. (~~The university will not provide utility connections or hookups.~~)

(4) Whenever the president, or the president's designee, rejects, either in whole or in part, a request for use of university property, the reasons for such rejection shall be stated in writing.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-030 Use of university property—Exceptions, limitations, and termination of use. (1) The president, or the president's designee, may apply time, place, and manner exceptions to limit, relocate, reschedule, terminate, cancel, or prohibit the use of university property for freedom of expression activities to protect persons or property from harm and/or to prevent the disruption of university operations including, but not limited to, violations of WAC 516-24-130, 516-52-020, or other laws or university policies.

(2) The use of university property for freedom of expression and assembly must comply with all requirements and limitations set forth in WAC 516-24-001 and 516-36-030.

(3) Any activity that involves the placement of furniture, hardware, prop, vehicle, display, sound amplification device, audio-visual device, or other free-standing object on university property for freedom of expression and assembly requires notice pursuant to WAC 516-35-010.

(a) Placed or free-standing objects that are not generally moveable or are of a size or nature that they may pose a personal safety risk, a risk to property, or block egress and traffic flow must have prior approval through a space reservation. To reserve university property, refer to chapter 516-36 WAC.

(b) Objects that are small, moveable by a single person, not permanent or do not need to be secured, and are lightweight; for example, small displays less than four feet in any dimension, folding tables, easels, or other similar object do not require a reservation to place on university property for a limited time and may be subject to other university imposed time, place, or manner restrictions.

(c) At least one person must be present at all times to attend to any placed object for the duration of use until completion of activity pursuant to subsection (6) of this section.

(4) In order to allow for the expression of a wide range of viewpoints and to allow the utilization of university property for a wide range of purposes, the use of university property for freedom of expression and assembly may be limited in duration to the following:

(a) Activities may not continue for longer than five calendar days from start to finish; and

(b) Activities are limited to 7:00 a.m. to 10:00 p.m. on any day due to the residential nature of campus.

(5) University employees, student groups, and university-affiliated groups may reserve outdoor space on campus for university-sponsored activities pursuant to chapter 516-36 WAC. If space is reserved for a university-sponsored activity, other persons and groups may be prohibited from engaging in freedom of expression and assembly in the reserved space. In such cases, a university representative may suggest another area on campus for freedom of expression and assembly.

(6) The group or individual utilizing university property for freedom of expression and assembly must return the university property to its original condition after the use and is responsible for the costs of cleanup and the costs to repair damages to the limited public forum area and other university property that arises from such use.

(7) The university will not provide utility connections or hook-ups.

(8) Nonuniversity groups and individuals may not use the interior of any facility for freedom of expression and assembly.

(9) Freedom of expression and assembly must otherwise be conducted in compliance with any other applicable university policies and rules, local ordinances, and state or federal law.

(10) **Exception - Open public meetings.** Nothing in these rules is intended to interfere with public participation in meetings of the university's governing board or associated student body that are required to be open to the public under the Open Public Meetings Act, chapter 42.30 RCW.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-001 Use of university property—General policy and ((purpose)) scope. Western Washington University is an educational institution provided and maintained by the people of the state of Washington in order to carry out its broad missions of teaching, research, and public service. A state agency is under no obligation to make its public property available to the community for private purposes, and the university generally reserves its property, buildings, and grounds for its mission-related activities, including: Instruction, research, assembly, student activities, and recreational activities related to education. However, the university makes property available for a variety of uses that are of benefit to the general public under the conditions set forth in these regulations if such general uses substantially relate to, or do not interfere with, university missions.

The purpose of these regulations is to establish procedures and reasonable controls for the use of university property by nonuniversity groups or individuals, university affiliates, university groups or individuals, or students, faculty, or staff who desire to use university property for personal, private, or nonuniversity group related activity.

Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to ensure the proper maintenance of the property.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-004 Freedom of expression and assembly activities not covered. Use of university property for freedom of expression and assembly activities is governed by rules set forth in chapter 516-35 WAC. This chapter does not apply to those individuals or groups using university property for freedom of expression and assembly activities except where directed by chapter 516.35 WAC.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-008 Definitions. As used in this chapter, the following words and phrases mean:

(1) **Business day.** Any day, Monday through Friday (excluding holidays), during which university offices are open.

(2) **Freedom of expression and assembly.** Any activity protected by the first amendment to the Constitution of the United States and Article I, sections 4 and 5 of the Washington state Constitution. Such activities may include, but are not limited to, informational picketing, petition circulation, distribution of information leaflets or pam-

phlets, speechmaking, demonstrations, rallies, noncontracted appearances of speakers, protests, meetings to display group feelings or sentiments, and other types of constitutionally protected assemblies to share information, perspective, or viewpoints.

(3) **Limited public forum areas.** Areas of campus available as spaces for freedom of expression and peaceable assembly as protected by the Constitution of the United States and the Washington state Constitution, subject to reasonable time, place, and manner restrictions. The use of limited public forum areas for freedom of expression and peaceable assembly activities is governed by chapter 516-35 WAC except for those activities identified in that chapter that require reservations. Limited public forum areas are identified in WAC 516-35-001. Limited public forum areas do not include property such as:

(a) Classrooms or academic buildings (~~conducting~~) utilized for scheduled educational programming with the exception that nothing herein shall be read to interfere between or with the academic freedom of the instructor and enrolled students to engage in educational programs;

(b) Reservable or scheduled property subject to the provisions of this chapter;

(c) Private administrative or academic offices;

(d) Lavatory or maintenance facilities;

(e) Roadways or sidewalks necessary to permit the free flow of pedestrian, vehicular, emergency responder, or maintenance traffic; or

(f) Any other university property, on a case-by-case basis, where the reasonable application of time, place, and manner restrictions render the location inappropriate for expressive activities.

(4) **Nonuniversity group or individual.** An individual or a collection of individuals who do not have a formal relationship with the university. The term also includes members of these groups who are individually affiliated with the university who desire to use university property for personal, private, or nonuniversity group related activities.

(5) **Space administrator.** A university employee, appointed by the president, or the president's designee, who has the authority and responsibility for a designated subset of university property to create and enforce policies and procedures for space use, delegate space approval authority, and are responsible for university space being used in accordance with this chapter, chapter 516-35 WAC, and the university mission.

(6) **Space approval authority.** A university employee who has the authority, consistent with these regulations and approved campus policies and procedures, to review, approve, amend, or deny requests for rental or use of university property.

(a) The university shall maintain a list of the approving authorities.

(b) Requests for approval to lease space shall be governed by chapter 516-34 WAC.

(7) **Time, place, and manner.** Reasonable limitations on the exercise of expressive rights that are neutral as to the content of expression and leave open alternative channels of expression.

(8) **University.** Western Washington University.

(9) **University affiliate.** An entity that has a formal relationship with the university and also encompasses such entity's officers, agents, and employees. The term includes, but is not limited to, the office of the attorney general, contracted agencies, and 501 (c)(3) organizations with formal relationships to the university.

(10) **University group or individual.** An individual or collection of individuals that has a formal relationship with the university, such as a recognized employee group of the university, a recognized student group or organization, or an individual acting on behalf of the group or organization as well as an individual who is a currently enrolled student or current employee.

(11) **University property.** All buildings, grounds, or assets owned or controlled by the university and the streets, sidewalks, plazas, parking lots, and roadways within the boundaries of property owned or controlled by the university.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-025 Scheduling and reservation practices—Duties of requestor. (1) The primary purpose of university property is to serve the university's instructional, research, and public service activities. However, when not required for scheduled university use, property may be available for rental by nonuniversity groups or individuals in accordance with current fee schedules and other relevant terms and conditions.

(2) No university property may be used by individuals or groups unless the property, including buildings, equipment, and land, have been reserved except as provided in chapter 516-35 WAC. Reservations may not be required in limited public forum areas if the intended use of the property would not cause cost to the university or impact scheduled university activity.

(3) Requests to use university property are made to the space approval authority, as defined in WAC 516-36-008(6) and in accordance with WAC 516-36-020.

(4) The space approval authority may deny the request to use university property when such use would violate any of the limitations set forth in WAC 516-36-030 or where the requestor is unwilling to comply with university requirements for the use of property, as authorized by this chapter.

(5) The university may require an individual or organization to make an advance deposit, post a bond or obtain insurance to protect the university against cost or other liability as a condition to allowing use of any university property.

(6) When the university grants permission to an individual or organization to use its property it is with the understanding and on the condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the university against any loss or damage claim arising out of such use.

(7) The university and/or government authorities may specify fire, safety, sanitation, and special regulations for activities occurring in, on or with university property. It is the responsibility of the user to obey those regulations, as well as to comply with other applicable university policies, procedures, rules, regulations, and state, local, and federal laws.

(8) When the university grants permission to an individual or organization to use its facilities, the facility may be subject to in-

spection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of the damaged property.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-36-030 Limitations on use. The following limitations apply to all uses of any university property, unless specifically permitted by the university for special events:

(1) University property may not be used in ways which obstruct vehicular, bicycle, pedestrian, or other traffic or otherwise interfere with ingress or egress to the university, any university building or facility, or that obstruct or interfere with educational activities or other lawful activities on university grounds, university controlled property, or at university sponsored events unless approved by the president, or the president's designee.

(2) University property may not be used in ways that interfere with educational, research, or public service activities inside or outside any university building or otherwise prevent the university from fulfilling its mission and achieving its primary purpose.

(3) University property may not be used for the purpose of campaigning regarding a ballot proposition or by, for, or against candidates who have filed for public office, except that:

(a) This provision does not apply to candidates for Western Washington University student offices or student ballot propositions;

(b) University groups may sponsor candidate forums as well as issue forums regarding ballot propositions;

(c) Candidates for office and proponents or opponents of ballot propositions may rent university property as a nonuniversity group or individual on a short-term basis for campaign purposes to the same extent and on the same basis as may other individuals or groups;

(d) Candidates for office and proponents or opponents of ballot propositions may use the limited public forum areas using the procedures of chapter 516-35 WAC to the same extent and on the same basis as may other individuals or groups; and

(e) For informational purposes, a university group may invite a candidate or another political speaker to one of the meetings of its membership on university property, if it has complied with the scheduling procedures of WAC 516-36-025 and applicable university policy.

(4) University property may not be used in ways that create safety hazards or pose unreasonable safety risks to students, employees, invitees, or guests.

(5) University property may not be used for commercial purposes, including: Advertising, commercial solicitation, sales, or other activities to promote a product, except as allowed under WAC 516-36-040.

(6) University property may not be used in furtherance of or in connection with illegal activity.

(7) University property may not be used in such manner as to create a hazard or result in damage to university property.

(8) University property may not be used where such use would create undue stress on university resources (e.g., a request for a major event may be denied if another major event is already scheduled for

the same time period, because of demands for parking, security coverage, etc.); use of limited public forum areas for freedom of expression and assembly must be in accordance with chapter 516-35 WAC and this chapter if applicable.

(9) Use of audio amplifying equipment or sound generation is permitted only in locations and at times that will not disturb the normal conduct of university operations. Advance permission by the president, or the president's designee, is required to use audio amplifying equipment or generate sound that may disturb the normal conduct of university operations.

(10) Alcoholic beverages may be served only as allowed under university policies. It is the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor and cannabis board and adhere to their regulations, as well as all local ordinances, university rules, and regulations.

(11) No person may erect a tent or other shelter on university property or remain overnight on university property, including in a vehicle, trailer, tent, or other shelter, with the following exceptions:

(a) The use and occupancy of university housing in accordance with chapter 516-56 WAC;

(b) The use of property by a university employee or agent who remains overnight to fulfill the responsibilities of their position;

(c) The use of property by a university student who remains overnight to fulfill the responsibilities of their course of study;

(d) The use of property where overnight stays are specifically permitted in identified locations for attendees at special events designated by the university.

(e) The use of property during a university, local, state or federal declaration of an emergency as determined by the president, or the president's designee.

(12) Signs and posters and visual displays may be placed only at those locations authorized under, and in accordance with university policies.

(13) Handbills, leaflets, pamphlets, flyers, and similar materials may be distributed only in relation to university sanctioned activities or for purposes of freedom of expression. Materials may not be distributed in a manner that results in littering or requires university resources for disposal.

(14) Animals are only allowed on university property in accordance with WAC 516-52-010 and university policies.

(15) Smoking is not allowed in or on university property, except in accordance with chapter 70.160 RCW.

(16) Mopeds, Segways, skateboards, roller skates, roller blades, bicycles, and similar personal transportation devices may be used on campus in accordance with chapters 516-13 and 516-15 WAC.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-001 Definitions. As used in this chapter, the following words and phrases mean:

(1) **Business day.** Any day, Monday through Friday (excluding holidays), during which university offices are open.

(2) **Freedom of expression and assembly.** Any activity protected by the first amendment to the Constitution of the United States and Article I, sections 4 and 5 of the Washington state Constitution. Such activities may include, but are not limited to, informational picketing, petition circulation, distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, noncontracted appearances of speakers, protests, meetings to display group feelings or sentiments, and other types of constitutionally protected assemblies to share information, perspective, or viewpoints. (~~Freedom of expression or assembly that involves the placement of any furniture, hardware, prop, vehicle, display, sound amplification, or audio-visual device or other object on university property requires prior approved space reservation. To reserve use of university property, refer to chapter 516-36 WAC.~~)

(3) **Limited public forum areas.** Areas of campus available as spaces for freedom of expression and peaceable assembly as protected by the Constitution of the United States and the Washington state Constitution, subject to reasonable time, place, and manner restrictions. Limited public forum areas do not include:

(a) Classrooms or academic buildings (~~conducting~~) utilized for scheduled educational programming with the exception that nothing herein shall be read to interfere between or with the academic freedom of the instructor and enrolled students to engage in educational programs;

(b) Reservable or scheduled property subject to the provisions of chapter 516-36 WAC;

(c) Private administrative or academic offices;

(d) Lavatory or maintenance facilities;

(e) Roadways or sidewalks necessary to permit the free flow of pedestrian, vehicular, emergency responder, or maintenance traffic; or

(f) Any other university property, on a case-by-case basis, where the reasonable application of time, place, and manner restrictions render the location inappropriate for expressive activities.

(4) **Nonuniversity group or individual.** An individual or a collection of individuals who do not have a formal relationship with the university. The term also includes members of these groups who are individually affiliated with the university who desire to use university property for personal, private, or nonuniversity group related activities.

(5) **Time, place, and manner.** Reasonable limitations on the exercise of expressive rights that are neutral as to the content of expression and leave open alternative channels of expression.

(6) **University.** Western Washington University.

(7) **University affiliate.** An entity that has a formal relationship with the university and also encompasses such entity's officers, agents, and employees. The term includes, but is not limited to, the office of the attorney general, contracted agencies, and 501 (c)(3) organizations with formal relationships to the university.

(8) **University group or individual.** An individual or collection of individuals that has a formal relationship with the university, such as a recognized employee group of the university, a registered student group or organization or an individual acting on behalf of the group or organization as well as an individual who is a currently enrolled student or current employee.

(9) **University property.** All buildings, grounds, or assets owned or controlled by the university and the streets, sidewalks, plazas, parking lots, and roadways within the boundaries of property owned or controlled by the university.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-010 Use of university property—Notice. (1) Any non-university group or individual who desires to use a limited public forum area on a temporary basis for freedom of expression (~~(or)~~) and assembly ((in which more than fifty people are likely to assemble,)) must submit notice of planned use to the ~~((university police department and to the dean of students))~~ Western Washington University department of public safety not less than ~~((fifteen))~~ five business days prior to use, subject to limitations set forth in WAC 516-35-030. However, use may be permitted with less notice so long as the use does not interfere with any other function or university operations.

(2) University affiliates or university groups or individuals who desire to use university property or a limited public forum area on a temporary basis for freedom of expression or assembly must adhere to applicable policies and laws and are requested to provide notice to the ~~((university police department and dean of students))~~ Western Washington University department of public safety. If university affiliates or university groups or individuals intend to set up free-standing objects on university property, notice must be given as directed in WAC 516-35-030 (3) and (4).

(3) Submitted notices (~~may~~) shall include, but are not limited to, the following:

(a) The contact information for the persons or organizations, including the organization's name and its contact person's name, person's name, address, email address, and telephone number;

(b) The date, time, and location requested for use;

(c) The nature and purpose of the use;

(d) The estimated number of people expected to be involved, including participants, spectators, supporters, and detractors or others;

(e) A description and intended use of any object, free-standing or otherwise, that will be placed on university property including, but not limited to, furniture, hardware, props, vehicle, displays, sound amplification device, audio-visual device, or other objects; and

~~((e))~~ (f) Other information as may be reasonably requested.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-020 Use of university property—Evaluation. (1) The president, or the president's designee, shall have the authority to accept, modify, or reject, in whole or in part, the planned use outlined or described in the notice submitted pursuant to this chapter.

(2) In evaluating a notice submitted pursuant to this chapter, the president, or the president's designee, may consider a variety of factors including, but not limited to, the following:

(a) Whether a university program or activity is scheduled at the location requested. First priority shall be given to the university program or scheduled activity;

(b) Whether the use is in connection with a university program or activity;

(c) Whether the intended use is compatible with the educational mission and objectives of the university.

(3) The president, or the president's designee, may specify reasonable fire, safety, law enforcement, sanitation, cleanup, insurance, and other risk- or impact-mitigating requirements for the use of university property. Charges may be applied in the event any of these requirements are deemed to have costs associated with them. (~~The university will not provide utility connections or hookups.~~)

(4) Whenever the president, or the president's designee, rejects, either in whole or in part, a request for use of university property, the reasons for such rejection shall be stated in writing.

AMENDATORY SECTION (Amending WSR 18-13-073, filed 6/15/18, effective 7/16/18)

WAC 516-35-030 Use of university property—Exceptions, limitations, and termination of use. (1) The president, or the president's designee, may apply time, place, and manner exceptions to limit, relocate, reschedule, terminate, cancel, or prohibit the use of university property for freedom of expression activities to protect persons or property from harm and/or to prevent the disruption of university operations including, but not limited to, violations of WAC 516-24-130, 516-52-020, or other laws or university policies.

(2) The use of university property for freedom of expression and assembly must comply with all requirements and limitations set forth in WAC 516-24-001 and 516-36-030.

(3) Any activity that involves the placement of furniture, hardware, prop, vehicle, display, sound amplification device, audio-visual device, or other free-standing object on university property for freedom of expression and assembly requires notice pursuant to WAC 516-35-010.

(a) Placed or free-standing objects that are not generally moveable or are of a size or nature that they may pose a personal safety risk, a risk to property, or block egress and traffic flow must have prior approval through a space reservation. To reserve university property, refer to chapter 516-36 WAC.

(b) Objects that are small, moveable by a single person, not permanent or do not need to be secured, and are lightweight; for example, small displays less than four feet in any dimension, folding tables, easels, or other similar object do not require a reservation to place on university property for a limited time and may be subject to other university imposed time, place, or manner restrictions.

(c) At least one person must be present at all times to attend to any placed object for the duration of use until completion of activity pursuant to subsection (6) of this section.

(4) In order to allow for the expression of a wide range of viewpoints and to allow the utilization of university property for a wide range of purposes, the use of university property for freedom of expression and assembly may be limited in duration to the following:

(a) Activities may not continue for longer than five calendar days from start to finish; and

(b) Activities are limited to 7:00 a.m. to 10:00 p.m. on any day due to the residential nature of campus.

(5) University employees, student groups, and university-affiliated groups may reserve outdoor space on campus for university-sponsored activities pursuant to chapter 516-36 WAC. If space is reserved for a university-sponsored activity, other persons and groups may be prohibited from engaging in freedom of expression and assembly in the reserved space. In such cases, a university representative may suggest another area on campus for freedom of expression and assembly.

(6) The group or individual utilizing university property for freedom of expression and assembly must return the university property to its original condition after the use and is responsible for the costs of cleanup and the costs to repair damages to the limited public forum area and other university property that arises from such use.

(7) The university will not provide utility connections or hook-ups.

(8) Nonuniversity groups and individuals may not use the interior of any facility for freedom of expression and assembly.

(9) Freedom of expression and assembly must otherwise be conducted in compliance with any other applicable university policies and rules, local ordinances, and state or federal law.

(10) **Exception - Open public meetings.** Nothing in these rules is intended to interfere with public participation in meetings of the university's governing board or associated student body that are required to be open to the public under the Open Public Meetings Act, chapter 42.30 RCW.

WWU RULE-MAKING REVIEW

Hearing Officer's Report

Chapter 516-35 WAC, Use of University Property-Freedom of Expression & Assembly

Chapter 516-36 WAC, Use of University Property- Scheduling and General Use WAC 516-52-020- Weapons and Armaments Prohibited

On May 11, 2022, at 2:05 p.m., in Old Main 340, Western Washington University, Bellingham Washington and virtually on zoom beginning at 2:05 pm a public hearing was held on a proposal to amend Chapter 516-35 WAC, Chapter 516-36 WAC, and WAC 516-52-020. The hearing was conducted by Jennifer Sloan, University Rules Coordinator. The hearing was held pursuant to the authority provided in the Revised Code of Washington, Open Public Meetings Act and Administrative Procedures Act.

The testimony and Hearing Officer's Report are provided to the university president for consideration. Upon approval, the proposed rules are presented to the Board of Trustees for adoption and are effective 31 days after filing with the Code Reviser's Office.

Notice of Hearing

Notice of public hearing was published in the April 20, 2022, issue of the *Washington State Register* (22-08-011). Notice of hearing was also published May 2, 2022, in the university's online newsletter, *Western Today*, and published in the campus newspaper, *The Front*, on April 27, 2022.

Hearing Attendance

The hearing was attended by: Eric Alexander, Executive Director for Student Engagement, Darin Rasmussen, Assistant Vice President for Risk, Ethics, Safety, & Resilience, Melissa Nelson, Senior Counsel, and Ryan Cullup.

Background and Overview

Eric Alexander began the hearing by providing rationale for the amendments made to Chapter 516-35 WAC, Use of University Property – Freedom of Expression and Assembly and Chapter 516-36 WAC, Use of University Property – Scheduling and General Use. Amendments to the rules are necessary due to organizational changes, and to better support our community and clarify questions that have come up.

Alexander summarized the following amendments to Chapter 516-35 WAC, Use of University Property - Freedom of Expression and Assembly:



Hearing Officer's Report

Chapter 516-35 & 516-36 WAC and WAC 516-52-020

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- Notice to use a limited public forum area by a non-university group or individual must now be provided to the Department of Public Safety only. Requirement to submit notice to the Dean of Students is stricken.
- To address a common question about the use of freestanding objects during freedom of expression or assembly, updates were made to clarify how and when those types of items can be used as well as limitations and required notice.
- Additional amendments to limitations on use were added to communicate how long freedom of expression and assembly may take place on a residential campus to include time, place, and manner restrictions.
- A new section was added to clarify that nothing in the limitations section is intended to interfere with public participation in open public meetings.
- Cross references to other WAC chapters or sections are added throughout this chapter for clarity.

Alexander summarized the following amendments to Chapter 516-36 WAC, Use of University Property – Scheduling and General Use:

- Amendment added regarding post event inspection and ability to assess charges.
- Cross references to Chapter 516-35 WAC are added throughout this chapter for clarity.

Darin Rasmussen provided the rationale for amendments to WAC 516-52-020, Weapons and Armaments Prohibited. Amendments were made due to the COVID 19 pandemic and the need for protective face coverings: Rasmussen summarized the following amendments

- Amendment to section (1)(a) to remove restriction of face masks and clarified language to restrict use of tactical face coverings.
- Amendment to section (7) to update list of permissible items.

The review of stakeholders included the following: University Policy & Rules Review Group, Technical Review Committee, Student Life, Counseling Health & Wellness, VU Facilities, Public Safety, and Facilities Management.

Testimony

The Rules Coordinator reported on written testimony commenting on WAC 516-36-025(8) sent by John Furman. The comment was read into the record.

the language as written infers a facility user is allowed to bring in their own cleaning services or tools – both of which are in conflict with long term precedent with our WFSE bargaining unit. While the user should unquestionably be required to generally clean up any mess they leave, there should not be any inference of taking work from the bargaining unit.

Eric Alexander responded that WAC 516-36-025(8) was amended to address the concern. The section was updated by removing the highlighted language.

Hearing Officer's Report

Chapter 516-35 & 516-36 WAC and WAC 516-52-020

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(8) When the university grants permission to an individual or organization to use its facilities, it is with the understanding and on the condition that the individual or organization is responsible to clean the facility and leave it in its original condition at the conclusion of its use or event. The facility may be subject to inspection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of the damaged property.

The updated language remedied the concern.

Audience Comments and Questions

Before the meeting concluded, Ryan Cullup joined the meeting for comment.

Cullup's comments were regarding WAC 516-36-025(8). Specifically, the language that the individual or organization is responsible to clean the facility. Concerns included what type of cleaning product would be used and would it be in alignment with the university's mission in terms of sustainability.

Alexander updated Cullup that a comment had been received previously about the same section and a revision was made. Alexander shared the revision with Cullup. Cullup responded that the revision remedied the concern.

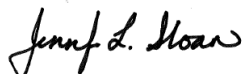
The hearing adjourned at 2:23 p.m.

Conclusion

Considering the thorough review process the amended rules received and considering the comments and testimony received, I recommend the following:

- That President Randhawa approves amendments to Washington Administrative Code, Chapter 516-35 WAC, Use of University Property – Freedom of Expression and Assembly; Chapter 516-36 WAC, Use of University Property – Scheduling and General Use.; and WAC 516-52-020, Weapons and Armaments Prohibited; and further, that the proposed rule changes be brought before the Board of Trustees for consideration at the meeting on June 10, 2022.

Respectfully submitted,



Jennifer Sloan
Rules Coordinator

Hearing Officer's Report

Chapter 516-35 & 516-36 WAC and WAC 516-52-020

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JS

Attachments:

Chapter 516-35 WAC – Current rule
Chapter 516-35 WAC – Final Draft of Proposed Rule

Chapter 516-36 WAC – Current rule
Chapter 516-36 WAC – Final Draft of Proposed Rule

WAC 516-52-020 – Current rule
WAC 516-52-020 – Final Draft of Proposed Rule

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

DATE: June 10, 2022
TO: Members of the Board of Trustees
FROM: Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees
SUBJECT: **Approval of Board Conflict of Interest Policy & Statement of Values**
PURPOSE: Action Item

Purpose of Submittal:

For the past two years the Board has been conducting a review of its Rules of Operation and existing Policies, leading to the approval of a new set of Board Bylaws and the repeal of an outdated Board Policy last year. As part of this ongoing process the attached revised Board Conflict of Interest Policy is presented for full Board discussion and approval.

At its offsite work session in January 2022 the Board of Trustees began to draft a statement of values and member expectations. A final draft of that document is also presented for Board discussion and approval.

Proposed Motion(s):

MOVED, that the Board of Trustees of Western Washington University approve the revised Conflict of Interest policy, dated June 10, 2022, superseding the Board Policy on Conflict of Interest dated October 7, 1994.

MOVED, that the Board of Trustees of Western Washington University approve the Board Statement of Values and Member Expectations, dated June 10, 2022.

Supporting Information:

WWU Board of Trustees Statement of Values and Member Expectations dated June 10, 2022
WWU Board of Trustees Conflict of Interest Policy dated June 10, 2022
WWU Board of Trustees Conflict of Interest Policy dated October 7, 1994 ([POL-U1000.05 BOT Conflict of Interest](#))



WESTERN WASHINGTON UNIVERSITY BOARD OF TRUSTEES STATEMENT OF VALUES AND MEMBER EXPECTATIONS

Role of the Board

The Board of Trustees acts as fiduciary to the University and holds it in trust for the long-term benefit of the public. The Board of Trustees is a deliberative body, whose members represent the interests of the public and the entire university, not any of its separate parts.

Statement of Values

As appointees of the Governor of the State of Washington, the Trustees recognize the public's high professional and ethical standards for those in public office. As such, Trustees serve to the highest of ethical principles, place the public's interest above any personal interest, operate in a way that is transparent and responsive, and work to ensure that state resources are efficiently used for the public's purposes.

The Board of Trustees is committed to advancing access to transformational higher education for the people of the State of Washington, justice and equity in university policies and practices, and supporting an inclusive and welcoming campus environment that celebrates the dignity and value of all students, faculty, and staff.

Members of the Board of Trustees individually and collectively advance a culture of respect, trust, and collaboration in which we are open to learning, actively expressing our ideas, engaging in the work of the Board, and accountable for delivering on our commitments. The Board seeks to model the behavior it expects from all University constituents.

Trustee Expectations

Make your service on Western's Board a priority among your volunteer activities and commit to being authentically engaged in the work of the Board and the mission of the University

- Commit to attending and thoroughly preparing for all Board and committee meetings.
- Expect to be asked to serve in leadership roles on the Board and its committees.
- Commit to continuously learning about the University's history, culture, values, mission, programs, policies, practices, and shared governance.
- Be engaged in the life and activities of the University and work to advance the University's values and culture.

- Be an ambassador for the University in your local community and within your sphere of influence.
- Contribute to the University's fund development program.

Do your part to ensure that the Board meets its formal and fiduciary responsibilities at the highest level of accountability

- Foster and protect the integrity of the University's academic mission and values and hold one another and the Board's partners in shared governance to the highest ethical standards.
- Foster the general welfare of the University and its diverse constituencies.
- Be a steward of the University's name and reputation.
- Avoid any appearance of conflict of interest.

Consciously strive to establish and maintain a constructive, interdependent partnership between the Board and the President, and Western's commitment to shared governance

- Focus on being a fiduciary, driving institutional strategy, and monitoring institutional outcomes by supporting the clear distinction between these high-level, policy-setting functions of the Board and the responsibility of the administration, faculty, and staff to administer and implement these policies.
- Embrace the principle that only the full Board can exercise authority as the ultimate governing body of the University.
- Respect the institution's commitment to shared governance and functional process by communicating and interacting with administrative personnel, faculty, students, and other constituencies in a way that is appropriate to the high-level, fiduciary role of the Board.

Foster harmonious relationships within the Board of Trustees and the University community

- Contribute to an atmosphere of trust and respect in which Board members can be authentic, honest, and accountable.
- Appreciate and leverage the collective strengths of the Board by respecting the rights and privileges of each member and facilitating their full participation in the deliberations and processes of the Board.
- Demonstrate respect for and civility toward all University representatives and constituents in the work of the Board.

Participate and communicate openly, honestly, and constructively

- Come to meetings prepared to participate constructively in the deliberations of the Board by asking pertinent and constructive questions, and by contributing your best counsel.
- Be a strong advocate for, and interpreter of, the University to its many public constituencies.
- Act and speak as one Board and not as individual Trustees.



WESTERN WASHINGTON UNIVERSITY BOARD OF TRUSTEES CONFLICT OF INTEREST POLICY

Policy

The members of the Board of Trustees, as well as all Western Washington University faculty and staff, hold positions of public trust and should adhere to the highest ethical standards in carrying out their duties to the University. These standards include maintaining objectivity and independent judgment to ensure that all actions are taken in the best interests of the University and avoiding activities that could impair the public's trust in the institution.

Purpose

This policy protects the interests of the University by providing guidance to the Trustees in recognizing and handling conflicts of interest and meeting their obligations under the Washington State Ethics in Public Service Act ([RCW 42.52](#)). The Ethics Act prohibits state officers and employees from having an interest, financial or otherwise, direct or indirect, or engaging in a business or transaction or professional activity, or incurring an obligation of any nature, that is in conflict with the state officer's or employee's duties. ([RCW 42.52.020](#)) In addition to these statutory obligations, members of the Board of Trustees have fiduciary responsibilities to the University, which require them to avoid conflicts of interest and exercise their authority solely on the basis of promoting the best interests of the institution and the public good.

Definition of Conflict of Interest

A conflict of interest is a personal interest, financial, familial, professional, or otherwise, that might impair or reasonably appear to an objective, outside observer to impair, a Trustee's independent, unbiased judgment in the discharge of his or her responsibilities to the University. For purposes of this policy, the Student Trustee shall not be deemed to have a conflict of interest for purposes of participation in or voting on matters of general interest to Western Washington University students.

Trustee Obligations

1. Public Disclosure and Affirmation

- A. Public Disclosure.** Under the Washington Public Disclosure Act, [Chapter 42.17 RCW](#), Trustees are required annually to file a

Personal Financial Interest Statement with the Public Disclosure Commission. See [RCW 42.17A.700](#).

B. Record of Affirmation. Trustees should annually complete an affirmation disclosure form specific to the University, appended to this policy. The completed forms will be retained in the Office of the President.

2. Financial transactions involving the University where a Trustee may have a beneficial interest

In the event the Board of Trustees is called upon to consider a transaction in which a Trustee has a beneficial interest, such Trustee shall, pursuant to the Ethics in Public Service Act, [Chapter 42.52 RCW](#):

- Disclose fully the precise nature of their interest in such transaction; and
- Refrain from participation in the Board's consideration of the proposed transaction.

State law defines what constitutes a "transaction involving" the University and a "beneficial interest" in such a transaction. See [RCW 42.52.010](#).

Members of the Board of Trustees should also act in accordance with [RCW 42.52.020](#) which states that state officers and employees may not "have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of the state officer's or state employee's official duties."

3. Other matters

All trustees should be sensitive to matters that could involve a conflict of interest. If a Trustee becomes aware of any personal, financial, familial, or professional relationship that could give rise to a conflict of interest with respect to a particular matter, the Trustee shall promptly disclose the relationship to the Chair of the Board of Trustees, (or Vice Chair, if the Chair is unavailable or is the Trustee with the possible conflict). In turn, legal counsel may be consulted. The Chair (or Vice Chair, if applicable) makes the final decision regarding whether a conflict of interest exists. A recess may be taken if needed to address an issue arising during a Board of Trustees meeting.

4. Recusal

Trustees should err on the side of caution and shall recuse themselves from participating in, discussion, influencing or voting on matters when a conflict of interest

exists. The Trustee's recusal (or the decision not to recuse and the basis for that decision) shall be noted on the record. In the event of a recusal, the Trustees presence will not be counted when determining whether there is a quorum for action on that matter.

5. Notification of Trustee Violation

In the event that a Trustee is acting in violation of these standards, the Chair shall be notified of the activity. The Chair shall direct the Trustee to cease the inappropriate activity. If the Chair is acting in violation, the Vice Chair shall be advised of the activity and shall direct the Chair to cease the inappropriate activity. Continued violation of the ethical standards may be a basis for removal of the Trustee or action by the State Executive Ethics Board.

**AFFIRMATION DISCLOSURE FORM FOR
TRUSTEES OF WESTERN WASHINGTON UNIVERSITY**

Please complete the following:

1. Are you aware of any relationships with the University between yourself, a member of your family, friend, associate, or any organization with which you are formally involved that may represent a conflict of interest as defined by the letter or spirit of this policy?

_____ Yes _____ No

If **YES**, please list or elaborate about such relationships and the details of actual or potential financial or other benefit as you can best estimate them.

2. Have you or a member of your family received, during the past 12 months, any gifts or loans from any source from which the University buys goods or services, or otherwise has significant business dealings?

_____ Yes _____ No

If **YES**, please list such loans or gifts, their source, and their approximate value.

**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 10, 2022
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 2022, effective June 10, 2022.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

<u>Students</u>	<u>June 2022</u>	<u>Comparison: June 2021</u>
<i>Undergraduates</i>	1737	1768
<i>Masters</i>	140	107
<i>Graduate Certificates</i>	11	19
<i>Professional Doctorate</i>	5	5

**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 10, 2022
SUBJECT: **Academic Report: Tenure Track Faculty Hiring Update**
PURPOSE: Information Item

Purpose of Submittal:

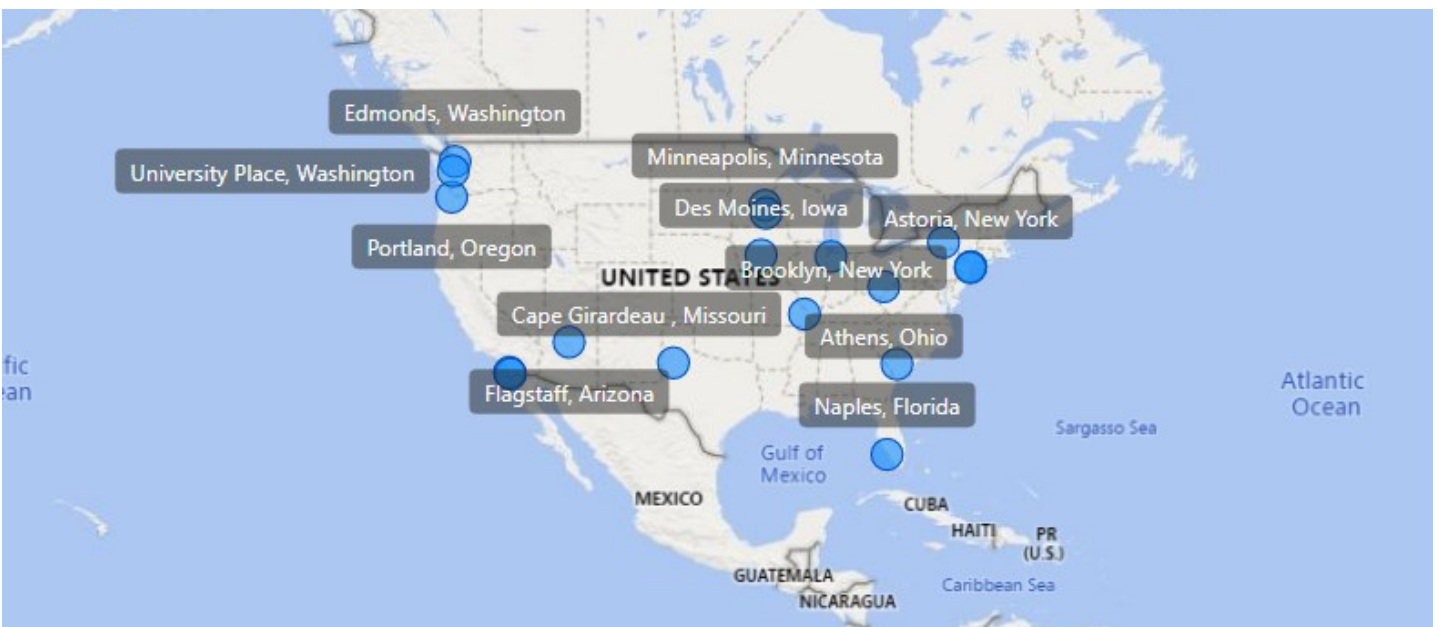
This is an opportunity to provide members of the Board of Trustees with an update on the status of the tenure-track faculty searches undertaken during the 2021-22 academic year.

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 2022-23

COLLEGE	NEW HIRES	SALARY	BENEFITS	SALARY & BENEFITS	START UP
College of Business and Economics	1	\$107,600	\$25,741	\$133,341	\$35,000
College of Fine and Performing Arts	5	\$346,855	\$103,609	\$450,464	\$117,000
College of Humanities and Social Sciences	10	\$671,250	\$204,274	\$875,524	\$355,001
College of Science and Engineering	4	\$350,000	\$92,411	\$442,411	\$317,400
Fairhaven College	1	\$69,000	\$20,674	\$89,674	\$23,400
Western Libraries	2	\$178,575	\$46,675	\$225,250	\$22,000
Woodring College of Education	2	\$148,500	\$42,724	\$191,224	\$61,600
Grand Total	25	\$1,871,780	\$536,108	\$2,407,888	\$931,401
Average		\$74,871	\$21,444	\$96,316	\$37,256

US Hires Excluding Hires from Bellingham, WA



International Hires



**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 10, 2022

SUBJECT: **Academic Affairs Report: Number of Declared Majors**

PURPOSE: Information Item

Purpose of Submittal:

To provide the Board of Trustees with overviews on quarterly information about the number of declared student majors per academic department for spring quarter 2022 and spring quarter 2021. The reports include spring 2021 and spring 2022 peak date comparisons

Supporting Information:

- Spring 2022 – Number of Declared Majors at Peak
- Spring 2021 – Number of Declared Majors at Peak
- Change 2017 - 2022

Count of Spring Majors on Census Day, by Department

	Spring, 2021			Spring, 2022			1-year % change	5-year % change
	UG	GR	Total	UG	GR	Total		
Accounting	165	2	167	146	7	153	-8.4%	-19.0%
American Cultural Studies	6		6	8		8	33.3%	-27.3%
Anthropology	163	18	181	151	21	172	-5.0%	-13.1%
Art and Art History	241		241	244		244	1.2%	-6.2%
Biology	332	28	360	299	34	333	-7.5%	-11.9%
Canadian/American Studies	5		5	1		1	-80.0%	-66.7%
Chemistry	153	22	175	164	23	187	6.9%	22.2%
Communication Sci & Disorders	101	64	165	83	67	150	-9.1%	2.7%
Communication Studies	181		181	163		163	-9.9%	-7.4%
Computer Science	363	37	400	354	33	387	-3.3%	21.3%
Decision Sciences	180		180	152		152	-15.6%	-31.5%
Design	41		41	37		37	-9.8%	94.7%
East Asian Studies	15		15	11		11	-26.7%	-67.6%
Economics	177		177	139		139	-21.5%	-30.5%
Elementary Education	178	12	190	141	11	152	-20.0%	4.1%
Energy	57	2	59	50		50	-15.3%	85.2%
Engineering and Design	293		293	279		279	-4.8%	87.2%
English	471	35	506	469	32	501	-1.0%	-1.0%
Environmental Sciences	209	43	252	201	53	254	0.8%	35.1%
Environmental Studies	214	20	234	212	27	239	2.1%	9.1%
Fairhaven College	191		191	199		199	4.2%	0.0%
Finance & Marketing	298		298	286		286	-4.0%	-3.4%
Geology	107	34	141	121	38	159	12.8%	13.6%
Global Humanities & Religions	22		22	37		37	68.2%	146.7%
Graduate School	0	0	0	0	1	1		
Health & Community Studies	194	89	283	190	92	282	-0.4%	-15.6%
Health & Human Development	413	19	432	432	19	451	4.4%	115.8%
History	213	15	228	228	21	249	9.2%	9.2%
International Studies			0	2		2		
Journalism	101		101	88		88	-12.9%	-12.9%
Linguistics	93		93	95		95	2.2%	-11.2%
Management	266		266	233		233	-12.4%	-18.2%
Marine & Coastal Science	26		26	25		25	-3.8%	
Master of Business Admin	0	78	78	0	53	53	-32.1%	32.5%
Mathematics	208	20	228	177	21	198	-13.2%	-10.8%
Modern and Classical Languages	230		230	199		199	-13.5%	-32.1%
Multidisciplinary Studies	94		94	69		69	-26.6%	-49.6%
Music	188	9	197	170	13	183	-7.1%	1.7%
Philosophy	73		73	48		48	-34.2%	-25.0%
Physics and Astronomy	48		48	42		42	-12.5%	-19.2%
Political Science	231		231	204		204	-11.7%	-14.3%
Psychology	449	43	492	570	42	612	24.4%	61.9%
Science Education	26		26	19		19	-26.9%	-47.2%
Secondary Education	0	74	74	0	73	73	-1.4%	17.7%

Sociology	315		315	265		265	-15.9%	-3.6%
Special Educ & Educ Leadership	276	35	311	285	39	324	4.2%	76.1%
Theatre Arts and Dance	163		163	160		160	-1.8%	-14.0%
Univ Interdisciplinary Progrms			0	9		9		
Urban & Envr Plan & Policy	39		39	46		46	17.9%	24.3%
Women, Gender & Sexuality Stdy	31		31	37		37	19.4%	
Total	7840	699	8539	7540	720	8260	-3.3%	5.3%

WWU GIVE DAY 05.26.22

TOTAL DOLLARS RAISED

\$1,026,950*

2,729

TOTAL DONORS

334

NUMBER OF
CAMPUS GROUPS
PARTICIPATING

173

NUMBER OF GIVE DAY
AMBASSADORS WHO
HELPED SHARE THE
MESSAGING

90

NUMBER OF
MATCHING/
CHALLENGING
DONORS

Give Day 2022 was the most successful ever, with an increase of 1.6% in revenue and 7.3% in donors over the previous record year set in 2021. Through strong partnerships across campus, one of the main objectives of Give Day, creating a culture of philanthropy at Western, was achieved. With involvement from faculty, staff and students, the impact of donor generosity is magnified and helps all understand and appreciate the power of private giving.

**gifts are still being counted*



Capital Program Report

Board of Trustees

June 10, 2022

MAJOR / INTERMEDIATE CAPITAL PROJECTS

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

This project is substantially complete and open for Spring Quarter 2022 classes. The consultant for this project is Perkins&Will, and the GC/CM contractor is BNBuilders. Closeout procedures and warranty work are ongoing through November 2022.

Interdisciplinary Science Building (ISB) Tenant Improvements

This project will complete construction of four rooms (two labs and two lab support spaces) on the 4th floor of the new Interdisciplinary Science Building (ISB) that were built as shelled space under the primary ISB contract. The consultant for this project is Perkins&Will and the contractor is Regency NW Construction. The work started on January 3, 2022 and is scheduled to be complete by late June 2022.

Electrical Engineering and Computer Science

Western is working with Perkins&Will, the design consultant, and Mortenson Company, the GC/CM contractor. Currently the design consultant is developing the 75% Construction Documents and will submit for permit review at the end of June. The displacement parking phase of the project that will construct the parking along the Wade King Access Road was awarded and approved by the Board of Trustees. The parking lot is scheduled for late Summer 2022 completion. The building is scheduled for occupancy in Fall 2024.

Fairhaven Academic Replace Main Electrical Switch Gear

This project was awarded to DECO/Dutton Electric Co. Construction reached Substantial Completion and is close to Final Completion.

Student Development & Success Center Predesign

The consultant team, led by Mahlum Architects, is nearing completion of the Predesign Report, including a spatial program, conceptual design, and conceptual cost estimate.

Heating System Conversion Feasibility Study

Western contracted with Sazän Group to study the feasibility of converting the existing steam distribution system on the WWU campus to a water-based system. The intent is to reduce, and ultimately eliminate, Western's heating system's greenhouse gas emissions and overall environmental impact. The study will examine several alternatives and determine the preferred option. The study is scheduled to be complete by Summer 2022.

Birnam Wood Siding & Bridges PH 1

This project will replace the bridges and siding at stacks 3 and 4, along with windows and siding on the Community Building at Birnam Wood. A design contract was executed with Cornerstone Architectural Group. The project is scheduled to bid in July 2022 and go to the Board of Trustees in August 2022 for approval of a construction contract.

Science, Math, and Technology Education Building (SMATE) Envelope Remediation

This project will provide the following improvements at the Science, Math, and Technology Education Building (SMATE): replace the roofing, repair leaks in the south façade, and seal and repair the masonry. A design contract was executed with HKP Architects, a women-owned certified business. The project is scheduled to bid in July 2022 and go to the Board of Trustees in August 2022 for approval of a construction contract.

Fairhaven Recording Studio

This project will create a recording studio adjacent to the lobby of the Fairhaven Academic Building. A design contract was executed with Architecture for Everyone, a minority-owned certified business. The project is in design and scheduled to bid in August 2022 and go to the Board of Trustees in October 2022 for approval of a construction contract.

Multiple Building (MB) University Residences (UR) Access Controls & Telecom

This project will provide new access controls to existing doors and new telecom room power receptacles in multiple University Residence buildings across campus. The project was awarded to Valley Electric and construction is scheduled to begin June 2022 and scheduled to be complete in Winter 2023.

Multiple Building (MB) Security, Access Controls, and Fiber Upgrades

This project will provide new security and access controls to multiple academic buildings and upgrade the fiber backbone cables connecting campus telecom. It is currently in design with Hargis Engineers and scheduled to advertise for bid in October 2022.

2023-2025 Capital Budget

The Capital Planning and Advisory Committee, Sub-Committees, Working Group and Vice Presidents have created the 2023-2025 Capital Request and Ten-Year Capital Plan (Plan). The Draft Plan was presented to the Board at the April 2022 meeting. The final version of the Plan will be presented to the Board in June with a request to approve the portion of the Plan that pertains to State-funded projects. The final version of the Plan will also include non-State funded projects. The Board will be asked to review and comment on the non-State projects.

For more information regarding the process and development of the Plan, please visit the following website: <https://cpd.wvu.edu/2023-25-capital-budget-request>.

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

TO: Members of the Board of Trustees

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

DATE: June 9, 2022

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

As we race to the spring quarter finish line, it has been a busy time for recruiting in URM. We are welcoming two new leaders on August 15: a new director of University Communications and a new director of University Marketing & Brand Strategy. Interestingly, both candidates came through the search for the director of University Communications.

Our new Director of University Communications is Jonathan Higgins, who currently serves as VP of Marketing & Communications at Cognite, a global industrial software company based in Oslo, Norway. Jonathan has also served in senior corporate communications roles at Telenor, a leading telecommunications company in Bangkok and Singapore, and he began his career at the University of Duisberg in Essen, Germany after receiving his bachelor's degree at UW. This is a bit of a homecoming for Jonathan as his family lives in the Bellingham area.

I want to sincerely thank Assistant Director John Thompson for shepherding UComm through a challenging year in which he held two jobs and never let a ball drop through pandemic ups and downs.

I also want to thank Director of University Marketing Rebecca Beardsall for 10 years of outstanding service to Western, especially the last two years on the URM team during which she has taken our digital marketing efforts to new heights. That work has strongly contributed to a return to pre-pandemic enrollment levels.

Our new Director of University Marketing & Brand Strategy is Elizabeth Lambert, who was one of the UComm director finalists. Elizabeth has served as Senior Director of External Relations & Strategic Communications in the UC Davis Graduate School since 2016. Prior to joining UC Davis, she was the director of Enrollment Management Communications at University of the Pacific, where she led the crafting of its undergraduate and graduate recruitment marketing plans. Previously, she also served as director of Marketing and Recruitment at Drexel University Sacramento, and as classical music program host at Jefferson Public Radio. The search committee commented on Elizabeth's equally impressive earned communications and paid marketing skills, especially with graduate digital recruitment campaigns and Slate CRM integrations.

I am excited to welcome these two highly-accomplished Marcom professionals to Western, especially coming in at the same time. I believe this will help break down silos between the two departments and ensure that our owned, earned and paid media strategies are working together to complement one another and achieve greater efficiency and reach.

UNIVERSITY COMMUNICATIONS

Our office continues to provide broad, rapid and intensive communications support for needs across campus, including COVID messaging, crisis response and media liaison work.

In March and April, Social Media Coordinator Zoe Fraley worked with AS Communications Director Ryan Morris to put together the 20 Days of Giving campaign, which was shared through Western and AS social media channels and Western Today. The campaign was inspired by Sislana Ledbetter, associate vice president for Counseling, Health & Wellness, who wanted to offer the community some bright spots during the challenging winter quarter with a focus on giving as self-care. The 20 Days of Giving campaign, held the last two weeks of winter quarter and the first two weeks of spring, encouraged students and employees to engage in acts of kindness and connection on Western's campus and beyond, including signing up for blood drives and community cleanups, getting to know new clubs, attending wellness-related events and making commitments to sustainability. Here are some stats on how people got involved with 20 Days of Giving:

- More than 40 people clicked links to sign up for blood drive appointments.
- More than 35 people clicked links to join Western's Downtown Cleanup.
- 45 people clicked to learn more about opportunities to volunteer and mentor on campus.
- 150 clicked to learn more about different types of clubs on our Western Involvement Network (WIN) pages, with more than 5,000 clicks to explore club Instagram pages through stories shared on Western's Instagram account.
- Nearly 50 people explored fundraising projects on Vikingfunder and learned about becoming a Give Day Ambassador.

Publications Editor Mary Gallagher has been supporting the Commencement team by preparing content for the redesigned Commencement program. We also just sent the most recent edition of Window magazine off to the printer and expect it to be delivered the week of June 6, when we also plan to launch our redesigned digital magazine. The magazine includes a cover story about Isamu Noguchi and his Skyviewing Sculpture at WWU, offering readers a new look at a campus icon they may think they already know all about. Other stories include a WWU alum in charge of growing the seedlings for the largest reforestation effort in the western U.S., and profiles of our 2022 Alumni Award recipients.

OFFICE OF UNIVERSITY
COMMUNICATIONS



METRICS DASHBOARD

MARCH – APRIL 2022

WESTERN TODAY

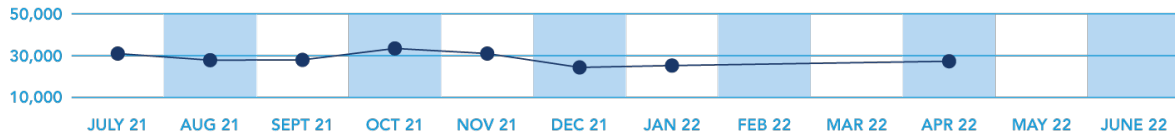
Total Sessions

Top Stories

March*

April **27,750**

- In Memoriam: Holli Brawley – [Link](#)
- WWU's Facilities Maintenance Establishes Holli Brawley Scholarship for Women in the Trades – [Link](#)
- Severance: A bad day at the office. Watch WWU alum Dan Erickson's workplace thriller – [Link](#)



* Due to a software upgrade, the February and March session statistics are unavailable for Western Today.

SOCIAL MEDIA

Twitter

Facebook

Instagram

STATISTICS AT A GLANCE

22,559

Total followers

0

New followers

-.1%

% gained

429

Engagements

51,099

Total followers

190

New followers

.4%

% gained

6,149

Engagements

26,904

Total followers

379

New followers

1.4%

% gained

50,487

Engagements

FAMILY CONNECTION NEWSLETTER

March

Sent: 9,707

Opened: 39.9%

Clicked: 4.1%

April

Sent: 9,026

Opened: 41.8%

Clicked: 2.1%

Top stories for March: Housing Fair, June Commencement, Student Business Office.

Top stories for February: Handshake career networking site, Graduate Outcomes Survey, Off-Campus Rentals listing, Student Jobs listing.

UNIVERSITY MARKETING

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

Recruitment Campaign Digital Marketing

Beginning September 2021, URM launched the 2021-22 undergraduate digital campaign in partnership with Admissions as the primary enrollment and brand awareness campaign for WWU. This campaign includes display advertising, display retargeting, Snapchat, YouTube, Pay-per-click, Audience Select (list targeting), and Facebook/Instagram advertising which runs for a six to nine-month cycle, depending on the platform. This year we also included a transfer campaign (launched Nov 2021); a graduate school campaign (launched October 2021) focused on general awareness, plus Weekend MBA and Rehabilitation Counseling (OCE supported programs). And after our success last year, we also included Financial Aid focused message running December 2021-February 2022 targeting parents.

At-a-Glance (March 1 – April 30, 2022) Undergraduate Campaign

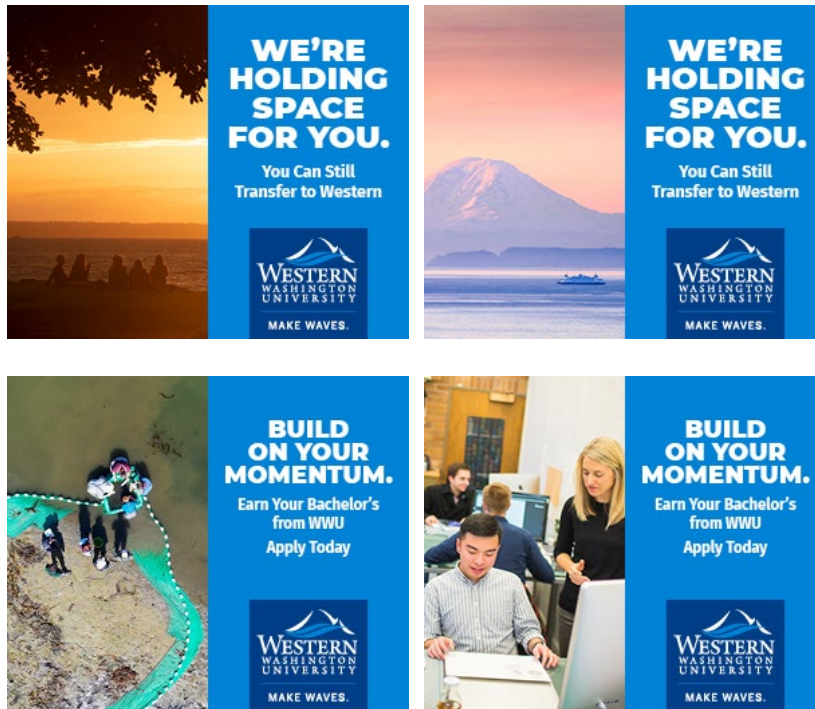
- Total Impressions = 4,712,132
- Total Ad Clicks = 40,005
- Total Conversions (Application or RFI button clicks) = 509



At-a-Glance (March 1 – April 30, 2022): Transfer Campaign – Bellingham and Locations

- Total Impressions = 1,079,077
- Total Ad Clicks = 3,423
- Total Conversions (Application or RFI button clicks) = 136





Collateral Creation (Graphic Design)

In March and April, the designers collectively worked on **136 projects** and produced **935 individual assets**. Notable projects include:

- Klipsun Magazine support
- Commencement Program redesign
- Brand Articulation/Ideation for 22-23 Campaign
- Visit Ads for Undergraduate Recruitment
- Leadership Symposium Creative
- Scalable Logo System for Western
- Family Connections Newsletter Redesign
- Values Campaign Banners (Old Main Lawn, High Street, Bill McDonald St.)
- Guaranteed Transfer Admissions Ads

Brand Management

The creative team works with partners across campus to manage Western Washington University's brand. This includes the development of design elements and assuring adherence to Western's brand standards.

In March and April, the Creative Team:

- Completed brand identity work for:
 - Entrepreneurship and Innovation Studies
- Started and still working on brand identity work for:
 - Washington Campus Compact (rename and rebrand)
- Continued University's SEO strategy and interdepartmental collaboration, utilizing a "one Western" approach.

COMMUNITY RELATIONS

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

APIDA Heritage Month

May was Asian Pacific Islander Desi American (APIDA) Heritage Month. WWU collaborated with higher education and K-12 institutions in Whatcom and Skagit Counties to host a virtual speaker series from May 17-19. The theme was "Raising our Voices: Our Collective Responsibility for Change." Speakers for the three events included WWU Alumnus Byron Yee; author and screenwriter Paula Yoo; and a panel of trailblazing Washington State leaders featuring Sen. Manka Dhingra, Rep. Vandana Slatter, and King County District Court Judge Fa'amomoi Masaniai. Every guest shared their powerful stories as APIDA individuals and inspired the community to take action and create change. Nearly 2,000 people participated, including 1,500 Bellingham middle schoolers. Dozens of college students watched the events together in viewing parties at WWU and Whatcom Community College. All events were moderated by students from WWU, Bellingham's Squalicum High School, Whatcom Community College, and Skagit Valley College. Recordings of the videos are available at www.wwu.edu/apida.

Memorial Day Parade

After a two-year hiatus due to COVID, WWU was back in Bellingham's Memorial Day Parade on Saturday, May 28 with more than 60 students representing some of WWU's diverse clubs, sports and programs. Alumni and fans of WWU cheered and clapped from the sidewalks. WWU's Banner was carried by three of WWU's national runner-up women's basketball players followed by Analogue Brass, a New Orleans-style band made up of WWU Alumni. Additional WWU participants included WWU Cheer, Western's mascot Victor E. Viking, the WWU Waterski Team, and Western's Transportation Services.

Move Out

Community Relations partnered with the City of Bellingham, WWU's Office for Off Campus Living, Office of Student Life, and surrounding neighborhood associations to launch a multi-pronged outreach campaign to inform students about city ordinances prohibiting the dumping of used furniture and other household goods on lawns, sidewalks and alleyways. The campaign also provides resources for places to properly store, donate, sell or dispose of unwanted items. In addition to campus posters and social media outreach, the City of Bellingham provided informational yard signs for neighbors to display. Western and the city also partnered with landlords ensuring they share similar messaging with tenants. This effort to reduce unsightly littering and dumping in neighborhoods has been well received by Western's neighbors and will be utilized annually.

Juneteenth

Community Relations is coordinating Western's flag-raising ceremony honoring Juneteenth. The event will feature a speech by Amy Westmoreland, WWU's director of Multicultural Student Services. In addition to flying a new, larger Juneteenth flag in WWU's Flag Plaza, WWU is also a sponsor of Bellingham's annual Juneteenth Celebration located at Maritime Heritage Park. www.wwu.edu/juneteenth

WWU Day at the NW Washington Fair

August 18 is WWU Day at the Northwest Washington Fair. To boost Western's partnerships and visibility in Whatcom County, Western is excited to partner with the fair by promoting the University through giveaways, advertisements and WWU's mascot at the entrance. WWU Day at the Fair is also the same day nationally-known rapper Flo Rida performs.

TRIBAL LIAISON

Planning

The Tribal Liaison has participated as Co-Chair for the Longhouse Steering Committee which meets monthly. The Coast Salish Longhouse project has progressed significantly through the RFP process

with highly competitive submittals. The Search Committee was able to narrow down the interactive meetings to four finalists which occurred April 7, 8, 11 and 12. These design meetings were an opportunity for the committee to observe how well they network and to get an idea of their individual design and construction methods. The interviews also provided an opportunity to learn how well the architects and construction teams have worked with other Native communities with similar projects. The top candidate is Wellman Zuck/Jones & Jones/Rolluda.

All four proposals were impressive, and the search committee had no hesitation that any of the finalists could complete a successful longhouse project for Western. All four teams presented very well, and it was not an easy task to choose just one. The decision ultimately came down to qualitative factors including how well the teams responded to questions, and how well the team would work with elders and tribal planning committee members. John Paul Jones, a Native American himself, possesses an impressive reputation for culturally-sensitive architecture, including the design of the Smithsonian Institution's National Museum of the American Indian, the longhouse at the University of Washington, as well as the Southern Ute Cultural Center & Museum, the Bainbridge Island Japanese-American Exclusion Memorial, and the Mercer Slough Environmental Education Center.

We also continue work in collaboration with University Advancement to close the funding gap with private philanthropic outreach. Most recently, we have completed an updated interlocal agreement with Whatcom County which paves the way for a contribution of \$75,000 from the county.

The longhouse at Western is more than a structure, it is a landmark for Western to honor the voices of Natives students, staff, faculty and tribal people who have for decades dreamed of having a longhouse on Western's campus. This building is a significant beginning for Western in building and sustaining relationships with tribal nations within the states of Washington, Oregon, Alaska and beyond. The opportunities this project can bring to Western's community and Whatcom County is a tremendous step and it is an honor for the Tribal Liaison to be able to support this effort.

The WWU Board of Trustees and administration will take a monumental action with approval of the recommendation of the Wellman Zuck/Jones & Jones/Rolluda contract. We raise our hands up to the BOT and administration in support of this project.

In other planning updates, the Tribal Liaison has recently begun working with the Council of Presidents and other higher ed tribal liaisons in the state to discuss the possibility of applying the [University of California Native American Opportunity Plan](#) to Washington, likely through 2023 legislation. Our UW colleagues have already provided an early estimate of costs, and the working group convened by COP is developing plans to further operationalize the idea. We also look forward to engaging colleagues within our community and technical colleges.

Events

The Tribal Liaison attended the Affiliated Tribes of Northwest Indians Mid-Year Conference May 16 – 19, 2022 at the Silver Reef Casino on Lummi reservation. The Tribal Liaison made a presentation to the Education Committee with an update regarding the longhouse project which included participants from other higher education and tribal education people.

The Tribal Liaison was able to contact several tribal leaders and provide a brochure and letter requesting financial support for the longhouse. The Tribal Liaison will be visiting with Swinomish, Tulalip, and Suquamish tribal councils to present additional information to acquire potential funding opportunities from these tribes.

There were also Washington State Department of Commerce representatives present who also provided potential grant opportunities. The Tribal Liaison will follow up in the next several weeks with the Development office to research the potential financial opportunities.

SMALL BUSINESS DEVELOPMENT CENTER

Bellingham April/May 2022 Highlights

- The SBDC is partnering with the Northwest Workforce Council to implement a self-employment training program under the Washington Innovation Opportunity Act.
- As part of our ongoing efforts to serve under-represented populations in the business community, the SBDC is partnering with the Center for Inclusive Entrepreneurship's Comadres program. This program provides mentorship and training for Latina entrepreneurs.
- CBA Kathy Bastow presented and mentored participants at the Northwest Indian College's business plan workshop.
- Congratulations to our CBAs honored by the SBDC for their roles in helping small businesses access capital and retain jobs in 2021:
 - Sherri Daymon received the 100 Jobs Club and \$1 Million Dollar Club awards
 - Kathy Bastow received the \$1 Million Dollar Club award
 - Eric Grimstead received the \$1 Million Dollar Club award

Outreach

- As local organizations are returning to in-person events, our advisors have increased their physical outreach in the community in April and May:
 - Bellingham Bar & Restaurant Network
 - Bellingham Regional Chamber of Commerce – Networking Breakfast, Legislative Lunch
 - Birch Bay Chamber of Commerce luncheon
 - BIPOC Business Support meeting
 - Blaine Chamber of Commerce luncheon
 - Business Recovery Task Force
 - Comadres, Center for Inclusive Entrepreneurship – presentation
 - Developed connections with Spanish-speaking small business liaisons at Department of Revenue, Washington Employment Security, and Washington State Labor and Industries
 - Flood Recovery Update meeting
 - Northwest Cooperative Development Center – hosted the first meeting of Cascade Cooperatives, a coalition of regional cooperatives
 - TEAM Whatcom meeting
 - Small Business Disaster Relief Fund meeting
 - Small Cities Partnership meeting
 - Sumas Small Business Promotion
 - Whatcom Community Foundation, Impact Investing Committee meeting
 - Whatcom County Business and Commerce meeting
 - Whatcom Racial Equity Commission: Stakeholder Group Meeting
 - Whatcom Women in Business – presentation

Professional Development – General

- Growth Wheel: Restaurant Startup Case Study
- SBA 7a Loan review
- Social Security 101
- Washington SBDC Spring Conference
- Ongoing meetings with local service providers to build our referral network

Professional Development – Equity and Cultural Awareness

- Conversations on Equity: Philanthropy's Role in Pursuing Economic Equity

- Mental Health: Conquering Burnout
- Serving Small Businesses Through Diversity, Equity, and Inclusion
- Generational Differences in the Workplace: Challenges and Best Practices

Kitsap April/May 2022 Highlights

- Congratulations to our Kitsap CBA, Jaime Forsyth, who received the \$1 Million Dollar Club award from the SBDC for helping small businesses access capital and retain jobs in 2021.

Presentations

- Port Orchard Bay St. Association
- South Kitsap Chamber of Commerce

Outreach

- Bainbridge Island Chamber of Commerce Business networking event
- Bremerton Chamber of Commerce - Monthly meeting
- Historic Downtown Poulsbo Association and Poulsbo Chamber - Networking event
- Kitsap Economic Development Association - Meeting with Executive Director
- Poulsbo Chamber of Commerce - Monthly meeting
- Port Orchard Chamber of Commerce - Business networking event
- Bremerton Chamber of Commerce - Business networking event
- South Kitsap Chamber of Commerce - Monthly meeting
- Silverdale Chamber of Commerce - Monthly meeting
- Bainbridge Island Economic Development Committee
- Kitsap Credit Union – Meeting with new Business Development Manager
- First Security - Meeting with new VP Community and Business Banking

VISUAL MEDIA PRODUCTION

Projects Undertaken

File Organization of current and legacy projects on the new media server (known as EVO). Thousands of previously created assets were created by team members that have since left the university and were located on many physical drives. An effort was made to organize and tag the projects before the new director and visual journalist staff member arrived, but the workflow is now in much better shape due to workflow optimization, implementing file name conventions, and reducing the number of identical files living in multiple places within the ecosystem. This work has since reached a first level of completion, as the workflows we have enacted have greatly increased our location and use of previously made content. We will continue iterating on this system as the work continues to be generated.

Optimizing and facilitating efficiencies to better share multimedia assets with campus partners for social media, Window Magazine, etc. This previously was done on a case-by-case basis and now workflow is taking shape on reducing the amount of effort to share such things. This system and workflow has now been used to share dozens of custom images and video clips for social media content and assets for partners. Recently, we have shot about ten events on campus and have been able to share print-quality imagery with partners on campus within an hour of the shots being taken.

Equipment organization, itemizing, and inventory. Every single asset purchased by URM for Media Production use is now in an inventory that previously did not exist. All items are also physically tagged, so if misplaced, a number can be called to arrange a return. This has now been fully implemented and can now lead to a quicker turnaround of content creation.

Implementing a new project to capture general footage and imagery of all buildings on campus as a repository and resource for the WWU community. We have begun shooting imagery for all four seasons for each building and campus location. The creation of the libraries themselves was an undertaking, as almost 200 folders were created that needed to be highly organized.

Adapting previously made material for marketing and storytelling use.

Projects in production:

- Student Spotlight: Sealey Raymond, Neuroscience undergrad
- Student Spotlight: Dani Iwami, women's basketball team
- ISB Walkthrough Tour with Brad Johnson
- "Less than :60" Light, Fun social media content series pilot (Interesting, notable, novel short videos about a range of topics of things happening all over campus)
- WWU Rock Climbing Contest
- Lummi Island Sculpture Woods tour and interview with artist Ann Morris

Projects about to begin production:

- WWU Honors Ecuador & Galapagos Program
- All-Electric SAE Formula Car
- Solar Window Campus Install Vignette
- Student Move Out Tips & Tricks
- Pride Month Celebration Vignette
- Juneteenth Flag Raising Ceremony Vignette
- Commencement Weekend Vignettes
- Summer Course Field Work Asset Creation / Capture (Geology, 8MM Filmmaking, Glaciology, Flyfishing, Marine Biology)

WASHINGTON CAMPUS COMPACT

Summer Initiative for Student Civic Leaders: Washington Campus Compact, through our Civic Leadership and Engagement Corps program, is offering over **\$140,000 of education awards** to students in Washington and Idaho who will participate in community-based internships or community engagement initiatives this summer. Each student who completes at least 300 hours, can earn \$1,374.60 as an education award to help with future educational expenses. This opportunity is open to current students or recent graduates who meet AmeriCorps eligibility criteria.

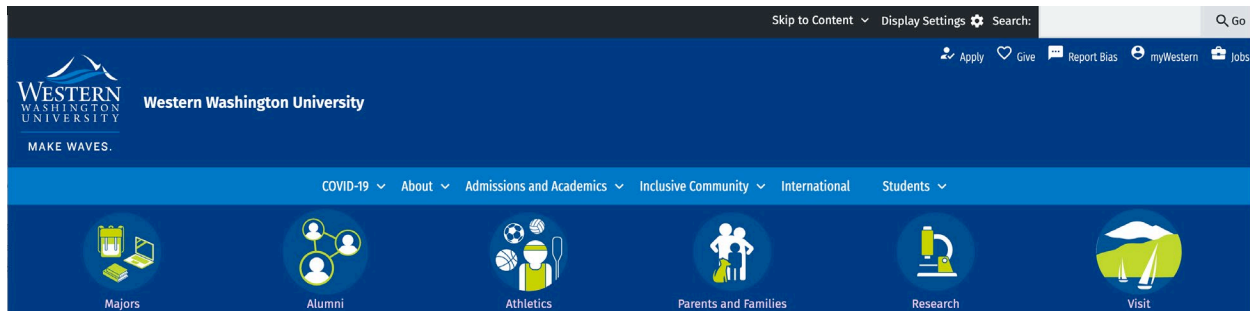
This education award opportunity is ideal for students who may be seeking scholarships or funding to support community-based internships (paid or unpaid) or community engagement projects focused on any of the following community issues:

- Environmental Stewardship
- Housing/Food Insecurity (can include campus- or community-based)
- Medical/Mental Health (can include pre-med students, social work/counselors serving in clinics)
- Academic Success K-16 students (can include camps, summer programs, etc.)
- Civic/community engagement
- Breaking the prison pipeline

WEB COMMUNICATION TECHNOLOGIES (WebTech)

Summary

April and May consisted of improving many sites both behind the scenes and visually for users. The most noticeable change was the release of navigational icons on the institutional homepage. The goal of this was to increase traffic to important content that previously took more than one-click to access.



From 2/1/2022 through 3/18/2022 the following links were within the menu system.

Page Name	Number of visits
Majors	29,801
Alumni	33,933
Athletics	0
Parents	236
Research	1,529
Visit	64

The same pages are now created as clickable icons, this data is from the date of the release 4/1/2022 – 5/18/2022 to halfway through the next month.

Page Name	Number of visits
Majors	26,166
Alumni	38,714
Athletics	1,670
Parents	1,079
Research	1,100
Visit	1,386

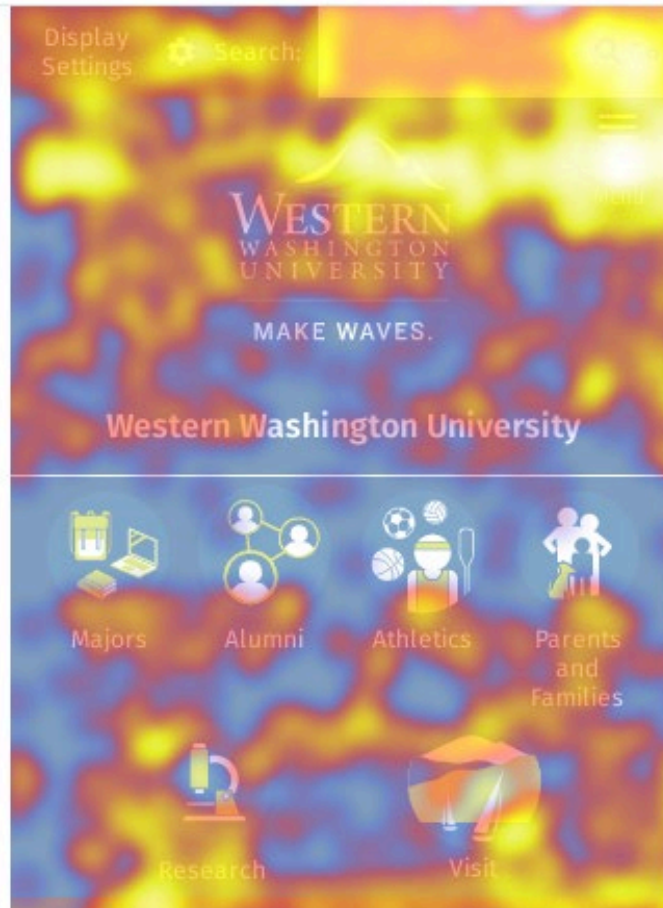
Overall, traffic to pages rarely visited before the change increased dramatically. The pages for Parents and Families, Visit, and Alumni had all previously been within other menus. While majors traffic decreased it was slight and not concerning as the date ranges had more weekend days in them in the latter range. These new numbers nearly put these pages in the top 50 for all content at Western.

Also worth noting is that since these icons are not hidden in the menu, they are immediately available to mobile users. Here is a heat map showing engagement with the icon navigation on mobile between 4/1/2022 and 5/18/2022.

Fewest



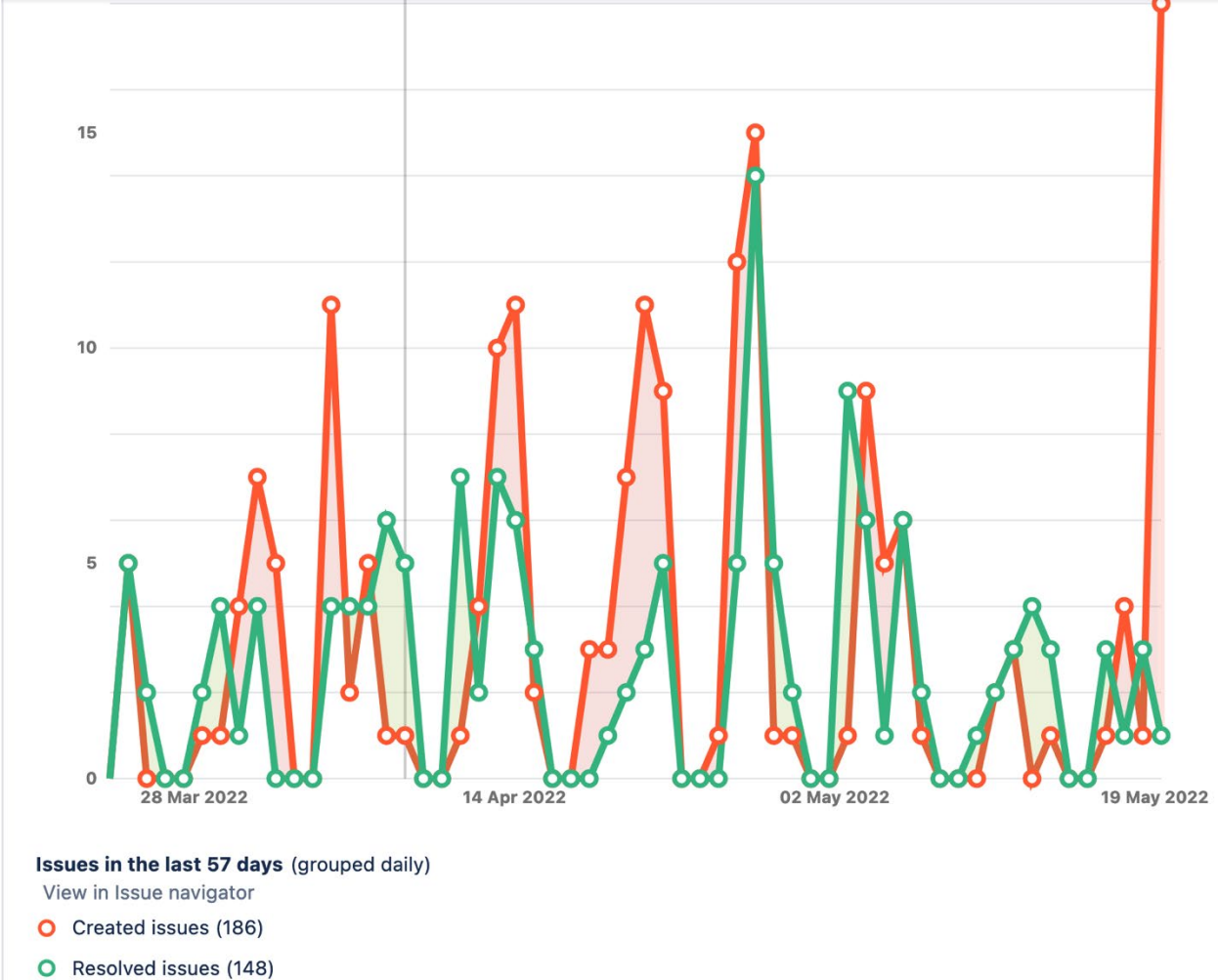
Most



Web Traffic Analysis

Students and prospective students were actively visiting the admitted students portal (84,835 visits) between April 1st and May 24th and the majors landing page continued attracting visits (60,356). The pages for students to explore on-campus housing also saw 18,532 visits. Overall traffic across sites at Western was down slightly to 1,627,027 sessions. The staff recruitment page led with 61,391 views followed by faculty recruitment with 34,467 views.

WebTech Workload



WebTech for the first time prior to COVID saw a decrease in stated demand. That was lucky as vacations and illness have jostled the department. While the decrease is welcome it does not mean there is a lack of work. We still created 186 new issues, while resolving 148, in addition to fielding 474 emails to our generic help inbox.

**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 10, 2022
SUBJECT: Enrollment Management
PURPOSE: Information Item

I. Enrollment

New student enrollment looks promising for the coming year, while overall enrollment declines and students continue to struggle academically.

Summer 2022 Enrollment

For several weeks, we have been tracking very closely with the weekly registration numbers for last summer, though this week registration did fall off slightly. Three weeks out from the start of the summer term, we have 3,227 students registered to take classes, and we expect enrollment to match closely with what we saw in Summer 2021.

Fall 2022 Recruitment

Again, we can report that key indicators for new student enrollment this fall continue to point to a high level of interest in Western among college-bound students. At this point, we anticipate that our new first-year cohort will be nearing the level of first-year enrollment that we saw pre-pandemic. Specifically, we expect the new first-year cohort to be about 6% larger than the group that entered in Fall 2021; that would mean approximately 3,050 new first year students enrolling this fall.

Totals as of Week -16 (June 1, 2022):

New first-year students—Bellingham

	Applied	Admitted	Confirmed
2022	11,790	10,924	3,419
2021	10,490	10,081	3,092
2020	10,164	9,479	2,930
2019	10,483	9,456	3,301

New transfers—Bellingham

	Applied	Admitted	Confirmed
2022	1,915	1,449	900
2021	1,769	1,439	943
2020	1,902	1,497	950
2019	2,000	1,633	1,111

New transfers—other locations

	Applied	Admitted	Confirmed
2022	133	94	79
2021	203	103	100
2020	222	99	98
2019	209	118	113

Important notes on New First-year Applications, Offers, and Confirmations for Fall 2022

- Application numbers are up (12.4% compared to this time last year in the Fall 2021 cycle).
- While the number of offers is larger than last year, as a percentage our offer rate is down slightly, reflecting an increase in selectivity—92.7% as compared to 96.1% for Fall 2021.
- We are securing confirmations from more of those students to whom we have offered admission--yield (31.3% compared to 30.7% for Fall 2021).
- Confirmations are up by 10.6% over last year at this time in the cycle.
- Students of Color comprise 31.3% of the confirmed student population this year (compared to 30.1% this time last year).
- Running Start students comprise 26.7% of the confirmed student population this year (compared to 31.2% this time last year).
 - As we have mentioned before, for the past two years, community college courses were delivered almost entirely through virtual/remote modalities. The decline in Running Start participation—also reflected in data from Community & Technical Colleges—indicates high school students’ preference for in-person instruction at their high schools.
 - Specifically, in a snapshot pulled about one month ago, the number of running start students who had confirmed their intent to enroll at Western in Fall 2022 was 12.5% less than the number of running start students who had confirmed with us at that time in the Fall 2019 cycle, and that was despite the larger number of confirmations for Fall 2022 compared to Fall 2019.

Conf/NotWD	F19	F22	Chg n	Chg %
All FY	3305	3369	64	1.9%
RS	1029	900	-129	-12.5%
<i>as % of total</i>	31.1%	26.7%		
FTIC	2276	2469	193	8.5%
<i>as % of total</i>	68.9%	73.3%		

- First-generation students comprise 17.3% of the confirmed first-year population this year (compared to 26.5% last year).
 - Statewide, conversations swirl around this decline. Reporting on this cohort varies by institution—as the definition of first generation varies slightly—but there is consensus that the effects of the pandemic may have had a more pronounced impact on this student population.
- Confirmations from nonresidents continue to grow year over year and this year are up 5.2% from this time for Fall 2021.

Important notes on the New Transfer pool for Fall 2022

- The proportion of our transfer student population that is coming from Washington community colleges continues to decline (63.1% compared to 67.9% at this time in the Fall 2021 cycle).

- Students of color make up 29.5% of the confirmed transfer student population (compared to 27.9% in Fall 2021).
- A smaller proportion of confirmed transfer students come from first generation backgrounds (18.6% compared to 35.6% last year). This drop is something we are watching closely and attempting to address.

While overall **transfer confirmations** trail last year’s counts, we continue to process offers of admission and engage students in the counseling process leading up to this summer’s Advising & Registration programs. Traditionally, transfer students’ commitments occur later in the process—often in the summer months. We stand ready to assist as they navigate their end-of-year cycles at their respective institutions this month and into the next.

Of interest is our continued reliance on applications from students transferring from other four-year institutions. Below is a breakdown of this year’s transfer application cohort, broken down by sector (as of May 22).

Fall 2022 Transfer Applications			
Sector	Region	Count	% of Overall
Public 2-Year	In-State	1153	58.4%
Public 2-Year	Out-of-State	237	12.0%
Private 2-Year	In-State	1	0.1%
Private 2-Year	Out-of-State	2	0.1%
Total 2-Year	Total	1393	70.5%
Sector	Region	Count	% of Overall
Public 4-Year	In-State	164	8.3%
Public 4-Year	Out-of-State	228	11.5%
Private 4-Year	In-State	42	2.1%
Private 4-Year	Out-of-State	149	7.5%
Total 4-Year	Total	583	29.5%
		1976	Overall

Important in helping us to assess the level of confidence that we can place on our confirmations is the intersection of **key indicators of student interest**. At this stage, we primarily focus on FAFSA submission and applications for on-campus housing from our new first-year students with confirmations. Once students start registering for their summer Advising and Registration sessions, we have that additional indicator to inform our work. And, of course, the summer will also bring the submission of immunization records. In short, at this point the indicators are positive.

WA Residents	F21	F22
Submitted both FAFSA and Housing App	63.3%	66.7%
Submitted FAFSA only	15.0%	12.1%
Submitted Housing App only	15.4%	16.9%
Did not submit either	6.3%	4.3%
Non-Residents	F21	F22
Submitted both FAFSA and Housing App	67.2%	70.7%
Submitted FAFSA only	9.6%	8.1%
Submitted Housing App only	16.1%	14.9%
Did not submit either	7.1%	6.3%

The yield rate is also valuable in assessing the overall strength of the confirmed pool. This year the number of offers of admission increased by 8.3%, and the yield rate is *slightly higher* for Fall 2021: 31.1% vs 30.7% (though still lower than pre-pandemic times, when yield would regularly hover between 34-35%). While exact information is difficult to track at a national or regional level, anecdotally we hear that schools with better name recognition—admittedly a subjective construct—are enjoying more robust results compared with last year, both in terms of the number of confirmations and overall yield. Below is the breakdown of select elements in the admissions funnel for mid-May reporting, comparing across years from 2017 to 2022.

First Year	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
Admits	9473	9666	9443	9465	10066	10897
Confirmed Overall	3381	3363	3402	2601	3183	3482
<i>Initial Yield</i>	35.7%	34.8%	36.0%	27.5%	31.6%	32.0%
Confirmed not Withdrawn	3314	3288	3300	2554	3089	3392
<i>Melt Rate</i>	2.0%	2.2%	3.0%	1.8%	3.0%	2.6%
<i>Overall Yield</i>	35.0%	34.0%	34.9%	27.0%	30.7%	31.1%

Key to our success will be supporting strategies to carry the confirmed students through to matriculation—web, email, digital, personal outreach—to help bolster our chances of reaching a figure closer to 3,100. For example, we continue to extend visit options for students to engage with the campus community. On May 21st, we hosted about 44 students and their families (nearly 140 guests total) for a *Being BIPOC @ Western* program for admitted and confirmed students. The Program featured a panel of currently enrolled students, opportunities to connect with student service areas, and a tour of the Multicultural Center.

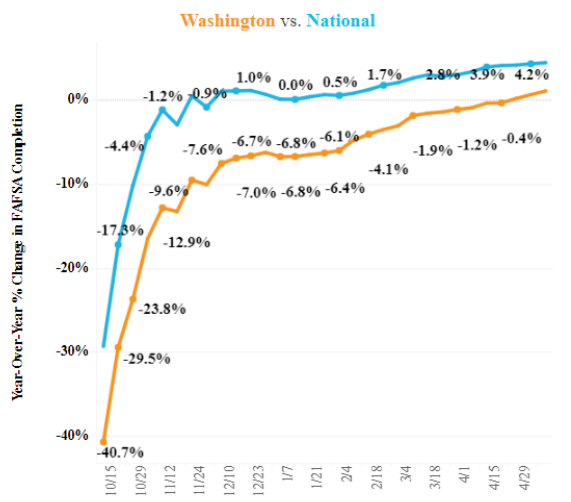
With continued strategic focus on outreach aimed at **FAFSA Submission**, about 78% of our new first-year students have filed for financial aid, which is comparable to last year at this time in the cycle. Last year’s partnership with Financial Aid and University Relations & Marketing continued through this year’s enrollment efforts, and our results highlight the effectiveness of timely and targeted campaigns.

As of May 6, 2022, the *FAFSA Tracker* had the below information about FAFSA submission by students in the state of Washington.

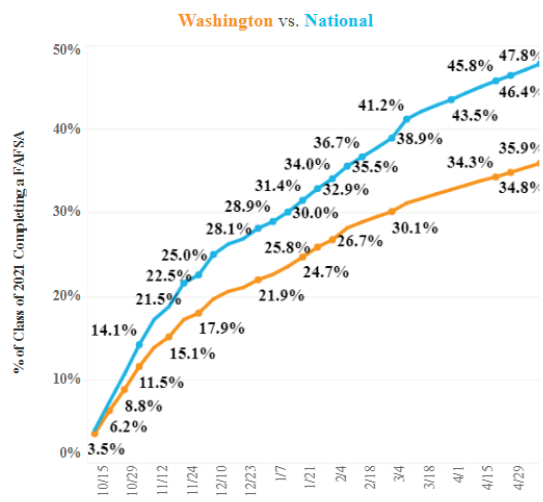
Source: *FAFSA Tracker*, sponsored by the National College Attainment Network at <https://formyourfuture.org/fafsa-tracker/>.

(Continued Next Page)

Year-Over-Year % Change in FAFSA Completions



Estimated Percent of Seniors Completing a FAFSA



Fall 2022 Outlook

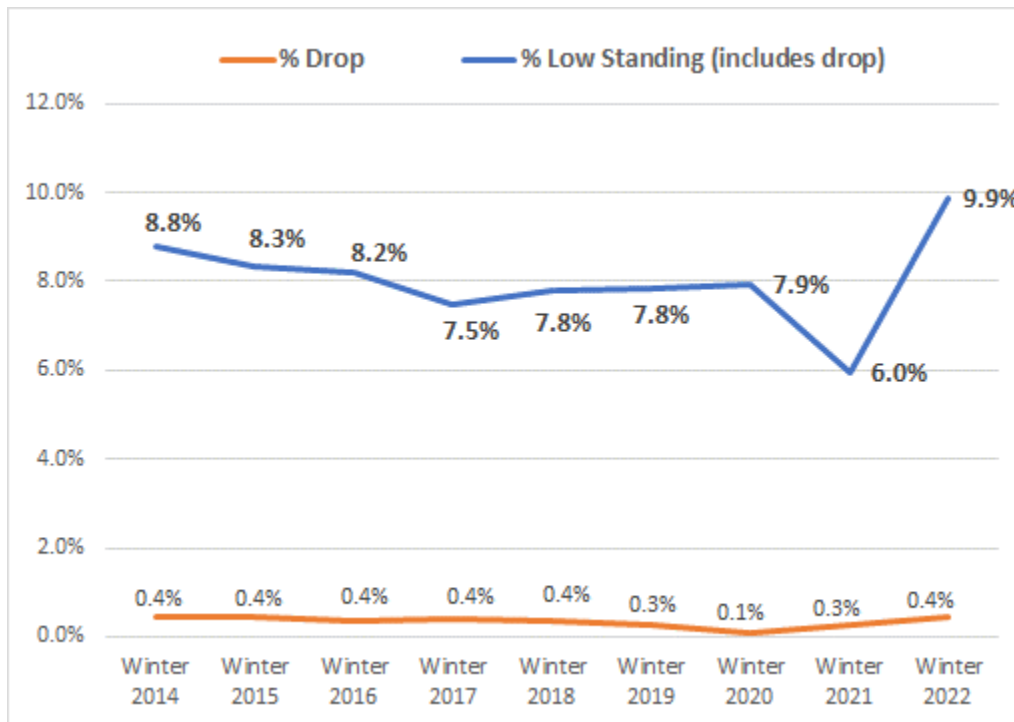
Despite the good news with regard to the enrollment of new first-year students this fall, we anticipate that overall enrollment will be down—in fact, under 15,000. As you know, we have two very small cohorts (Fall 2020 and Fall 2021) that will need to cycle through our student body. That—and the fact that we are currently graduating some of our larger cohorts—will result in smaller overall enrollment than we would like. Total enrollment in Fall 2021 was bolstered by the large number of returning students who were returning after some period of absence from Western. We will not have a similar returning student population to rely on for this fall.

Registration for Fall 2022 opened for continuing students on May 10th, marking a return to our pre-pandemic schedule for registration for fall quarter classes. Unfortunately, registration is dragging somewhat among our continuing student population.

The data appears to show that some of the reason for the sluggishness in continuing student registration may be attached to a higher occurrence of academic distress. Comparing across winter quarters for several years, the percentage of students who received notice of academic warning, probation, continuing probation, or dismissal is higher this year than we typically saw in the years prior to the pandemic. Of course, pass/no pass grading policies adopted during the pandemic likely hid some distress during the period that those grading policies were in place.

HIST_TERM table - select students who are not school withdrawal

	Winter 2014	Winter 2015	Winter 2016	Winter 2017	Winter 2018	Winter 2019	Winter 2020	Winter 2021	Winter 2022
Good Standing	13,052	13,204	13,460	13,735	14,015	14,143	13,971	13,295	12,560
Drop - Academic Rules	61	63	52	61	55	44	13	37	62
Continuing Probation	35	53	52	46	33	20	18	30	26
Probation - Academic Rules	467	500	434	394	434	410	483	295	466
Warning - Academic Rules	697	584	662	611	661	727	688	482	822
no academic standing	3	2	6	17	7	22	6	12	21
all	14,315	14,406	14,666	14,864	15,205	15,366	15,179	14,151	13,957
% Drop - Academic Rules	0.4%	0.4%	0.4%	0.4%	0.4%	0.3%	0.1%	0.3%	0.4%
% Low Standing (incl. drop)	8.8%	8.3%	8.2%	7.5%	7.8%	7.8%	7.9%	6.0%	9.9%



We are looking closely at this issue and working to motivate students to register for fall quarter.

Additional perspective came recently in spring reporting from the National Student Clearinghouse. {Source: <https://nscresearchcenter.org/current-term-enrollment-estimates/>: Current Term Enrollment Estimates}

“Enrollment declines continued to worsen this spring. Total postsecondary enrollment fell to 16.2 million this spring, marking a one-year decline of 4.1 percent or 685,000 students. Enrollment declined this spring at both undergraduate and graduate levels. Following a 3.5 percent drop last spring, postsecondary institutions have lost nearly 1.3 million students since spring 2020. ...Public institutions suffered the brunt of enrollment declines this spring, losing 604,000 students (-5.0% from a year ago). Community colleges accounted for more than half of these losses this spring (351,000 students) and have lost over 827,000 students since the start of the pandemic.”

Looking Beyond Fall 2022

A couple of months ago, we learned of a critical threat to Fall 2023 enrollment, and we are currently addressing it. Last year we joined The Coalition, an application platform used by the University of Washington. Indeed, we believed that being the only other public baccalaureate institution in the state that was on that application platform gave us a strong competitive advantage in the market, as students would be easily able to apply to UW and WWU through the same application service. All signs suggest that being part of The Coalition has resulted in the advantage that we had hoped to gain when we launched last summer. That said, changes in partnerships and new developments with transcript services, application services, and constituent relationship management (CRM) systems have produced some significant changes in the world of admissions, and UW has decided to leave The Coalition platform and move to the Common App. Though we are not in the same position as UW as to our use of the services at issue, we knew that we would be in a very difficult position if we did not also join the Common App with UW. Our Admissions Office is working now to build our application on this new system

and will plan to launch in August. It appears that the majority if not all of the Washington 4-year publics will be on the Common App for the upcoming application cycle. Thus, our special position next to UW in the application process will be gone next year. We have some hope that we have shifted our position in the market in some permanent ways over the past two years and will hope to capitalize on that as we move onto the Common App and into the next recruitment cycle. As [new members of the Common App](#) consortium, Western will be co-branded alongside nearly 1,000 colleges and universities, providing a solid start for the Fall 2023 recruiting cycle.

II. Registrar's Office

Commencement

Commencement Weekend will be June 10-12, 2022. Approximately 2,000 students are expected to attend the ceremonies, with almost 16,000 guests. Commencement weekend will celebrate the accomplishments of students who graduated in Winter 2022 as well as those who expect to graduate in Spring or Summer of 2022. There will be eight ceremonies in total, and details can be found at <https://registrar.wvu.edu/june-2022-commencement>. We are very pleased that our planning appears to have met one of our primary goals: to avoid restricting the number of guests that each graduate could bring to their ceremony. Students will be able to celebrate with their friends and family, without worrying that tickets need to be distributed among their guests.

So many are engaged in ensuring the success of these events, but a special thank you must be offered to University Relations and Marketing and to the President's Office for taking on some key responsibilities for commencement in a more centralized way.

III. Student Aid

Financial Aid Awarding Update

The Financial Aid department has performed the bulk of estimated awarding for new students and awaits finalization of 2022-23 tuition and fees, after which new students will be re-awarded to ensure that they receive the benefit of all aid for which they are eligible. The awarding of continuing students is scheduled to begin in late June or early July, with awarding for Summer 2022 scheduled beforehand in May and throughout June.

Financial Aid will incorporate Washington's newest state aid program, the State Bridge Grant, into financial aid offers. Bridge Grants consist of \$500 grants to the lowest income, resident students, for purposes of assisting with college expenses beyond tuition and fees. A student is eligible for a Washington State Bridge Grant if the student receives a maximum Washington College Grant award and does not receive the College Bound Scholarship. We estimate that 600 Western students will be eligible for Bridge Grant funding.

On May 18, 2022, the U.S. Department of Education announced that certain federal student aid verification requirements can be waived for 2022-23, to help reduce barriers to enrollment. Verification requirements that focus on identity and fraud will remain. Institutions have the discretion to select students for verification in accordance with consistently-applied institutional policies but are encouraged to consider amending such policies to offer "relief to students and families during the ongoing national emergency."

Higher Education Emergency Relief Fund (HEERF) Update

On April 4, 2022, the U.S. Department of Education provided colleges and universities nationwide with a blanket extension for awarding and disbursing HEERF (Higher Education Emergency Relief Fund) grants from around May of 2022 (depending upon when the most recent allocation was received) through June 30, 2023.

Western's Financial Aid department awarded 2,407 students \$1,167,371 in HEERF 3 grants in mid-May based on student submissions of electronic HEERF applications. Students were informed of the opportunity to apply via the Financial Aid website and targeted e-mail communications and were sent reminders to apply. A total of 2,415 students submitted applications. Eight applications were determined ineligible because the students did not meet HEERF enrollment requirements during the pandemic.

HEERF grants awarded and disbursed since the beginning of the pandemic by Financial Aid total \$24,112,350, leaving \$3,630,266 for summer and the upcoming 2022-23 academic year. Financial Aid will continue to award HEERF grants to students based on exceptional financial need as Financial Aid Counselors become aware of students in financial crisis, through student self-reporting and referrals.

Scholarship Processing Software RFI

Financial Aid has partnered with Enterprise Application Services and University Procurement to post an RFI (request for information) to replace institutionally-written scholarship processing software. The existing software does not interface well with Western's Advancement CRM and lacks features typically available for managing scholarship programs.

Financial Aid seeks the following functionality:

- Increased centralization of scholarship processing while simultaneously providing academic departments with the freedom to make all awarding decisions
- Standardization of applications and related processes for students
- A generalized, easy to understand financial needs assessment provided by the Financial Aid department
- Student award and emergency funds processing
- Privacy and security measures for students and departments
- Scholarship search capabilities
- Committee review and rating tools
- Provision for consistent messaging and notifications to students regarding their scholarship awards

Review of vendor offerings is expected to take place through the end of the calendar year with selection and implementation dates to be determined.

Just In Time, Part Time and Summer Jobs Career Fair

Western's Student Employment and Career Centers partnered to hold the first-ever "Just In Time, Part Time and Summer Jobs Career Fair" on Wednesday, May 25, from 11 a.m. – 3 p.m. Information about jobs and related application processes were provided via staffed tables from both centers. Tabling was also conducted by on-campus employers and temporary employment agencies.

In addition, arrangements were made to provide a computer lab for students to use to review job postings and apply for jobs "on the spot". Employers were provided with designated, curtained-off areas for conducting job interviews. The Student Employment and Career Centers informed students of the fair through the institutional website, social media posts, and posters distributed

across Western's campus. An assessment of effectiveness and participation is being conducted, but anecdotally the event was well-received.

IV. New Student Services/Family Outreach

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

NSSFO is busily preparing for the launch of our Fall Orientation, Advising, and Registration program. We are finishing elements of our key publications in partnership with University Communications and Marketing, including our New Student Resource Guide, New Family Resource Guide, and the WWU Family Calendar for students. As our primary materials are printed in English, we also contract with a language translation service to produce the New Family Resource Guide and WWU Family Calendar in Spanish as well. The Calendar will also be for sale in the A.S. Bookstore.

Reservations for the Fall Advising & Registration sessions for new first-year, transfer, and post-baccalaureate students will open on Monday, June 6. NSSFO will begin communications with new students and first-year families in late May to introduce our office, online orientation resources, the New Student Orientation Checklist of required and recommended new student tasks to complete, and the save-the-date information about reservations opening. Additional work on the reservation system will be completed through June and July prior to the start of the transfer/post-bacc sessions in late July to ensure final communications, Zoom links, and student records are up to date.

In late June, NSSFO will reconvene the Western Welcome Week planning group to begin sketching a draft schedule of events and activities to be held the first week of classes and beyond. Western Welcome Week will be September 18-24, 2022, with additional significant campus events (such as athletics events, Fall Family Weekend, etc.) also listed through mid-October.

Family Outreach

The NSSFO Family Outreach Manager has had a steady stream of appointments with families, to support the new student onboarding and orientation experience. We are experiencing slight increases in email and phone traffic from new students and families as they begin to prepare for the fall. The most common topics include housing assignments, housing move in, disability accommodations information, and how the advising and registration sessions and process will work. The response from parents and families has been incredibly positive. They appreciate having assistance with navigating Western's resources and having the opportunity to talk through options or challenges.

NSSFO continues to partner with the Office of Communications to produce the WWU Family Connection Newsletter (FCN), a monthly e-newsletter for all parents/families affiliated with Western. Recently, the FCN underwent a formatting overhaul within University Communications and Marketing to redesign the newsletter look and flow. The redesign shifted to offering more "feature stories" – more in-depth information and highlighting a story on a particular resource or topic pertinent to a given time of the year. The redesign has additional features, such as important dates and deadlines and links to campus calendars. The FCN is also now more permanently housed and archived within the NSSFO website, and WebTech has supported the redesign of the website to match the new format of the newsletter – [WWU Family Connection Newsletter](#) webpage.

**INFORMATION ITEM FOR WWU BOARD OF TRUSTEES MEETING
JUNE 10, 2022**

Academic Fellowship, Scholarship, and President's Scholar Award Winners

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. Western's Fulbright recipients for this year:

- Lindsey Little: English Teaching Assistant, Spain
- August Wimberger: ETA, Spain
- Nathan Bucker: ETA, Germany
- Molly DeLeo: ETA, Germany
- Reece Carpenter: ETA, Austria
- Jasmyne Sheridan: MA, Scotland (Strathclyde University, Glasgow)

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. Applicants must be Pell Grant-eligible and part of an underrepresented population. This congressionally funded program is sponsored by the Bureau of Educational and Cultural Affairs at the U.S. Department of State.

This year 15 out of 22 Western student applicants were awarded a Gilman Scholarship for a combined \$60,000.

The 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.

This year's recipient of the Goldwater Scholarship is Caitlin Bannister.

2021-2022 Presidential Scholars

We honor the high achievements of our students through the Presidential Scholars Awards. During Western's Centennial in 2000, President Karen Morse instituted the Presidential Scholars Award to honor graduates for their exceptional scholarship and service to the university community and community.

College of Business and Economics

- Hisham Abdus-Salam

College of the Environment

- Sienna Reid

College of Fine and performing Arts

- Aidyn Stevens

College of Humanities and Social Sciences

- Nate Jo (Humanities)
- Aliyah Dawkins (Social Sciences)

College of Science and Engineering

- Erin Howard

Woodring College of Education

- Liana Garvett

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

TO: Members of the Board of Trustees
FROM: John M. Meyer, Board Chair
DATE: June 10, 2022
SUBJECT: Election of Board of Trustees Officers
PURPOSE: Action Item

Purpose of Submittal:

Chair Meyer will hear discussion and nominate Board officers pursuant to the [WWU Board of Trustees Bylaws](#), Article II, Section 3 Officers of the Board.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University elect the following trustees to one-year terms as Board officers, to be effective at the close of this meeting.

- John Meyer, Chair
- Faith Pettis, Vice Chair

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

TO: Members of the Board of Trustees
FROM: John M. Meyer, Chair, Board Committee on Trustees
DATE: June 10, 2022
SUBJECT: **Board Trustees Remarks**
PURPOSE: Information Item

Purpose of Submittal:

Chair Meyer will provide time to members of the Board of Trustees and the University President for any final remarks, questions, or observations.

19. DATE FOR NEXT REGULAR MEETING

- **August 18 & 19, 2022**

20. ADJOURNMENT