



WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
APRIL 7, 2020

TUESDAY, APRIL 7, 2020

Location: Zoom Meeting

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

Time: 12:00 pm

1. CALL TO ORDER
12:00 – 12:05

ACTION ITEM

2. REDUCTION TO SPRING QUARTER 2020 MANDATORY STUDENT FEES
12:05 – 12:30
3. ADJOURNMENT
12:30

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

DATE: April 6, 2020

TO: Members of the Board of Trustees

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

SUBJECT: **Reduction to Spring Quarter 2020 Mandatory Student Fees**

PURPOSE: **Action Item**

Purpose of Submittal:

As the COVID-19 pandemic has led Western to transition all academic program delivery for Spring Quarter 2020 to a remote teaching and learning environment, registered students' ability to take advantage of some of the services, programs, and facilities that are supported by their mandatory fee dollars has been compromised. While the ongoing support of those services and facilities is critically important in several respects, students and families are understandably concerned that the decreased level of service is not being reflected in a decrease in mandatory student fees.

Other fees, including course fees, late fees, fees for services, and departmental fees such as the Drop/Add fee, have been reduced where possible, with the goal of supporting students and families.

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

Despite these commitments, through the use of reserves and other forms of one-time cost-reductions noted in the attached documents, we believe that mandatory student fee levels can be reduced for Spring Quarter 2020 without compromising the remote delivery of essential services or defaulting on bond covenants, and provide for student employment supported by these fees to be maintained remotely where possible and as funding allows. **Taken together, the reductions would amount to a total decrease of \$171.47 or 28.6% on mandatory student fee rates from those previously set by the Board of Trustees for Spring Quarter 2020.**

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the reduction of Spring Quarter 2020 mandatory student fee levels as proposed in the attached supporting document for the following fees:

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

Supporting Information:

Attachment A: Supporting Information on Reducing Spring Quarter 2020 Mandatory, Course, and Administrative Student Fees

Attachment B: Associated Students Memo: AS Finance Council's recommendation that the AS reduce the collection of S&A fee revenue by 85% of the normal allocation for spring 2020

Supporting Materials on Mandatory, Course, and Departmental Fees for Spring Quarter 2020

Prepared for the Board of Trustees of Western Washington University Special Meeting April 7, 2020

Mandatory Fees

Mandatory student fees represent a number of different fees, used for a range of services provided by the university. In assessing changes to student fees, it is important to note that some of services supported by mandatory student fees, such as academic advising, counseling and health and wellness services, library and cloud-based research resources, career services, and others, continue to be offered remotely. In other instances, mandatory fee revenue supports truly “mandatory” expenditures for student-endorsed commitments, such as service on the bonds used to construct projects like the Multicultural Center and Wade King Student Recreation Center, both approved by votes of the students. The technology fee supports access to laptops, cloud computing and critical software that is especially important in a remote learning environment. In addition, mandatory fees support some student employees (including those in the AS) who are able to continue working remotely.

Despite these commitments, budget analysis in ESS and BFA has concluded that, through the use of reserves and other forms of one-time cost-reductions, mandatory student fee levels can be reduced for Spring Quarter 2020 without compromising the remote delivery of essential services or defaulting on bond covenants, and provide for student employment supported by these fees to be maintained remotely where possible and as funding allows.

The table below summarizes changes in mandatory student fees for spring 2021.

Quarterly Fee	Current Level	Proposed Level	Reduction	% Reduction
Services & Activities	223.98	117.00	106.98	47.8%
Student Recreation	109.46	75.47	33.99	31.1%
Student Health Services	117.00	117.00	0.00	0.0%
Student Technology	35.00	35.00	0.00	0.0%
Non-Academic Building	47.00	47.00	0.00	0.0%
Sustainability, Equity, and Justice Fund	9.00	7.00	2.00	22.2%
Alternative Transportation	27.50	0.00	27.50	100%
Legislative Action	1.00	0.00	1.00	100%
Multicultural Center	30.00	30.00	0.00	0.0%

Total	\$	599.94	\$	428.47	\$	171.47	28.6%
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Services & Activities Fee (billed with tuition): \$223.98 assessed at \$22.40 per credit, with students enrolled in 10 or more credits paying the full fee. It is proposed that this fee be reduced by 47.8% to \$117.

The S&A Fee Committee operates under the authority of RCW 28B.15.045 and makes recommendations to the WWU Board of Trustees on the distribution of fees to constituent groups after the required 3.5% allocation to a Student Financial Aid/loan Fund and after Housing & Dining receives the amount required by bond covenant. Allocations for 2019-20 approved at the June 2019 Board of Trustees meeting included:

- 3.5% for a Student Financial Aid/Loan Fund as required by law
- Housing & Dining System* (bond covenant currently \$32 per full-time student and \$6.40 per part-time student) (approximately 15.4% of the total fee)
- Music Copyright Fees (0.2% of the total fee)
- Remaining funds (approximately 80.9% of the total fee) are distributed to these constituents:
 - Associated Students (44.3% or 35.9% of the total fee)
 - Athletics (32.1% or 26.0% of the total fee)
 - Campus Recreation (7.0% or 5.6% of the total fee)
 - Department Related Activities (DRAC) (16.6% or 13.4% of the total fee)

Per RCW, students have a strong voice in recommending budgets for these fees. The process requires open hearings to provide opportunity for input from the campus. A large portion of the budget funds student employment.

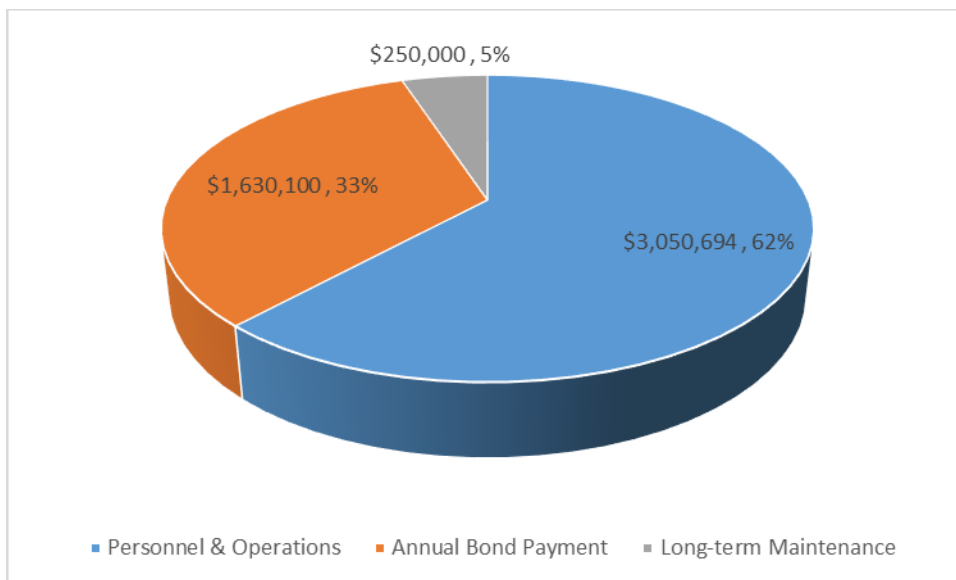
For the Board's information, we have also included the memo from the Associated Students President, the AS Senate Pro Tempore, and the AS Business Director in which they outline their proposed cuts to the portion of S&A fees they receive. At their request, they would like their recommendation to be included as part of the Board of Trustees' deliberations and decision.

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

Student Recreation Fee: \$109.46 for students taking 6 or more credits. We propose that this fee be reduced by 31.1% to \$75.47. This fee is a critical revenue source for the Student Recreation Center, and a minimum level must remain in place to meet its bond covenants in 2019-20. However, the fee also funds operations, and reserves will be utilized to the degree prudent in order to reduce the fee in recognition of students' inability to utilize the facility during at least a majority, if not all of Spring Quarter.

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

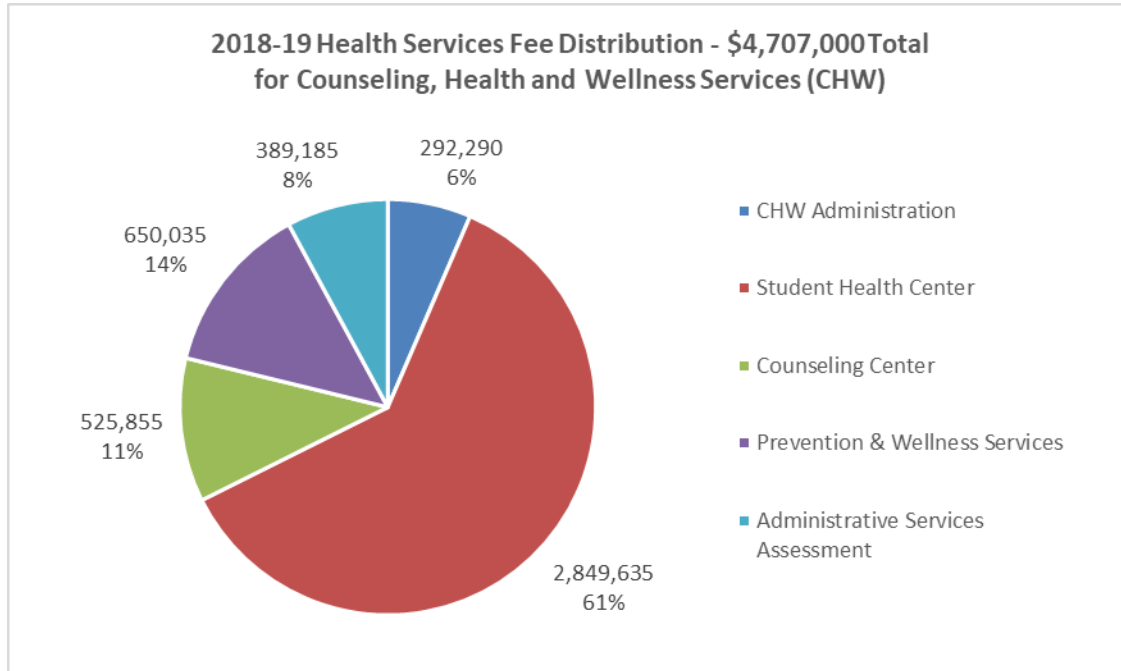
As with the general Services & Activities Fee, RCWs stipulate that 3.5% of the Recreation Fee be allocated to a Student Financial Aid/Loan Fund for need-based aid and outline the process for student involvement in the fee proposal and budget review process.



Note: Personnel & Operation costs shown above include many fixed costs that cannot be avoided in a temporary shut-down.

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

Fee revenues are used to maintain a standard of health care for Western’s campus and as a contingency for emergencies. This fee provides a stable funding base for WWU’s health related services by providing accessible medical, mental health, and wellness services to students. Each of the departments provides a variety of clinical and educational services to Western’s students. In Spring Quarter of 2020, students will be able to access telehealth and telecounseling services.



Student Technology Fee (STF): \$35 for students taking 6 credits or above; \$17.50 for student taking 1-5 credits. We propose that this fee remain at its usual level given the increased use of technology during Spring Quarter. Funds that normally would have gone to such purposes as providing print quota in labs for students will be redirected to meet additional needs related to online learning, such as software and additional laptops for checkout.

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

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

Descriptions of past projects funded with the fee are available by clicking the link above.

Non-Academic Building Fee: \$47 for students enrolled in 6 or more credits. We propose that this fee remain in place as a critical revenue source for the Housing & Dining System in meeting its bond covenants in 2019-20. Fee revenues are used for the improvement and development of the Viking Union on the Bellingham campus. This fee

has been pledged for bond payments and the ongoing maintenance, repair and renewal operations of the Viking Union, and has made facility renovations and improvements possible.

[Sustainability, Equity and Justice Fund Fee](#): \$9 assessed at 90 cents per credit with students taking 10+ credits paying the full fee. We propose that this fee be reduced by 22.2% to \$7 assessed at 70 cents per credit after consideration of fund balances and the ability to temporarily modify the level of funds available for project allocation.

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

[Student Alternative Transportation Fee](#): \$27.50; WAIVED for Spring Quarter, usually assessed when enrolled for 6 or more credits.

The fee is used to provide all students with a Whatcom Transportation Authority bus pass and late night shuttle service. These services will not be provided during Spring Quarter. All WTA buses are temporarily fare-free at least through April. When WTA does begin charging a fare again, students who want a bus pass for the remainder of Spring quarter may purchase one directly from WTA. The [Sustainable Transportation website](#) provides more information and transportation-related updates.

[Legislative Action Fee](#): \$1 per quarter. We propose that this fee be WAIVED. There are sufficient reserves to fund advocacy efforts on local level and other advocacy without travel costs. Fee revenues fund student representation and advocacy efforts at the campus, local, state and federal levels. A Legislative Affairs Council (LAC) administers the funds.

[Multicultural Student Center Fee](#): \$30 for students enrolled in 6 or more credits. We propose that this fee remain in place as a critical revenue source for the Housing & Dining System in meeting its bond covenants in 2019-20.

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

Course Fees

The movement of all course sections to remote delivery poses a significant question regarding course fees. According to Policy POL-U1400.03:

In order to be established, the fee must meet at least one of the following criteria:

- a. Cover the cost of consumable materials used by the student to make items in class which will be retained by the student.
- b. Cover the cost of individual student's specific expenses (e.g., artist models, technicians) which are unique to the student's course work activities.
- c. Cover the cost of supplies and materials which are required in the course and are being provided directly to students for convenience and/or economy purposes.
- d. Cover the cost of course-specific equipment repair and/or replacement. Equipment repair and/or replacement costs may be shared with other courses.
- e. Cover the cost of field trips and related cost.

There also is a fee that is technically a course fee but that functions differently in some ways: the Applied Music Instruction Fee.

More than 2,500 course fees are in place at Western. Looking at adjusting these fees on an emergency basis, either up or down, seems appropriate given the unique nature of spring quarter 2020.

It should be mentioned that POL-U1400.04 says, in part:

Financial Managers may only spend course or lab fee revenue on expenditures which support the course as detailed in the "Fee Purpose" section of the approved Academic Fee Form for the course.

As a matter of principle, we have recommended that course fees be reviewed and altered so as to charge only for direct service or materials used in the new online environment. At this writing, more than half of current course fees have been reduced or eliminated.

Applied Music Instruction:

This fee, although a course fee, has a different purpose than any other; it is designed to pay for individualized instruction from an NTT faculty hired expressly to provide the instruction. Therefore, if an applied music instruction course is to be offered, this fee must be charged.

Miscellaneous:

There are a few other fees, such as fees to cover the costs of guest speakers, charged to students in some courses. We recommend a similar process for this small group of fees.

Further Considerations:

POL-U1400.04 gives Financial Managers responsibility for the proper handling of fee funds and mandates that they spend funds only for the designated purpose. As mentioned earlier, we believe there may be a need to alter for spring quarter 2020 a fee's purpose to allow it to fit the changed delivery mode. However, we believe any modification should be proposed to Academic Budget and Administration, similar to the process of an emergency fee request.

Administrative Fees

Western charges a variety of administrative fees to cover the cost of various administrative tasks. In order to support students, we have reduced or waived many fees. Additionally we have extended deadlines for important housing decisions, including move-out dates and housing confirmations for Fall 20, and admissions deadlines. Fees refunded through the course of our COVID-19 response also include study abroad fees, confirmation fees for admissions (through 15 June), and commencement fees. The table below includes some of the most salient fees being waived for Spring Quarter

Fee	Current Amount	Proposed Amount	Through
Parking permit	Various	\$0	26 April 2020
Late add/drop fee	\$10	\$0	5 May 2020
Late Payment fee	\$40	\$0	5 May 2020
Reinstatement Application fee	\$60	\$0	Winter Quarter 2021
Housing Contract cancellation fee	\$5-\$400	\$0	2 weeks after stay-at-home order is lifted



Associated Students Executive Board

Viking Union 504 - MS9106
516 High Street, Bellingham, Washington 98225
360-650-3460
as.wvu.edu

MEMO

Date: April 3, 2020

To: Sabah Randhawa, President; Melynda Huskey, Vice President for Enrollment and Student Services; Linda Beckman, Division Director of Budget and Administration; Paul Dunn, Secretary to the Board of Trustees

From: Noelani DeFiesta, AS President; Adah Barenburg, AS Senate Pro Tempore; Nate Jo, AS Business Director/AS Finance Council (Chair)

Re: AS Finance Council's recommendation that the AS reduce the collection of S&A fee revenue by 85% of the normal allocation for spring 2020

We are writing to inform you all of action the AS Finance Council took at their emergency meeting on April 3, 2020. For context, AS Finance Council's purpose is to ethically and responsibly manage student fee dollars allocated to the AS; this body represents a diverse constituency of AS central offices, programs, and professional staff advisors. Following approval by the AS Executive Board and AS Student Senate, we are asking that this recommendation be included in any fee reduction action taken by the Western Washington University (WWU) Board of Trustees.

In recognition of financial hardships faced by WWU students due to the COVID-19 pandemic, the AS Finance Council unanimously recommends an 85% reduction in the collection of Services and Activities (S&A) Fee revenue for the Associated Students during spring 2020. To supplement the beginning balance for spring 2020, the Associated Students will access its operating reserve in addition to collection of 15% of normal S&A fee revenue.

Linda Beckman, Division Director of Budget and Administration, was included in this meeting and participated in the council's discussion around different budget projections before this body decided on the 85% reduction of the normal AS allocation. Therefore, we are hopeful this recommendation can be formalized in any action taken by the Board of Trustees to reduce student fees.

Spring 2020 Estimates

The following estimates were generated by Associated Students budget authorities, the Business Manager and Business Director.

Name	Estimate	Description
Programming/Core Expenses	-\$43,475	Estimates for all spring 2020 program costs
Personnel Expenses	-\$620,919	Estimates for all spring 2020 personnel costs
Personnel Savings	\$9,421	Known savings from decreased/vacant positions
Total	\$654,972	Total projected spring 2020 AS expenses

The following estimates show the projected revenue collected by the AS at various percentages of the S&A fee revenue, including a 5% decrease in enrollment for spring 2020.

Name	Estimate	Description
10% S&A (-5% enroll)	\$86,783	10% of normal fee level with 5% less enrollment
15% S&A (-5% enroll)	\$130,175	15% of normal fee level with 5% less enrollment
25% S&A (-5% enroll)	\$216,959	25% of normal fee level with 5% less enrollment
100% S&A (-5% enroll)	\$867,834	Normal fee level with 5% less enrollment

Fiscal Year 2021 Budget Outlook

The following estimates show a likely scenario for the following fiscal year.

Name	Estimate	Description
Total Expense	-\$3,184,722	Total AS base budget at normal operations
Total Revenue (-5%)	\$2,997,009	Revenue with no fee increase & 5% less enrollment
Difference	-\$187,763	Deficit with 5% less enrollment & no fee increase

Available Balances

The following chart details the current balances of relevant AS accounts:

Name	Current Balance	Description
Current Operating Balance	\$340,071	Balance in operating budget beginning spring 2020
Operating Reserve	\$281,600	Savings for a "sudden & catastrophic" loss of revenue
Student Enhancement Fund	\$35,014	Funding for student travel to academic conferences
Large Event Reserve	\$44,530	Funding for large AS events benefiting all students
VU Organization Reserve	\$63,033	Professional development and unforeseen expenses
Discretionary Reserve	\$409,086	Unallocated funds for pilot projects/one-time expenses
Total	\$833,263	Total liquid balance beginning spring 2020

Our final recommendation is detailed in the below chart:

Name	Estimate	Description
Total S20 Expense	-\$661,481	Spring 2020 expense + institutional recharge
S&A Fee Revenue (10%)	\$130,175	10% of regular S&A revenue (with 5% less enrollment)
AS Beginning Balance	\$340,071	Balance in operating budget beginning spring 2020
AS Operating Reserve	\$191,235	Usage of the AS operating reserve
Year End Balance	\$0	Ending AS balance of fiscal year 2020
Available Reserve Balance	\$642,028	Ending balance of available AS reserves

We are hopeful this decision will address many students' concerns regarding financial hardship through this global pandemic while also allowing the AS to continue providing our full breadth of student-centered programs and initiatives virtually. We appreciate your time to review this action and your continued partnership.