

Western Washington University
Board of Trustees
Agenda
June 8, 9, 2017

THURSDAY, June 8, 2017

Location: OM 340
Time: 3:00 p.m.

1. **CALL TO ORDER**
3:00 – 3:05

2. **STUDENT SUCCESS: GOING FROM GOOD TO GREAT**
3:05 – 4:30 Presentation: Brent Carbajal, Provost & Vice President for Academic Affairs
Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services

3. **EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110.**
4:30 – 5:00

FRIDAY, June 9, 2017

Location: OM 340
Time: 9:00 a.m.

Breakfast with the 2017 Presidential Scholars in the Solarium
8:00 – 8:50

Break 10 min (8:50 – 9:00)

1. **CALL TO ORDER, APPROVAL OF MINUTES**
9:00 – 9:05
 - a. Board of Trustees Meeting, April 20 & 21, 2017

2. **RECOGNITIONS AND INTRODUCTIONS**
9:05 – 9:35
 - Fellowship Award Winners
 - Resolution No. 2017-02 Recognizing the Service of Vice President Eileen Coughlin
 - Resolution No. 2017-03 Recognizing the Service of Vice President Steve Swan
 - Resolution No. 2017-04 Recognizing the Service of Dean Francisco Rios
 - Resolution No. 2017-05 Recognizing the Service of Dean and Vice Provost Kathleen Kitto
 - Resolution No. 2017-07 Recognizing the Western Washington University Women's Rowing Team
 - Resolution No. 2017-08 Recognizing Bethany Drake, NCAA Division II Javelin National Champion

3. PUBLIC COMMENT PERIOD

9:35 – 9:45

4. BOARD CHAIR REPORT

9:45 – 9:55

- Resolution No. 2017-06 Recognizing the Service of Board Member Abigail Ramos

5. UNIVERSITY PRESIDENT

9:55 – 10:10

6. ASSOCIATED STUDENTS

10:10 – 10:15

7. FACULTY SENATE

10:15 – 10:20

BREAK 10 min (10:20 – 10:30)

8. OLYMPIA UPDATE

10:30 – 10:35

Presentation: Becca Kenna-Schenk

10:35 – 10:40

Discussion

9. ASSOCIATED STUDENTS GOVERNANCE STRUCTURE UPDATE

10:40 – 10:45

Presentation: Bryce Hammer, AS VP for Government Affairs

10:45 – 10:50

Discussion

ACTION ITEMS

10. CONSENT ITEMS

10:50 – 10:55

- a. Approval of Spring Quarter Degrees
- b. Consultant Contract for Design Services for Buchanan Towers Renovation, PW722
- c. Intergovernmental Cooperative Purchasing Agreement with Community Transit

11. 2017 – 2018 OPERATING BUDGET MATTERS

10:55 – 11:30

- a. **Operating Budget Framework (5 minutes)**

Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs

- b. **2017 - 2018 Preliminary Annual Operating Budget (10 minutes)**
 Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs
 Linda Teater, Director, Budget Office
 Discussion
- c. **2017 - 2018 Student Fees (20 minutes)**
 Presentation: Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services
 Discussion

12. 2017 – 2019 PRELIMINARY CAPITAL BUDGET

- 11:30 – 11:35 Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs
 Rick Benner, University Architect/Director, Facilities Development and
 Capital Budget
- 11:35 – 11:40 Discussion

13. ELECTION OF BOARD VICE CHAIR

- 11:40 – 11:45 Presentation: Sue Sharpe, Chair, Board of Trustees
- 11:45 – 11:55 Discussion

DISCUSSION ITEMS

14. CAPITAL PLANNING OVERVIEW

- 11:55 – 12:05 Presentation: Rich Van Den Hul, Vice President for Business & Financial Affairs
 Rick Benner, University Architect/Director, Facilities Development and
 Capital Budget
 Linda Beckman, Director, Budget and Administration for Enrollment and
 Student Services
 Francis Halle, Director, Space Administration/Management
- 12:05 – 12:20 Discussion

15. GOVERNANCE COMMITTEE REPORT

- 12:20 – 12:25 Presentation: Chase Franklin, Chair, Board Governance Committee

16. AUDIT COMMITTEE REPORT

- 12:25 – 12:30 Presentation: Earl Overstreet, Chair, Board Audit Committee

17. INFORMATION ITEMS

- 12:30 – 12:35
 - a. Academic Reports
 - b. Admissions and Enrollment Summary
 - c. University Advancement Report
 - d. Capital Program Report
 - e. University Relations and Community Development Report

18. DATE FOR NEXT REGULAR MEETING: August 17, 18, 2017

19. 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 8, 2017

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 20
& 21, 2017

Supporting Information:

Minutes of April 20, 2017

Minutes of April 21, 2017

**Western Washington University
Board of Trustees
Meeting Minutes
Thursday, April 20, 2017**

1. CALL TO ORDER

Board Vice Chair Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 3:02 p.m., at Olympic College, Room 221, in Poulsbo, WA.

Board of Trustees

Sue Sharpe, Chair - *Absent*
Chase Franklin, Vice-Chair
John Meyer, Secretary
Karen Lee
Betti Fujikado
Mo West
Earl Overstreet
Abigail Ramos

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for University Advancement
Earl Gibbons, Vice Provost for Extended Education
Stephanie Cheng, Associated Students President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. APPROVAL OF MINUTES

There were no changes to the draft minutes as distributed.

MOTION 04-01-2017: Trustee Ramos 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 10, 2017

The motion passed.

3. UNIVERSITY PRESIDENT

President Randhawa highlighted faculty achievements to the board including; faculty marine scientist, Susan Strom, from the Shannon Point Marine Center. Strom was part of a group of scientist that was awarded six million dollars from the National Science Foundation. The work of

the group focused on establishing long term ecological research site, one of which will be in the northern Gulf of Alaska. The group also studied the impact of climate change and human change on ecological systems. President Randhawa noted that Joseph Trimble, Professor of Psychology, was recently awarded by the American Psychological Foundation with the 2017 Gold Medal Award of Life Time Achievement in Psychology. His work has been focused promoting psychological and social culture research with indigenous population especially American Indians and Alaska native.

President Randhawa mentioned that Western hosted the 2017 Energy Symposium that was led by the Institute for Energy Studies. The focus of the symposium was envisioning a new future for transportation energy. Partners of the event were Governor Jay Inslee, Boeing, Alaska Airlines, City of Seattle, and David Roberts of Vox Media as the keynote speaker.

The Northwest Commission on Colleges and Universities Accreditation Commission seven year comprehensive site visit occurred at the end of March. President Randhawa stated that the draft report from the visiting team is expected soon, and noted it was a successful visit. The chair of the visiting team recognized in the participation of the Board of Trustees. There were a few recommendations from the visiting team. President Randhawa said he will appear before the commission in late June with Western representation for the final decision. Trustee Meyer added that the process was efficient and they were prepared in gathering information.

President Randhawa provided updates regarding students: work continues with undocumented students given the uncertainty that still exists. The Bluegroup suggested that Western provide training for many of the individuals that work with undocumented students. A lending library has been created in response to the cost incurred by students who are working with these issues. He noted that concerns have been raised regarding Resident Advisors. These issues were brought forward by the Associated Students and a team was established to create an open forum for students to express concerns. President Randhawa believes that many of the issues are able to be resolved by the start of Fall 2017.

4. ASSOCIATED STUDENTS

Associated Students (AS) President Stephanie Cheng reported to the board that the Residence Advisor (RA) issue was a main focus for the AS Board. The open public forum was very helpful in opening the lines of communication. Cheng reported that the AS Board wrote a letter of support in the form of a resolution and the Washington Student Association also wrote a letter supporting the RAs. Cheng said that the Associated Students elections are currently underway and a proposed restructure and new constitution is on the ballot for a vote. AS Vice President for Government Affairs will be presenting updated information at the June 2017 Board of Trustees meeting.

5. WESTERN'S EXTENDED EDUCATION: TODAY AND TOMORROW

Provost Carbajal introduced the discussion regarding defining the role of Extended Education at Western in Bellingham and on the peninsula. Provost Carbajal introduced the panel; Earl Gibbons Vice Provost of Extended Education, Steve Hollenhorst, Dean Huxley College of the Environment, David Mitchell, President of Olympic College, and Rovy Branon, Vice Provost for Educational Outreach at the University of Washington.

Vice Provost Gibbons explained that Western's Extended Education activities and presence has been growing substantially over the last few years. In terms of numbers of people involved, breathe of programming, numbers of colleges and academic departments that involved in various

programs which led to a reorganization of Extended Education into five practice areas which includes Western on the Peninsulas, Satellite Locations along I-5 Corridor, Central Services, Communications, and International. Gibbons introduced Ed Stern, Poulsbo City Councilman, who was in attendance for the meeting to represent the City of Poulsbo. Gibbons noted Kitsap and the Olympic Peninsulas includes a population of 350,000 people and is underserved by public four year higher education. Western's presence is highly regarded as it is providing opportunities for local communities.

Dean Hollenhorst, explained that the idea of serving non-traditional students is at the heart of Western on the Peninsula, adding that the student population is the most diverse and oldest of all of the Western campuses. He said that the goal is to have more traditional students be part of Western on the Peninsula's and complete their four year degree while staying in their communities. In the past, these courses have mainly been taught by non-tenure tract faculty. Vice Provost Gibbons has helped facilitate these positions and they are now starting to be filled with tenure track faculty using self-sustaining funds. The faculty are able to connect and teach students in all of Western's satellite campuses with Interactive Television technology, (ITV), and rotate from campus to campus to be present with the students on a rotating basis.

David Mitchell, President of Olympic College welcomed the board to Olympic College in Poulsbo. Mitchell stated that the Bremerton campus was his initial vision of Olympic College. Washington State partnered with Olympic College after receiving special funding through the legislature to start a mechanical engineering program in Bremerton. This program continues to grow with electrical engineering being added in the fall. Students receiving these baccalaureate degrees would not have had access without this partnership and bringing the four year university to their region. Enrollment has increased since students see the pathway to Western and realize they will have a baccalaureate degree upon completion. President Mitchell said that it is important to tell the story, to high school students, military personnel and the community and to ramp up the programs that are currently offered. Mitchell stated there is great potential to continue to build pathways for the non-traditional student. The partnership between Western and Olympic College is strong and it shows in the growth of the programs and student population.

Rovy Branon, Vice Provost for Continuum College, University of Washington, highlighted the similarities between the Continuum College and Western on the Peninsula's. Continuum College serves about 50,000 students out of University of Washington office. Branon stated that the challenges are also similar with Olympic College when looking at the hyper-global and applying it to the hyper-local.

Trustee Franklin inquired about the population of the potential higher education students that have the desire to further their education but have limited access versus the population that doesn't consider themselves to be students or are unaware that higher education opportunities exists. President Mitchell stated that 40% of the high school graduates in Kitsap county which is close to the state average, do not go on to college after graduation. He explained that there is not sufficient research to explain why, but stressed that there is a lack of information about opportunity and programs such as Olympic College's partnership with Western. Vice Provost Gibbons added that there is a difference between the two demographics with the distinctive difference in what keeps them from pursuing higher education. He said that one of the largest obstacles for the adult students is psychological. They are acutely aware of their obstacles such as, financial, family, work, and they juggle all of these responsibilities. Gibbons explained that a majority of these students have credits from multiple institutions and that the Multidisciplinary Studies program offered at Western on the Peninsulas helps to personalize the approach to completing their degree, this is especially important to adults.

Trustee Overstreet requested that the panel share what they perceive to be the most challenging obstacle to moving faster in terms of improving and what they would suggest to overcome that

obstacle. Rovy Branon responded by emphasizing that resources are always a challenge. Resources become a continual process, creating self-sustaining programs creates flexibility in the approaches and alternative revenue flows. President Mitchell added that access and degree completion is an obstacle. College students in dramatic percentages deal with food security issues, housing security issues and homelessness which makes degree completion challenging.

It was stated that the uniqueness of the partnership between Olympic College and Western offers the peninsula community many benefits. It is the community driven partnership that has led to programs that support the needs of the community. This partnership is allowing Western to expand and is creating excitement with programs like the Cyber-Security program. The general consensus was that Western on the Peninsula's is on the cusp of really taking off and growing in a community that is greatly benefiting from its presence on the peninsula.

The meeting adjourned at 5:02 p.m.

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, April 21, 2017**

1. CALL TO ORDER

Board Vice Chair Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 8:03 a.m., at the Clearwater Resort, Deer Hall, in Suquamish, WA.

Board of Trustees

Sue Sharpe, Chair - *Absent*
Chase Franklin, Vice-Chair
John Meyer, Secretary
Betti Fujikado
Mo West
Earl Overstreet
Abigail Ramos
Karen Lee

Western Washington University

Sabah Randhawa, President
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs
Brent Carbajal, Provost/Vice President of Academic Affairs
Stephanie Bowers, Vice President of University Advancement
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. EXECUTIVE SESSION

At 8:04 a.m. Vice Chair Franklin announced that the Board would convene in Executive Session for approximately 30 minutes to discuss a personnel, real estate matter as authorized in RCW 42.30.110 (1)(g).

The Board returned to open meeting at 8:53 p.m. with no action to report

3. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. Poulsbo City Councilman, Ed Stern, signed up to testify before the Board and Vice Chair Franklin gave him the opportunity to address the Board regarding Western Washington Universities' partnership with Olympic College and Western on the Peninsula's. Councilman Stern distributed an editorial from the county paper this morning referencing the exciting partnership between Western and Olympic College and also read letters from the chair of Higher Education in the House of

Representatives, Drew Hanson. Councilman Stern read a second letter from State Senator, Education and Ways & Means Committee member, Christine Rolfes.

4. BOARD CHAIR

In the absence of the Board Chair, Trustees highlighted their takeaways from the Association of Governing Boards Annual Conference in Dallas, TX. Trustee West presented information regarding a session that focused on encouraging diversity and inclusion on campus with a focus on providing safe spaces for students that are inclusive. Trustee West also addressed the issue of student success and degree completion and maintaining Western's reputation for degree completion and a stellar education. Trustee Meyer attended pre-conference workshops including fundraising and developing a culture of philanthropy. Trustee Meyer emphasized that the foundation and the university be in lock step on all issue and that the foundations priorities are those of the president. Trustee Meyer also reported that governance and committee structures were also highlights of the conference. Trustee Lee attended three pre-conference workshops. One was strategic planning and one of the memorable topics was on how to positively brand the liberal arts degree. The presenter encourage trustees to think about how their institution educates the public on the importance of critical thinking and the value of the liberal arts degree in their strategic branding efforts. Lee also attended an informative session on the measurement of student well-being and how happiness, satisfaction, hope, and persistence relate to educational attainment and graduation rates. Trustee Overstreet agreed that it was a very insightful conference. Overstreet added he attended sessions regarding campus climate, new business models, and enterprise risk.

5. CONSENT ITEMS

Vice-Chair Franklin introduced the consent items. There were no questions.

MOTION 04-02-2017: Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent items:

- Construction Contract for Parking Lot C-Lot Upgrades, Phase 2, PW713
- Construction Contract for Carver Food Services, PW716
- Construction Contract for Birnam Wood Moisture Mitigation, Phase 3, PW717
- Construction Contract for Birnam Wood Emergent Deck Repair, PW 720
- Selection of General Contractor/Construction Manager for Ethnic Student Center/Multicultural Services, PW 698

The motion passed

6. APPROVAL OF 2017 SUMMER SESSION TUITION AND FEES

Vice Provost for Extended Education Earl Gibbons introduced the proposal of summer session tuition and fees for resident undergraduate tuition, resident graduate tuition, non-resident undergraduate tuition, and non-resident graduate tuition. There would be no increase in summer session tuition for resident undergraduates, which accounted for 84% of the summer session 2016 population. There would be an increase in resident graduate student tuition of 2.7% to \$299 per credit, to keep pace with what resident graduate students are paying during the current 2016-2017 academic year. Non-resident undergraduate tuition will increase to \$335 per credit (3.1%) and the tuition rate for non-resident graduate students will rise to \$384 per credit (18.2%). Gibbons said that these specific increases are necessary to maintain the previously established relationships between resident and non-resident tuition and between undergraduate and graduate tuition.

MOTION 04-03-2017: Trustee Karen Lee moved that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session Tuition for 2017: specifically, that resident undergraduate tuition will remain unchanged at \$250 per credit; resident graduate tuition will rise to \$299 per credit; and non-resident undergraduate and graduate tuition will increase to total \$335 and \$384 per credit, respectively. The \$45 per credit "Non-resident fee" applied to both undergraduate and graduate non-resident will remain unchanged. Student tuition will be charged on a per credit basis for Summer Session

The motion passed.

7. APPROVAL OF HOUSING & DINING RATES

Senior Vice President of Enrollment and Student Services introduced Leonard Jones, Director of University Residences. Jones introduced Western student representatives Jenny Leirness, President of the National Residence Hall Honorary (NRHH) and Ashlee Stormo, Vice President for Outreach and Records for the Residence Hall Association (RHA). Leirness acknowledged that through outreach, they heard from a large number of students that approve of the 6% increase because it will support gender inclusive housing. Stormo echoed the support of the increase as it will also support accessibility on campus.

Associated Students President, Stephanie Cheng, explained why the Associated Students (AS) Board did not approve the proposal. The AS Board felt that there are student populations with vulnerabilities whose needs are not being met and there were questions that arose from the proposal that had not been answered at the time of the vote. The AS Board agreed that they wanted to continue to review the structure of the proposal.

Trustee Overstreet inquired about the questions that the AS Board had that were unanswered at the time of the vote. Cheng responded by reading the questions: (1) What are your plans to address accessibility issue in interior spaces for the next ten years, (2) What are the plans to address accessibility issue for exterior spaces in the next ten years (3) How are you addressing gender inclusive needs, (4) Are there any outstanding, understood as currently existing, ADA related facility concerns, interior and exterior (5) Are there any other changes to rates. Cheng indicated that the AS was satisfied with the answers that were provided, but they did not have that information at the time of vote.

Trustee Ramos inquired if the 6% was a minimum increase. Coughlin responded by explaining that the 6% would be the increase required in order to achieve the two hundred million dollar investment along with the continued explorations of the issue that both the AS and the RHA and NRHH have raised.

MOTION 04-04-2017: Trustee Fujikado MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the Residence Hall Association and the University President, approve the Housing and Dining rates as proposed. The 2017-2018 proposed rates call for a 6.0 percent increase in residence hall room and board rates and Birnam Wood apartment rental rates.

The motion passed.

8. SEA DISCOVERY CENTER TRANSFER AGREEMENT

President Randhawa provided the background on the SEA Discovery Center also known as the Poulsbo Marine Science Center was constructed in 1991. In December 2015 the City of Poulsbo and Western entered into a Memorandum of Intent under which the City of Poulsbo would gift the SEA Discovery Center to Western. Randhawa shared that the SEA Discovery Center in conjunction with the Shannon Point Marine Science Center, forms wonderful opportunities for programs in Marine Sciences and Environmental Sciences. It also provides Western an opportunity to increase research and its education mission going forward. Randhawa explained that this agreement is consistent with Western's mission and will enhance Western's educational programming and outreach to the K-12 sector. The hope is that it will be beneficial to the City of Poulsbo by bringing a major educational partner to the region along with long term economic development for the region.

MOTION 04-05-207 Trustee West MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the SEA Discovery Center Transfer Agreement as Proposed in the attached.

The motion passed.

Vice Chair Franklin announced a break at 9:49 am. The Board returned and reconvened the meeting at 9:58 am.

9. COMPREHENSIVE BUDGET VIEW

President Randhawa introduced the next two agenda items as they are connected. President Randhawa reflected that the intent is to have a better understanding of the comprehensive picture of the university budget including grants and contracts, contributions through philanthropy and auxiliary units. This is the first time that this type of information has been prepared for presentation.

Vice President Van Den Hul introduced Linda Teater, Budget Office Director, who guided the comprehensive presentation of all university funds, including revenues and expenditures of state, auxiliary, dedicated local funds, and grants and contracts.

10. UNIVERSITY ANNUAL FINANCIAL STATEMENT HIGHLIGHTS

Linda Teater, Director of Budget, continued to present to the board a summary review of the University's Annual Financial Statement highlights, financial performance ratios and Moody's Summary Debt Profile.

11. OLYMPIA UPDATE

Becca Kenna-Schenk highlighted the current situation in Olympia. She stated that the 2017 Legislative Session is scheduled to conclude on April 23rd, although at least one 30-Day Special Session is likely to provide the Legislature with sufficient time to implement the state's two-year biennial budgets prior to the end of the fiscal year on July 1st. Western has continued meeting with legislators about the university's legislative priorities and testified on each of the House and Senate operating and capital budget proposals, which were released in recent weeks.

Kenna-Schenk shared that Senator Kevin Ranker sponsored a senate resolution honoring Western's Women's Soccer team for their National Title. She also shared that there were several amendments to the Senate Budget proposal, one of which was adopted and pertained to Western. Senator Steve Conway with the help of Senator Kevin Ranker, on the Senate floor, sponsored an amendment that was adopted that pertains to the level of funding on a per student basis for Science, Technology, Engineering and Mathematics, (STEM) funding. The Senate budget included new funding for Western to increase resident undergraduates' enrollment by two hundred slots over the next two year. She added that seventy percent of those enrollments will have to occur in STEM fields which is a boost in funding.

12. AUDIT COMMITTEE REPORT

Trustee Overstreet reported that the Audit Committee discussed a possible presentation regarding financial and general audits combined with the topic of Enterprise Risk Management for the August board of trustees meeting. He reported that the committee agenda covered the Internal Control Semi-Annual Report and the selection criteria for the Financial Statement Audit Services request for proposal for fiscal year 2018.

Overstreet also reported that the Internal Audit Report led to a discussion that would move the Audit Committee Charter updates to be discussed at the fall meeting. The audit committee decided to target the August meeting for the audit committee to present to the full board on topics related to the Internal Audit schedule for Fiscal Year 2018.

13. GOVERNANCE COMMITTEE REPORT

Trustee Franklin reported that the Governance Committee spent time reviewing the board's Rules of Operation which resulted in the identification of a small number of updates that will need to be made. Franklin also stated that the Governance Committee will look at the board and committee structure with the discussion beginning within the Governance Committee and then extending to the full board and the administration.

14. INFORMATION ITEMS

a. **Professional Leave Report**

Provost Carbajal provided a written report with a list of faculty professional leave proposals that have been approved for the 2017/18 academic year and brief summaries of the research projects and scholarly activities.

b. **Tenure & Promotion Report**

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2017.

c. **Admissions and Enrollment Report**

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

d. **Capital Program Report**

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

e. **University Advancement Report**

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

f. **University Relations and Community Development Report**

Vice President Swan provided a written report documenting recent activities of University Relations and Community Development.

15. DATE FOR NEXT REGULAR MEETING

August 17, 18, 2017 in Bellingham, WA

16. ADJOURNMENT @ 11:56 a.m.

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: June 9, 2017
SUBJECT: **Recognitions and Introductions**
PURPOSE: Information Item

President Sabah Randhawa and Provost Brent Carbajal will recognize the following people for their outstanding achievements and service to the University.

- Fulbright, Gillman, Research Experience for Undergraduates Teaching Assistant Program in France Student Award Recipients
- Resolution No. 2017-02 Recognizing the Service of Vice President Eileen Coughlin
- Resolution No. 2017-03 Recognizing the Service of Vice President Steve Swan
- Resolution No. 2017-04 Recognizing the Service of Dean Francisco Rios
- Resolution No. 2017-05 Recognizing the Service of Dean and Vice President Kathleen Kitto
- Resolution No. 2017-07 Recognizing the Western Washington University Women's Rowing Team
- Resolution No. 2017-08 Recognizing Bethany Drake, NCAA Division II Javelin National Champion

Fulbright, Gillman, Research Experience for Undergraduates Teaching Assistant Program in France Student Award Recipients

Western Washington University graduates and students have been chosen to receive a number of national awards this year including five Fulbright Fellowship awards, nine Gilman awards, one Research Experience for Undergraduate awards and one Teaching Assistance Program in France awards.

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

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

The Research Experiences for Undergraduates (REU) program supports active research participation by undergraduate students in any of the areas of research funded by the National Science Foundation. REU projects involve students in meaningful ways in ongoing research programs. Research may be

based in a single discipline or academic department or may offer interdisciplinary or multi-department research opportunities with a coherent intellectual theme.

The Teaching Assistant Program in France (TAPIF) is a joint initiative of the French Ministry of Education, the Centre International d'Études Pédagogiques (CIEP) and the Cultural Services of the French Embassy. The program's goal is to strengthen English-language instruction in French schools by establishing a native speaker presence. Assistants teach 12 hours per week in up to 3 schools. Classes are conducted in English. Teaching assistants conduct all or part of a class, typically leading conversations in English. Duties include serving as a resource person in conversation groups, providing small group tutorials, and giving talks related to American studies. Assignments vary depending on the school's needs and the assistant's abilities.

RESOLUTION NO. 2017-02
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF SENIOR VICE PRESIDENT AND VICE PRESIDENT
FOR ENROLLMENT AND STUDENT SERVICES

Eileen Coughlin

WHEREAS, in 1994, **EILEEN COUGHLIN** was appointed Vice President for Student Affairs and Academic Support Services at Western Washington University by President Karen W. Morse, and appointed Senior Vice President and Vice President for Enrollment and Student Services by President Bruce Shepard in 2011; and

WHEREAS, **EILEEN COUGHLIN** brought to her appointment thirteen years of experience at Northern Arizona University as Associate Vice President for Student Services and Assistant Professor of Educational Psychology, and previously as Director of Residence Life, and six years of experience at Central Michigan University as Assistant Director of Housing and Food Services and Assistant Director of Housing Programs; and

WHEREAS, **EILEEN COUGHLIN** holds a doctorate in Educational Psychology from Northern Arizona University, master's and bachelor's degrees in Counseling and Education from Central Michigan University; and

WHEREAS, **EILEEN COUGHLIN** has been a passionate advocate for students, particularly underrepresented students, grounded in her personal experience and a deep conviction in students' capacity to succeed when given opportunities and support; and

WHEREAS, under **EILEEN COUGHLIN**'s leadership, the Division of Enrollment and Student Services has addressed several significant strategic goals, that enhance enrollment, recruitment, and student support services to address the needs of Washington State, enrich student diversity and inclusion, and ensure that a high quality Western education is affordable and accessible; and

WHEREAS, as Senior Vice President and Vice President of Enrollment and Student Services, **EILEEN COUGHLIN** has provided leadership in leveraging collaboration across the University, and has been integrally involved in bringing numerous capital improvements to fruition, including a Viking Union remodel, the Student Recreation Center, the Buchanan Towers addition, Harrington Field, the Carver Academic renovation, and the Ethnic Student Center expansion currently underway; and

WHEREAS, **EILEEN COUGHLIN** has served with commitment, distinction and good humor as a valued colleague on the University's senior leadership team; and

WHEREAS, **EILEEN COUGHLIN** will complete her appointment as Senior Vice President and Vice President for Enrollment and Student Services on July 31, 2017;

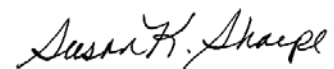
NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers deepest thanks and commendation to **EILEEN COUGHLIN** for her many achievements and for her service as Senior Vice President and Vice President for Enrollment and Student Services.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June, 2017.

ATTEST:



John M. Meyer, Secretary



Susan K. Sharpe, Chair

RESOLUTION NO. 2017-03
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF VICE PRESIDENT FOR UNIVERSITY RELATIONS
AND COMMUNITY DEVELOPMENT

Steve Swan

WHEREAS, in 2009, **STEVE SWAN** was appointed Vice President for University Relations and Community Development at Western Washington University by President Bruce Shepard; and

WHEREAS, **STEVE SWAN** brought to his appointment nearly twenty years' experience at the University of Wisconsin-Green Bay, including as Assistant Chancellor for University Advancement, Executive Director of University Advancement, Assistant Coach of men's basketball, as well as four years' experience as President of Ultimate Sports Apparel of Green Bay, and eight years' experience as sports information director at the University of Wisconsin-Stevens Point; and

WHEREAS, **STEVE SWAN** received his bachelor's degree in Journalism from the University of Wisconsin-Eau Claire; and

WHEREAS, **STEVE SWAN's** personal integrity, principled leadership, and commitment to mutually beneficial partnerships have made him a highly effective and respected representative for Western in the Bellingham community, in Olympia, and throughout the State of Washington; and

WHEREAS, under **STEVE SWAN's** leadership, the Division has successfully addressed a number of significant institutional goals, including the enhancement of Western's branding, communication and marketing efforts to enable Western to communicate more effectively with prospective students, community stakeholders, business leaders, elected representatives, and the public at large; and

WHEREAS, **STEVE SWAN** has provided vision and leadership that has strengthened Western's reputation and outcomes with the Washington State Legislature, elevating Western's profile as an innovative, student-centered institution responsive to the needs of Washington State; and

WHEREAS, **STEVE SWAN** has served with distinction as a valued colleague on the University's senior leadership team, contributing an invaluable "big picture" perspective and a self-effacing commitment to enhancing the effectiveness of the team and the institution as a whole; and

WHEREAS, **STEVE SWAN** will complete his appointment as Vice President for University Relations and Community Development on June 30, 2017;

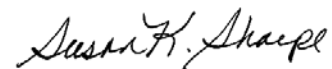
NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **STEVE SWAN** for his many achievements and for his service as Vice President for University Relations and Community Development.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June, 2017.

ATTEST:



John M. Meyer, Secretary



Susan K. Sharpe, Chair

RESOLUTION NO. 2017-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF DEAN

Francisco Rios

WHEREAS, in 2011, **FRANCISCO RIOS** was appointed by Provost Catherine Riordan as Dean of Woodring College of Education at Western Washington University; and

WHEREAS, **FRANCISCO RIOS** brought to his appointment as Dean of Woodring College of Education, experience as Professor, Director and Department Chair at the University of Wyoming, and Associate Professor and Interim Associate Dean at California State University – San Marcos; and

WHEREAS, **FRANCISCO RIOS** received his undergraduate degree at Carroll College and his doctorate at the University of Wisconsin; and

WHEREAS, **FRANCISCO RIOS** has always been, and will continue to be, a tireless and effective advocate for students, equity, social justice, and strong community engagement; and

WHEREAS, under **FRANCISCO RIOS**'s leadership, the Woodring College of Education has successfully realized a number of significant goals, including the college's enhanced ability to address the current and future needs of Washington State in the critical fields of teacher education, innovation, and human services; and

WHEREAS, **FRANCISCO RIOS**, as Dean of Woodring College of Education has provided vision and leadership reflected in significant accomplishments including but not limited to the establishment of the RN-BSN Nursing Program, important international partnerships, understanding and acknowledging societal cultural shifts and adapting the college to those changes, and has always spoken as a tireless advocate for those without a voice; and

WHEREAS, **FRANCISCO RIOS** has served with commitment and distinction as Dean of Woodring College of Education and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, **FRANCISCO RIOS** will complete his appointment as Dean of Woodring College of Education and return to teaching, August 1, 2017;

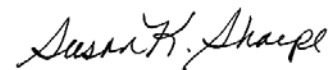
NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **FRANCISCO RIOS** for his many achievements and for his service as Dean of Woodring College of Education.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June 2017.

ATTEST:



John M. Meyer, Secretary



Susan K. Sharpe, Chair

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF VICE PROVOST and DEAN

Kathleen Kitto

WHEREAS, in 2013, **KATHLEEN KITTO** was appointed by Provost Brent Carbajal as Vice Provost for Research and Dean of the Graduate School, at Western Washington University and

WHEREAS, **KATHLEEN KITTO** brought to her appointment as Vice Provost for Research and Dean of the Graduate School twenty-nine years of experience at Western Washington University, including experience as a faculty member, Director, Department Chair, founding Associate Dean of the College of Sciences and Technology and Special Assistant to the Provost;

WHEREAS, **KATHLEEN KITTO** received her Associate of Science-Engineering, undergraduate and graduate degrees at Montana College of Mineral Science and is a nationally acknowledged researcher; and

WHEREAS, **KATHLEEN KITTO** has been a tireless and effective advocate for researchers at all levels of the university, including undergraduates, graduates, staff, scientists and faculty; and

WHEREAS, under **KATHLEEN KITTO**'s leadership, the Office of Research and Sponsored Programs has successfully addressed a number of significant goals, including restructuring RSP into a more efficient unit, boosting morale among the staff, and creating transparency in the budget; and

WHEREAS, as Dean of the Graduate School, **KATHLEEN KITTO** has provided vision and leadership reflected in significant accomplishments including but not limited to helping usher in a new faculty leadership structure for the Graduate Council, directing the assessment of all Graduate Programs in preparation for our seven year accreditation visit, and enhancing the visibility of graduate education at Western Washington University; and

WHEREAS, **KATHLEEN KITTO** has served with commitment and distinction as Vice Provost for Research and Dean of the Graduate School and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, **KATHLEEN KITTO** has announced her retirement from Western Washington University;

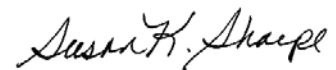
NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **KATHLEEN KITTO** for her many achievements and for her service as Vice Provost for Research and Dean of the Graduate School.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June 2017.

ATTEST:



John M. Meyer, Secretary



Susan K. Sharpe, Chair

RESOLUTION NO. 2017-07

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
CONGRATULATING THE WESTERN WOMEN'S ROWING TEAM**

WHEREAS, The Western Washington University women's rowing team, under the leadership of head coach John Fuchs, won the NCAA Division II National Championship on May 28, 2017 defeating second place Central Oklahoma by one point on Lake Mercer in West Windsor, New Jersey; and

WHEREAS, this marks the eighth national championship in the program's history, adding to the seven consecutive women's rowing national titles from 2005-11; and

WHEREAS, this is the 11th team national championship in Western Athletics history and the second of the 2016-17 season, joining the Western women's soccer team; and

WHEREAS, the Vikings' varsity eight and varsity four shells both advanced to the grand finals after qualifying heats, with the four winning the grand final and the eight finishing second, resulting in the team national rowing championship; and

WHEREAS, Western was ranked No. 1 nationally in six of eight Collegiate Rowing Coaches Association/US Rowing Coaches Polls throughout the regular season, and won 21 of 28 races, including dominating performances at the San Diego Crew Classic and the Western Intercollegiate Rowing Association Championships; and

WHEREAS, the team members distinguished themselves in the classroom as well as on the field throughout a rigorous schedule of events, with varsity seven seat Karisa Stapp earning College of Sports Information Directors of America (CoSIDA) Division II Academic All-District At-Large honors; and

WHEREAS, the entire team demonstrated fine sportsmanship and inspired youth to work hard, play well and enjoy athletic competition; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University recognizes the Western Women's rowing team for its outstanding accomplishments and extends to the team the Board's sincere congratulations on behalf of the entire university community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on June 9, 2017.

ATTEST:



Sue Sharpe, Chair



John Meyer, Secretary

RESOLUTION NO. 2017-08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
CONGRATULATING BETHANY DRAKE**

WHEREAS, BETHANY DRAKE won the women's javelin at the NCAA Division II Outdoor Track and Field Championship on May 27, 2017, with a throw of 169 feet 11 inches, exceeding the second-best throw in the competition by over 12 feet; and

WHEREAS, BETHANY DRAKE is now the owner of two of Western's five NCAA Division II national championships in women's javelin, having also won the NCAA Division II National Champion in 2014; and

WHEREAS, BETHANY DRAKE won the women's javelin at the 2017 GNAC Outdoor Track and Field Championships with a throw of 171 feet 11 inches; and

WHEREAS, BETHANY DRAKE is a three-time First Team All-American, and a HERO Sports Division II HERO of the Year Finalist; and

WHEREAS, BETHANY DRAKE has distinguished herself in the classroom as well as on the field, earning College of Sports Information Directors of America (CoSIDA) Division II Academic All-District honors, and finishing her undergraduate career with a 3.87 GPA in Art Education and a 4.00 GPA in her Master's in Teaching program; and

WHEREAS, BETHANY DRAKE has demonstrated exemplary sportsmanship and inspired youth to work hard, play well and enjoy athletic competition; and

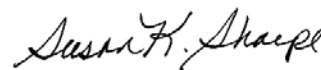
NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University recognizes BETHANY DRAKE for her outstanding accomplishments and extends the Board's sincere congratulations on behalf of the entire university community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on June 9th, 2017.

ATTEST:



John M. Meyer, Secretary



Susan K. Sharpe, Chair

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: June 9, 2017

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: Sue Sharpe, Chair, Board of Trustees
DATE: June 9, 2017
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

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

- Resolution No. 2017-06 Recognizing the Service of Board Member Abigail Ramos

RESOLUTION NO. 2017-06

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

RECOGNIZING THE SERVICE OF BOARD MEMBER

ABIGAÍL RAMOS

WHEREAS, ABIGAÍL RAMOS of Sunnyside, Washington has served as a member of the Western Washington University Board of Trustees from July 1, 2016 – June 30, 2017; and

WHEREAS, ABIGAÍL RAMOS has the distinction of being the nineteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, ABIGAÍL RAMOS brought to her appointment as a trustee dedication to the campus community through her work as a past vice president for Diversity for the Associated Students of Western Washington University, a GEAR UP Alumni Leadership Academy fellow, editor-in-chief of the Western student publication AS Review, Latino Student Union co-chair, public relations officer for MEChA and the Ethnic Student Center; and

WHEREAS, ABIGAÍL RAMOS has contributed her time, commitment and valuable insight to the University at considerable personal sacrifice, while holding a job outside of school as the Associated Students Resource and Outreach Programs Director and pursuing a Bachelor's degree in both Spanish and political science with a minor in English and law from Western Washington University; and

WHEREAS, ABIGAÍL RAMOS will be furthering her education by attending law school following graduation to obtain her juris doctorate degree; and

WHEREAS, ABIGAÍL RAMOS contributed to the increased stature and the future potential of Western Washington University through her participation in numerous policy discussions and decisions affecting the University;

WHEREAS, ABIGAÍL RAMOS has served with distinction this past year with intelligence, commitment to diversity and inclusion, wisdom and compassion for the best interests of the entire Western community; and

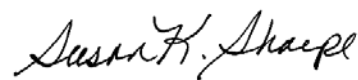
NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Western Washington University that **ABIGAÍL RAMOS** be and is hereby honored for outstanding service and dedication to the University and is extended the gratitude and best wishes of the entire University community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 9, 2017.

ATTEST:



John M. Meyer, Secretary



Susan K. Sharpe, Chair

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: June 9, 2016

SUBJECT: **President's Report**

PURPOSE: Information Item

Purpose of Submittal:

President Randhawa will present brief reflections 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: Stephanie Cheng, President, Associated Students

DATE: June 9, 2017

SUBJECT: **Associated Students**

PURPOSE: Associated Students Report

Purpose of Submittal:

AS President Stephanie Cheng will brief the Board of Trustees on recent activities of the Associated Students.

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa on behalf of the Faculty Senate
DATE: Friday, June 9, 2017
SUBJECT: **Faculty Senate**
PURPOSE: Information Item

Kristen Larson, 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 by Steve Swan, V.P. for University Relations and Community Development

DATE: June 9, 2017

SUBJECT: **Olympia Update**

PURPOSE: Discussion Item

Purpose of Submittal:

Becca Kenna-Schenk, Director of Government Relations, will give an update on the 2017 legislative session.

Supporting Information:

State Government Relations

The Washington State Legislature is currently in a Second 30-day Special Session that is scheduled to end on June 21st. The 2017 Second Special Session follows the 105-day regular session that ended April 23rd and the First 30-day special session that ended May 23rd. In addition to adopting the state's operating, capital and transportation budgets for 2017-19, the Legislature is also tasked with addressing the State Supreme Court's *McCleary* decision. The Court has indicated that the Legislature must fully fund basic K-12 education by September 2018.

The Legislature is expected to reach a compromise on the final state budgets before June 30th in order to prevent a partial shutdown of state government, but state agencies have been directed to establish contingency plans should the Legislature fail to pass a spending plan by July 1st. In the absence of a state budget, Western would continue the current operations of the university utilizing non-appropriated (local) fund and reserves.

**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 9, 2017

SUBJECT: **Associated Students**

PURPOSE: Associated Students Governance Structure Update

Purpose of Submittal:

The Associated Students (AS) has drafted and passed a new governing document, the ASWWU Constitution. The document is currently undergoing a legal review. Bryce Hammer, AS Vice President for Government Relations will provide an update on the proposed structure.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: June 9, 2017

SUBJECT: **Consent Items**

PURPOSE: Action Items

Purpose of Submittal:

Approval of the university recommendations provided on the consent item agenda.

Proposed Motion(s):

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

- Approval of Spring Quarter Degrees
- Consultant Contract for Design Services for Buchanan Tower Renovation, PW722
- Intergovernmental Cooperative Purchasing Agreement with Community Transit

Supporting Information:

Materials supporting the consent item agenda are attached.

**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 9, 2017
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 2017, effective June 10, 2017.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

| <i>Students</i> | <i>June 2017</i> | <i>Comparison: June 2016</i> |
|------------------------|-------------------------|-------------------------------------|
| <i>Undergraduates</i> | 1923 | 1873 |
| <i>Masters</i> | 152 | 195 |

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Vice President Richard Van Den Hul

DATE: June 9, 2017

SUBJECT: **Consultant Contract for Design Services for
Buchanan Towers Renovation, PW722**

PURPOSE: Action Item

Purpose of Submittal:

Approval of a consultant contract for Design Services for the Buchanan Towers Renovation. Award following Board action. Services to start following Board action.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a consultant contract to King Architecture, Bellingham, WA, for a fee of \$1,583,879 (including reimbursables), to provide Design Services for the construction of Buchanan Towers Renovation.

Supporting Information:

King Architecture was selected from two (2) teams responding to the Request for Proposals. The firms responding to the Request for Proposals included:

RMC Architects, Bellingham, WA
King Architecture, Bellingham, WA

King Architecture was recommended following review of all firms' proposals and interviews of the two firms.

Members of the selection committee included:

- Ed Simpson, Assistant Director, Facilities Development & Capital Budget
- Sherrie Montgomery, Architect/Project Manager, Facilities Development
- Rod Koenig, Construction Project Coordinator, Facilities Management
- Jason Kaehr, Auxiliary Maintenance Supervisor, Facilities Management
- Terence Symonds, Associate Director – Facilities, University Residences
- David Ruble, Facilities Operations Manager, University Residences
- Scott Leppla, Residence Life Assistant Director, University Residences
- Jacob Curtis, Student Resident Adviser
- Ben Morgan, Student Resident Adviser

Source of Funding: Housing & Dining System – Nonappropriated

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: June 9, 2017
SUBJECT: Intergovernmental Cooperative Purchasing Agreement with Community Transit
PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board to authorize the President, or designee, to negotiate and enter into an agreement with Snohomish County Public Transportation Area d/b/a Community Transit for purposes of cooperative governmental purchasing pursuant to RCW 39.34 *et seq.*

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, authorizes the President, or designee, to negotiate and enter into an agreement with Snohomish County Public Transportation Area d/b/a Community Transit for purposes of cooperative governmental purchasing pursuant to RCW 39.34 *et seq.*

Supporting Information:

Agreement pertains to bids and contracts for supplies, material, equipment, or services that may be required from time to time both by Community Transit and Cooperative Purchaser.

Agree to extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier, or service provider.

Each party is responsible for complying with all applicable laws and regulations.

Each of the parties shall contract directly with the bidder, contractor, vendor, supplier, or service provider, and pay directly in accordance with its own payment procedures for its own purchases. Each party will indemnify and hold the other party harmless as to any claim arising out of its participation in this Agreement.

This Agreement shall create no obligation to either of the parties to purchase any particular good or service, nor create to either of the parties any assurance, warranty, or other obligation from the other party with respect to purchasing or supplying any good or service.

No separate legal or administrative entity is created

Agreement shall continue in force until canceled by either party

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

Snohomish County Public Transportation Benefit Area *dba* Community Transit (“Community Transit”) and Western Washington University, (“Cooperative Purchaser”) a governmental entity, hereby agree to cooperative governmental purchasing pursuant to RCW 39.34 and upon the following terms and conditions:

1. This Agreement pertains to bids and contracts for supplies, material, equipment, or services that may be required from time to time both by Community Transit and Cooperative Purchaser.
2. Each of the parties from time to time goes out to public bid and contracts to purchase supplies, material, equipment, and services. Each of the parties hereby agrees to extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier, or service provider.
3. Each of the parties is responsible for complying with all applicable laws and regulations governing its own purchases.
4. Each of the parties shall contract directly with the bidder, contractor, vendor, supplier, or service provider, and pay directly in accordance with its own payment procedures for its own purchases. Each party will indemnify and hold the other party harmless as to any claim arising out of its participation in this Agreement.
5. This Agreement shall create no obligation to either of the parties to purchase any particular good or service, nor create to either of the parties any assurance, warranty, or other obligation from the other party with respect to purchasing or supplying any good or service.
6. No separate legal or administrative entity is intended to be created pursuant to this Agreement. No obligation, except as stated herein, shall be created between the parties or between the parties and any applicable bidder or contractor.
7. The Procurement & Contracts Manager of Community Transit and the Procurement & Contract Officer of Cooperative Purchaser shall be representatives of the entities for carrying out the terms of this Agreement.
8. This Agreement shall continue in force until canceled by either party, which cancellation may be effected upon receipt by one of the parties of the written notice of cancellation of the other party.

APPROVED this _____ day of
_____, 2017.

APPROVED this _____ day of
_____, 2017.

COMMUNITY TRANSIT

COOPERATIVE PURCHASER

BY: _____
Emmett Heath
Chief Executive Officer

BY: _____

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Richard Van Den Hul, Vice President for Business and Financial Affairs and Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services

DATE: June 9, 2017

SUBJECT: 2017-2018 OPERATING BUDGET MATTERS

PURPOSE: Action Item

Purpose of Submittal:

The Board of Trustees will consider the following items related to the 2017-2018 Operating Budget:

- a. Operating Budget Framework
- b. 2017-2018 Preliminary Annual Operating Budget
- c. 2017-2018 Student Fees

The Board will be requested to take action on the preliminary operating budget plan and the 2017-2018 student fees.

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

TO: Members of the Board of Trustees

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

DATE: June 9, 2017

SUBJECT: OPERATING BUDGET FRAMEWORK

PURPOSE: Action Item

Purpose of Submittal:

At the April 21, 2017 Board of Trustees meeting the Board received a presentation on the comprehensive University budget. The attached graph is from the presentation, and is replicated here to show the connection of the operating budget and student fee items to the overall University budget.

FY 2017 Estimated Revenue by Source

\$318.4 million

Item 10.c. Student Fees

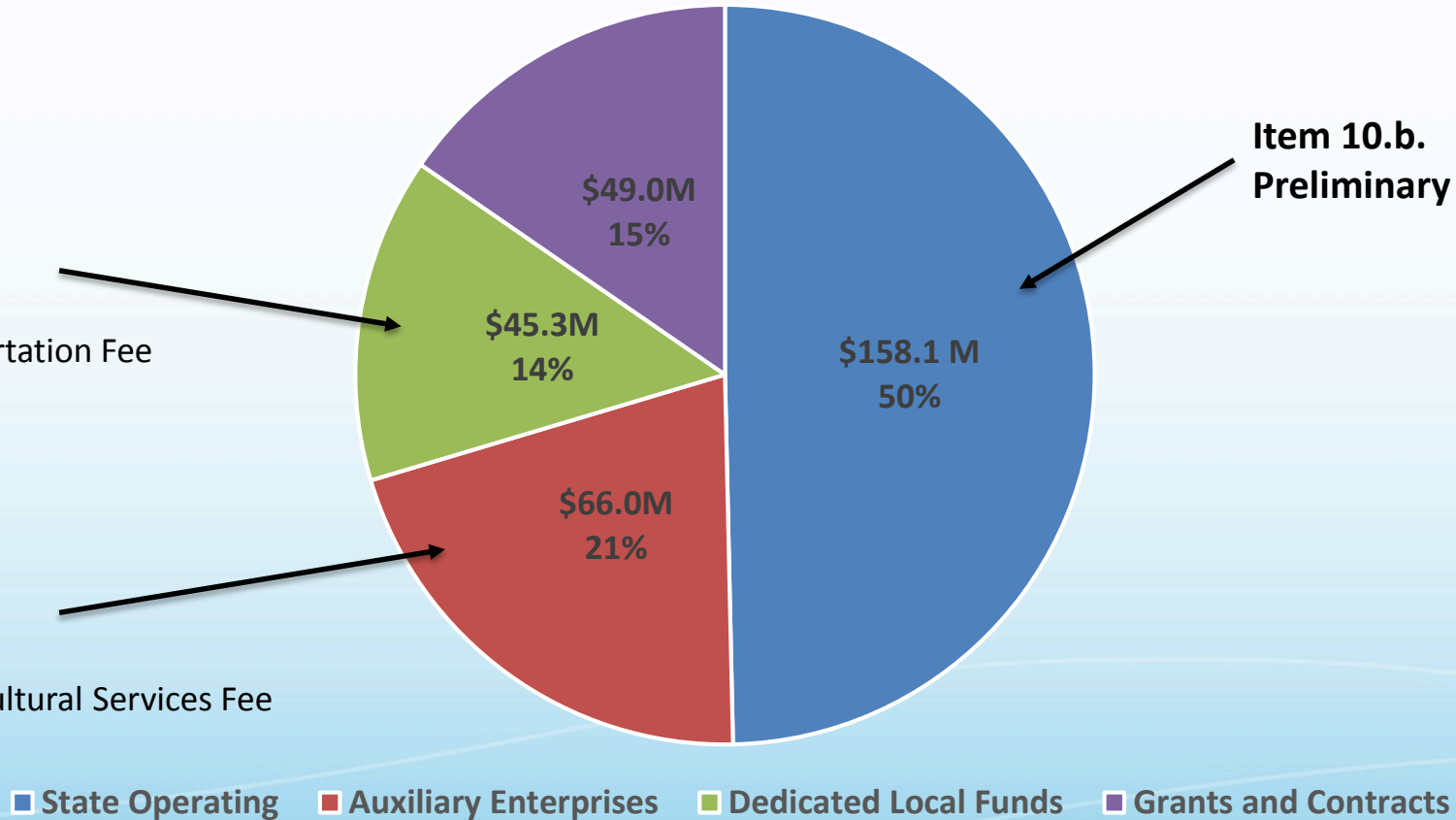
Dedicated Local:

- Student Health Services Fee
- Student Technology Fee
- Sustainable Action Fund Fee
- Student Alternative Transportation Fee

Auxiliary Enterprises:

- Services & Activities Fee
- Non-Academic Building Fee
- Student Recreation Fee
- Legislative Action Fee
- Ethnic Student Center/Multicultural Services Fee

Item 10.b. Preliminary Operating Budget Plan



WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Vice President Richard Van Den Hul

DATE: June 9, 2017

SUBJECT: **2017-2018 PRELIMINARY ANNUAL OPERATING BUDGET**

PURPOSE: Action Item

Purpose of Submittal:

Per its rules of operation, the Board retains responsibility for setting tuition rates and approving the annual operating budget, which ideally occur at the June meeting. As of this writing, the Governor, House and Senate have set forth their recommended operating budgets but have not reached consensus regarding a final operating budget appropriations bill.

Due to this delay, the Board is asked to approve a preliminary fiscal year 2018 operating budget equal to the fiscal year 2017 operating budget to allow for the continuation of operations. Once a budget has been approved by the Legislature, the University will continue to use, as best we can, our transparent bottom-up budget process to finalize recommendations for tuition increases and the FY2017-2018 budget. If the Legislature approves a budget by June 30, 2017, we will have recommendations ready for the Board to approve in a special public July meeting. A tentative timeline is attached.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a preliminary 2017-18 Annual State Operating Budget of \$160,272,642 consisting of a State Appropriation in the amount of \$75,832,000; WWU net tuition operating fee funds of \$80,232,467; and administrative services assessment revenue of \$4,208,175. At a special public Board of Trustees meeting, to be scheduled as soon as possible after the Legislature has passed a budget, the President will present the recommended operating budget for FY2017-2018 and tuition recommendations for the 2017-19 biennium.

WESTERN WASHINGTON UNIVERSITY
Operating Budget Planning Activities
FY 2017-18 TIMELINE

| Date | Olympia Dates | WWU Dates | 2017-18 Annual Operating Budget Process for Submission to BOT <u>Dates are tentative & subject to change based on legislative process</u> |
|------------|---------------|---|---|
| Jul | | July 1 - Begin FY 2017-18 (yr one of 2017-19 biennium) | <p style="text-align: center;">Predicated on a Final Legislative Budget passed by June 30</p> <ul style="list-style-type: none"> Jul 7 - President, VPs & Deans meet to draft recommendations Jul 10 - FY 2018 recommendations posted to the web for comments Jul 14 - Final day of comment period Jul 17 - President's 2017-18 recommendation mailed to BOT and posted on tBO's website Jul 20 BOT Special Meeting: <i>(subject to signing of state budget into law) to discuss the following:</i> <ul style="list-style-type: none"> 1) 2017-18 Annual Operating Budget presented to BOT for approval; 2) 2017-18 Tuition levels presented to BOT for approval |

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Senior Vice President Eileen Coughlin

DATE: June 9, 2016

SUBJECT: 2017 – 2018 Student Fees

PURPOSE: Action Item

Purpose of Submittal:

To recommend mandatory student fee levels for 2017-18 for approval, and to approve the recommended revenue distributions of the Services & Activities (general S&A) Fee for academic year 2017-18 and summer 2017.

Proposed Motions:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the University President and the various constituent review committees, approve the 2017-18 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activities Fee (*Proposed increase \$8 per quarter; 3.9% or maximum allowable by law*)
- Student Recreation Fee (*Proposed increase \$6 per quarter; 6.1% or maximum allowable by law*)
- Student Health Services Fee (*Proposed increase \$10 per quarter; 10.4%*)
- Student Technology Fee (*No increase*)
- Non-Academic Building (*Proposed increase \$2 per quarter; 4.7%*)
- Sustainable Action Fund (*No increase*)
- Student Transportation Fee (*No increase*)
- Legislative Action Fee (*No increase*)
- Ethnic Student Center/Multicultural Services Fee (*New fee at \$30 per quarter*)

Supporting Information:

Attachment A-1: Summary of Current and Proposed Mandatory Student Fee Levels
Attachment A-2: WWU Mandatory Student Fees 5-year Summary
Attachment B: Services and Activities Fee Proposal
Attachment C: Student Health Services Fee Proposal
Attachment D: Student Technology Fee Program Report
Attachment E: Non-Academic Building Fee Proposal
Attachment F: Sustainable Action Fund Fee Program Report
Attachment G: Student Recreation Fee Proposal
Attachment H: Student Alternative Transportation Fee Proposal
Attachment I: Legislative Action Fee Program Report
Attachment J: Ethnic Student Center/Multicultural Services Fee Implementation

**Attachment A-1: WITH Authority to Increase Services & Activity (S&A) Fees
2017-18 Mandatory Student Fees**

Summary of Current and Proposed Mandatory Student Fee Levels

| Average Increase of 5.1% for existing fees | | | | | | | | | | |
|---|---------|---|-----------------|------------------|----------------|--------------|--------------------|-------------------|-----------------|--------------|
| It is proposed to increase four of the eight existing mandatory student fees for 2017-18 and to implement one new fee supported by student referendum and authorized by the Board of Trustees in June of 2016 for collection beginning Fall 2017. This proposal constitutes a net average increase of 5.1% for all existing mandatory student fees (\$26.00 per quarter.) | | | | | | | | | | |
| Proposed Fee Increases - Effective Fall Quarter for 2017-18 | | | | | | | | | | |
| <i>Proposed to the WWU Board of Trustees on June 9, 2017</i> | | | | | | | | | | |
| Mandatory Fee | Notes | Proposed Change | Quarterly Fees | | | | Academic Year Fees | | | |
| | | | Current 2016-17 | Proposed 2017-18 | \$\$ Change | % Change | Current 2016-17 | Proposed 2017-18 | \$\$ Change | % Change |
| Existing Fees | | | | | | | | | | |
| Services & Activities (S&A) Fee | (1) (2) | Legislative permission TBD - Proposed increase of \$8 per quarter (3.9% increase) if allowed. RCW's limit the increase of S&A Fees to the percent increase in undergraduate tuition unless a specific exception is granted. Fee is prorated per credit with 10+ credits paying the full fee. | \$205.00 | \$213.00 | \$8.00 | 3.9% | \$615.00 | \$639.00 | \$24.00 | 3.9% |
| Health Services Fee | | Proposed increase of \$10 per quarter (10.4% increase.) Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services. | \$96.00 | \$106.00 | \$10.00 | 10.4% | \$288.00 | \$318.00 | \$30.00 | 10.4% |
| 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 2013, students voted 78% in favor of a 5 year renewal of this fee at the \$35 level. | \$35.00 | \$35.00 | \$0.00 | 0.0% | \$105.00 | \$105.00 | \$0.00 | 0.0% |
| Non-Academic Building Fee | | Proposed increase of \$2 per quarter (4.7% increase.) Fee is charged to students taking 6+ credits. | \$43.00 | \$45.00 | \$2.00 | 4.7% | \$129.00 | \$135.00 | \$6.00 | 4.7% |
| Sustainable Action Fund Fee (renamed from "Green Energy Fee") | | Fee was recently reauthorized through Summer 2018. No proposed change in fee level for 2017-18. In Spring 2015, students voted 86.2% in favor and the AS Board voted 6-0 to recommend reauthorization of this fee at the 70 cents per credit level with a \$7 per quarter maximum. The AS Board added the sunset date. The fee funds renewable energy certificates (RECs), student leadership positions and sustainable energy projects. | \$7.00 | \$7.00 | \$0.00 | 0.0% | \$21.00 | \$21.00 | \$0.00 | 0.0% |
| Student Recreation Fee (S&A) | (1) | Legislative permission TBD - Proposed increase of \$6 per quarter (6.1% increase) if allowed. RCW's limit the increase of S&A Fees to the percent increase in undergraduate tuition unless a specific exception is granted. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain access/services. | \$99.00 | \$105.00 | \$6.00 | 6.1% | \$297.00 | \$315.00 | \$18.00 | 6.1% |
| Student Transportation Fee | | No proposed change. In a Spring 2017 student referendum, students voted 93.6% in favor of re-authorizing the fee for 5 years beginning Fall 2017 and ending by Fall 2022, unless renewed by student vote. The re-authorization allows the Associated Students Board to recommend fee increases of a maximum 5% per year during that period; increases of more than 5% per year would need student voter approval. The Fee is charged to students taking 6+ credits. Summer quarter fee is less than academic quarters because the extra late night shuttle service is not provided; the summer rate covers just the bus pass and will remain at \$21. | \$26.25 | \$26.25 | \$0.00 | 0.0% | \$78.75 | \$78.75 | \$0.00 | 0.0% |
| Legislative Action Fee | (3) | No proposed change. To fund student representation and advocacy efforts at the campus, local, state, and federal levels. | \$1.00 | \$1.00 | \$0.00 | 0.0% | \$3.00 | \$3.00 | \$0.00 | 0.0% |
| Subtotal of Existing Mandatory Fees | | | \$512.25 | \$538.25 | \$26.00 | 5.1% | \$1,536.75 | \$1,614.75 | \$78.00 | 5.1% |
| New Fee | | | | | | | | | | |
| Ethnic Student Center/Multicultural Services Fee | (1) (4) | 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 will begin Fall 2017 at a maximum of \$30 per quarter for students taking 6 or more credits. This fee will be pledged to bonds and will fund a portion of the construction, maintenance, and operations of the new space. | - | \$30.00 | \$30.00 | NEW | - | \$90.00 | \$90.00 | NEW |
| Total Mandatory Fees | | | \$512.25 | \$568.25 | \$56.00 | 10.9% | \$1,536.75 | \$1,704.75 | \$168.00 | 10.9% |

Notes:

- (1) Fee is subject to 3.5% Student Financial Aid/Loan Fee deduction.
- (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 new ESC/Multicultural Services Fee will be charged beginning Fall 2017.

Attachment A-2: WWU Mandatory Student Fees - 5-Year Summary
Proposed 2017-18 Mandatory Student Fees (S&A Fees subject to legislative authority)

Average Increase of 5.1% for existing fees

It is proposed to increase four of the eight existing mandatory student fees for 2017-18 and to implement one new fee supported by student referendum and authorized by the Board of Trustees in June of 2016 for collection beginning Fall 2017. This proposal constitutes a net average increase of 5.1% for all existing mandatory student fees (\$26.00 per quarter.)

Proposed Fee Increases - Effective Fall Quarter for 2017-18

| Mandatory Fee | Notes | Proposed Change for 2017-18 | Quarterly Fees | | | | | Academic Year Fees | | | | |
|--|---------|---|--------------------|--------------------|--------------------|--------------------|-----------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| | | | Actual | | | | Proposed | Actual | | | | Proposed |
| | | | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| Existing Fees | | | | | | | | | | | | |
| Services & Activities (S&A) Fee | (1) (2) | Legislative permission TBD - Proposed increase of \$8 per quarter (3.9% increase) if allowed. RCW's limit the increase of S&A Fees to the percent increase in undergraduate tuition unless a specific exception is granted. Fee is prorated per credit with 10+ credits paying the full fee. | \$179.00 | \$195.00 | \$197.00 | \$205.00 | \$213.00 | \$537.00 | \$585.00 | \$591.00 | \$615.00 | \$639.00 |
| Health Services Fee | | Proposed increase of \$10 per quarter (10.4% increase.) Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services. | \$72.00 | \$85.00 | \$85.00 | \$96.00 | \$106.00 | \$216.00 | \$255.00 | \$255.00 | \$288.00 | \$318.00 |
| 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 2013, students voted 78% in favor of a 5 year renewal of this fee at the \$35 level. | \$35.00 | \$35.00 | \$35.00 | \$35.00 | \$35.00 | \$105.00 | \$105.00 | \$105.00 | \$105.00 | \$105.00 |
| Non-Academic Building Fee | | Proposed increase of \$2 per quarter (4.7% increase.) Fee is charged to students taking 6+ credits. | \$39.00 | \$39.00 | \$39.00 | \$43.00 | \$45.00 | \$117.00 | \$117.00 | \$117.00 | \$129.00 | \$135.00 |
| Sustainable Action Fund Fee (renamed from "Green Energy Fee") | | Fee was recently reauthorized through Summer 2018. No proposed change in fee level for 2017-18. In Spring 2015, students voted 86.2% in favor and the AS Board voted 6-0 to recommend reauthorization of this fee at the 70 cents per credit level with a \$7 per quarter maximum. The AS Board added the sunset date. The fee funds renewable energy certificates (RECs), student leadership positions and sustainable energy projects. | \$7.00 | \$7.00 | \$7.00 | \$7.00 | \$7.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 |
| Student Recreation Fee (S&A) | (1) | Legislative permission TBD - Proposed increase of \$6 per quarter (6.1% increase) if allowed. RCW's limit the increase of S&A Fees to the percent increase in undergraduate tuition unless a specific exception is granted. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain access/services. | \$95.00 | \$99.00 | \$99.00 | \$99.00 | \$105.00 | \$285.00 | \$297.00 | \$297.00 | \$297.00 | \$315.00 |
| Student Transportation Fee | | No proposed change. In a Spring 2017 student referendum, students voted 93.6% in favor of re-authorizing the fee for 5 years beginning Fall 2017 and ending by Fall 2022, unless renewed by student vote. The re-authorization allows the Associated Students Board to recommend fee increases of a maximum 5% per year during that period; increases of more than 5% per year would need student voter approval. The Fee is charged to students taking 6+ credits. Summer quarter fee is less than academic quarters because the extra late night shuttle service is not provided; the summer rate covers just the bus pass and will remain at \$21. | \$26.25 | \$26.25 | \$26.25 | \$26.25 | \$26.25 | \$78.75 | \$78.75 | \$78.75 | \$78.75 | \$78.75 |
| Legislative Action Fee | (3) | No proposed change. To fund student representation and advocacy efforts at the campus, local, state, and federal levels. | N/A ⁽³⁾ | \$1.00 | \$1.00 | \$1.00 | \$1.00 | N/A | \$3.00 | \$3.00 | \$3.00 | \$3.00 |
| Subtotal of Existing Mandatory Fees | | | \$453.25 | \$487.25 | \$489.25 | \$512.25 | \$538.25 | \$1,359.75 | \$1,461.75 | \$1,467.75 | \$1,536.75 | \$1,614.75 |
| <i>\$ Amount Increase</i> | | | | \$34.00 | \$2.00 | \$23.00 | \$26.00 | | \$102.00 | \$6.00 | \$69.00 | \$78.00 |
| <i>Annual % Increase</i> | | | | 7.5% | 0.4% | 4.7% | 5.1% | | 7.5% | 0.4% | 4.7% | 5.1% |
| <i>Cumulative Increase</i> | | | | | | | 18.8% | | | | | 18.8% |
| <i>Average Annual Increase (non compounded)</i> | | | | | | | 4.7% | | | | | 4.7% |
| New Fee | | | | | | | | | | | | |
| Ethnic Student Center/Multicultural Services Fee | (1) (4) | 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 will begin Fall 2017 at a maximum of \$30 per quarter for students taking 6 or more credits. This fee will be pledged to bonds and will fund a portion of the construction, maintenance, and operations of the new space. | N/A ⁽⁴⁾ | N/A ⁽⁴⁾ | N/A ⁽⁴⁾ | N/A ⁽⁴⁾ | \$30.00 | N/A ⁽⁴⁾ | N/A ⁽⁴⁾ | N/A ⁽⁴⁾ | N/A ⁽⁴⁾ | \$90.00 |
| Total Mandatory Fees | | | \$453.25 | \$487.25 | \$489.25 | \$512.25 | \$568.25 | \$1,359.75 | \$1,461.75 | \$1,467.75 | \$1,536.75 | \$1,704.75 |
| <i>\$ Amount Increase</i> | | | | \$34.00 | \$2.00 | \$23.00 | \$56.00 | | \$102.00 | \$6.00 | \$69.00 | \$168.00 |
| <i>Annual % Increase</i> | | | | 7.5% | 0.4% | 4.7% | 10.9% | | 7.5% | 0.4% | 4.7% | 10.9% |
| <i>Cumulative Increase</i> | | | | | | | 25.4% | | | | | 25.4% |
| <i>Average Annual Increase (non compounded)</i> | | | | | | | 6.3% | | | | | 6.3% |

Notes:

- (1) Fee is subject to 3.5% Student Financial Aid/Loan Fee deduction.
- (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 new ESC/Multicultural Services Fee will be charged beginning Fall 2017.

Attachment B

2017-18 Mandatory Student Fees

Services & Activities Fee

3.90% Increase to Fee if Legislation Permits

Proposed Distributions and 3.90% Increase to Fee (if legislation permits)

Proposed Fee and Distribution: In the event that the S&A Fee is decoupled from tuition and therefore can legally be increased, the Services & Activities Fee Committee recommends a 3.90% increase to the S&A Fee for the 2017-2018 academic year, maintaining the Summer 2018 rate at 65.15% of the academic year rate, and recommends approval of the distribution of fees for the 2017-18 academic year and Summer 2017 as outlined.

The Committee proposes a 3.90% increase (\$8 per quarter) to the S&A Fee for the 2017-2018 year (from \$615 to \$639 for the academic year, or from \$205 to \$213 per quarter). This fee is pro-rated per credit (\$21.30 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee.

Alternative: Proposed Distribution if Tuition and S&A Fee are Not Decoupled

Proposed Fee and Distribution: In the event that the S&A Fee is not decoupled from tuition, the Services & Activities Fee Committee recommends approval of the distribution of fees for the 2017-18 academic year as outlined or to the maximum allowable by law based on tuition increases. Further, the Committee recommends maintaining the Summer 2018 rate at 65.15% of the academic year rate and distributing Summer 2017 fee revenue as outlined.

The S&A Fee for the 2017-2018 would remain at \$615 for the academic year, or \$205 per quarter. This is pro-rated per credit (\$20.50 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee.

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

- Housing & Dining (per bond covenants)
- Associated Students (AS)
- Athletics
- Campus Recreation
- Department-Related Activities (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 (DRAC). In concert with the RCW, the Committee is comprised of 12 members, seven voting and five non-voting. The voting members include a faculty member and six students representing Associated Students (2), Athletics (1), Campus Recreation (1), and DRAC (2). The non-voting members include staff advisors from Associated Students, Athletics, Campus Recreation, and Department Related Activities (DRAC), and a designee of the Vice President for Enrollment and Student Services. A second designee was appointed this year to assist with a transition in designee responsibilities and a staff member from the Vice President's office attended to record minutes. A student was selected to serve as this year's chairperson for the first time in the history of the committee.

The S&A Fee Committee follows an established annual process to prepare its recommendations on the level of distribution of S&A Fees. This process includes review of budget requests for each constituent group and an open hearing process to provide the opportunity for input from members of the campus community. Open hearings were held on April 12, 2017 and May 3, 2017 in regards to budget requests and the committee's recommendations. Notice of these hearings was posted on the S&A Fee Committee website, published in Western Today and the AS Review, and posted as an announcement on the student's MyWestern portal.

The vote on S&A fee scenarios for FY 18 academic year was 5-0 in favor of the allocation recommendations. For S&A fee Summer 2017 allocations the vote was 5-0 in favor of the recommendations.

S&A Fee Expenditure Guidelines

The S&A Fee Expenditure Guidelines were approved by the committee on May 5, 2016. Those guidelines are available to the public on the S&A Fee Committee website:

<http://www.wvu.edu/vpress/docs/2016expenditureguidelines.pdf>

CONSTITUENT BUDGET REQUESTS

The constituent groups were challenged to review their programs and budgets carefully, honoring their fiduciary responsibility regarding the impact of fees charged to all students. All committee meeting proceedings and documents are posted on the following website for the campus' reference: <http://www.wvu.edu/vpress/activitiesmeetings.shtml>. Detail budget requests were presented at the April 5, 2017 meeting.

An overarching theme of the various requests was accounting for the impact of mandated increases due to changes in minimum wage and anticipated staff compensation. Travel costs, increased student interest and participation in some activities, and staffing/program improvements account for the remainder of the increase in requests.

One constituent group was able to manage their budget changes and did not request an increase, the remaining constituent groups requested high priority needs. Separate requests were made for the academic year vs. summer.

CONSTITUENT BUDGET REQUESTS for Academic Year 2017-18

Associated Students

The Associated Students requested an increase of \$162,694 over the current year's actual fee revenue. The requested increase is primarily to fund mandated wage increases in minimum wage and in planning for staff increases in salary and health benefit costs and increases in Event Services fees, to operationalize two positions that had been grant funded, and to operationalize the club software platform (OrgSync) that has been funded from a reserve grant for four years. Some additional funds provide for additional safety training in the use of the Challenge Course, increased travel expenses for advocacy efforts and increases in toner costs. If the S&A Fee is allowed to increase 3.90%, then the Associated Students is projected to receive 100% of their request.

Athletics

Athletics requested an increase of \$85,553 over the current year's actual fee revenue. The requested increase is directly related to the increase in minimum wage and in planning for staff increases in salary and health benefit costs and to bring the Head Strength Coach to full-time in response to a change in NCAA rules regarding required certification of strength coaches. If the S&A Fee is allowed to increase 3.90%, then Athletics is projected to receive 100% of their request.

Campus Recreation

Campus Recreation did not request a budget increase for the 2017-18 academic year.

DRAC

Department Related Activities requested an increase of \$24,622 over the current year's actual fee revenue. The requested increase is primarily to fund mandated minimum wage increases in student employment, increased travel and membership expenses for Forensics, increased travel for International Affairs, and to fund the Viking Band Director position in the Music department (a position no longer funded with state NTT funds). If the S&A Fee is allowed to increase 3.90%, then DRAC is projected to receive 100% of their request.

2017-18 Academic Year

Proposed Distributions with 3.90% Fee Increase (if permitted)

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of \$17,944.
- Housing & Dining to receive minimums as required by bond covenants for debt service.
This amounts to \$32 per quarter per full-time students and \$6.40 per quarter per part-time student.
- Recommendation is for a percentage distribution based on projected revenue.

| 3.90% Fee Increase | | | | | |
|----------------------------------|-----------------------|---------------------|-------------------------|---------------------|-------------------|
| | <u>2016-17 Actual</u> | | <u>2017-18 Proposed</u> | | <u>Variance</u> |
| Effective Rate of Increase | | | | 3.90% | |
| | | | | (+ \$8.00/quarter) | |
| Total Projected Revenue | | \$ 7,546,044 | | \$ 7,840,530 | \$ 294,486 |
| Loan Fund (3.5%) | | \$ 264,112 | | \$ 274,419 | \$ 10,307 |
| Music Copyright | | \$ 15,824 | | \$ 17,944 | \$ 2,120 |
| Housing & Dining | | \$ 1,247,286 | | \$ 1,254,000 | \$ 6,714 |
| Subtotal for Distribution | | \$ 6,018,822 | | \$ 6,294,167 | \$ 275,345 |
| Associated Students | 42.40% | \$ 2,551,981 | 43.13% | \$ 2,714,674 | \$ 162,694 |
| Athletics | 32.90% | \$ 1,980,193 | 32.82% | \$ 2,065,746 | \$ 85,553 |
| Campus Rec | 7.30% | \$ 439,374 | 7.02% | \$ 441,851 | \$ 2,477 |
| DRAC | 17.40% | \$ 1,047,275 | 17.03% | \$ 1,071,897 | \$ 24,622 |
| Total Distributed | | \$ 6,018,822 | | \$ 6,294,167 | \$ 275,345 |

2017-18 Academic Year

Alternative: Proposed Distributions if Tuition and S&A Fees are Not Decoupled

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of \$17,944.
- Housing & Dining to receive minimums as required by bond covenants for debt service. This amounts to \$32 per quarter per full-time students and \$6.40 per quarter per part-time student.
- Recommendations are based on projected revenue. Revenue is to first be distributed to constituents on a percentage basis using 2016-17 allocations (\$6,018,822). Revenue in excess of 2016-17 allocations will then be distributed based on percentages for mandated wage increases until full need (\$230,103) is met; additional revenue exceeding that required to address mandated salary needs would then be allocated based on agreed upon percentages for FY18 Academic Year requests.

| Alternative: Figures based on 0% change in tuition; would increase proportional to tuition increases | | | | | |
|--|-----------------------|---------------------|-------------------------|---------------------|-------------------|
| | <u>2016-17 Actual</u> | | <u>2017-18 Proposed</u> | | <u>Variance</u> |
| Effective Rate of Increase | | | | 0% | |
| Total Projected Revenue | | \$ 7,546,044 | | \$ 7,546,044 | \$ - |
| Loan Fund (3.5%) | | \$ 264,112 | | \$ 264,112 | \$ - |
| Music Copyright | | \$ 15,824 | | \$ 17,944 | \$ 2,120 |
| Housing & Dining | | \$ 1,247,286 | | \$ 1,247,286 | \$ - |
| Subtotal for Distribution | | \$ 6,018,822 | | \$ 6,016,702 | \$ (2,120) |
| Associated Students | 42.40% | \$ 2,551,981 | 42.40% | \$ 2,551,082 | \$ (899) |
| Athletics | 32.90% | \$ 1,980,193 | 32.90% | \$ 1,979,495 | \$ (697) |
| Campus Rec | 7.30% | \$ 439,374 | 7.30% | \$ 439,219 | \$ (155) |
| DRAC | 17.40% | \$ 1,047,275 | 17.40% | \$ 1,046,906 | \$ (369) |
| Total Distributed | | \$ 6,018,822 | | \$ 6,016,702 | \$ (2,120) |

| | Mandated Wage Increases | % Allocation |
|----------------------------|--------------------------------|------------------------------|
| Associated Students | \$172,009 | 74.75% |
| Athletics | \$54,445 | 23.66% |
| Campus Recreation | \$0 | 0.00% |
| DRAC | \$3,649 | 1.59% |
| Total | \$230,103 | 100.00% |
| | % Allocation for FY17 | % Allocation for FY18 |
| Associated Students | 42.40% | 43.13% |
| Athletics | 32.90% | 32.82% |
| Campus Recreation | 7.30% | 7.02% |
| DRAC | 17.40% | 17.03% |
| Total | 100.00% | 100.00% |

S&A Summer 2018

Proposed Fee Level

As approved by the Board of Trustees in June 2002, the summer rate is set at 65.15% of the academic year rate. If an S&A Fee increase is permitted for the 2017-2018 academic year, the rate for Summer 2018 would increase from \$13.35 to \$13.88 per credit. If no S&A Fee increase is allowed, the Summer 2018 rate would remain at \$13.35 per credit.

S&A Summer 2017

CONSTITUENT BUDGET REQUESTS for Summer 2017

Associated Students

The Associated Students requested \$199,863 in total for Summer 2017 (an increase of \$36,348 or 22.23% from \$163,515 in Summer 2016) to cover minimum wage and programmatic cost increases. The AS is projected to receive \$154,355, which is 77.23% of their request.

Campus Recreation

Campus Recreation requested a carryforward level of \$14,416 in total. Campus Recreation is projected to receive \$11,134, which is 77.23% of their request.

DRAC

DRAC requested \$113,450 in total for Summer 2017 (an increase of \$9,704 or 9.35% from \$103,746 in Summer 2016) to cover salary increases, costs with hosting Western Summer Theatre, and to balance allocations over a two year period for Klipsun, which is published every two years. DRAC is projected to receive \$87,618, which is 77.23% of their request.

Proposed Fee Distribution

The Board of Trustees approved the Summer 2017 rate of \$13.35 per credit. It is proposed that Summer 2017 S&A Fee revenue be split on the following percentages after Housing & Dining receives \$32.00 per full-time student and \$6.40 per part-time student.

| Summer 2017 | | | | | |
|----------------------------------|----------------------------|------------|-----------------------------|-----------|------------------------------|
| | <u>Summer 2016 Actuals</u> | | <u>Summer 2017 Proposed</u> | | <u>Summer 2017 Requested</u> |
| Housing & Dining (bond covenant) | | \$ 50,938 | | \$ 50,500 | |
| Associated Students | 57.2% | \$ 156,483 | 60.98% | \$154,355 | \$199,863 |
| Campus Rec | 6.5% | \$ 17,782 | 4.40% | \$11,134 | \$14,416 |
| DRAC | 36.3% | \$ 99,307 | 34.62% | \$87,618 | \$113,450 |



Senior Vice President
Vice President for Enrollment and Student Services

MEMO

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To: Carrie Rosendahl
From: Eileen Coughlin
Date: May 22, 2017
Subject: Proposed S & A Fee Level

I have received your memo dated May 19, 2017, summarizing the S & A Fee Committee's recommendations for the fee level and distribution of mandatory S & A Fees for the 2017-18 Academic Year.

Please convey to the committee my appreciation for their thoughtful consideration in the development of these proposals. As a representative of the Administration, I am thankful for the effort the members made to address critical needs while remaining conscious of the impacts of fee increases on students.

The Committee's recommendation has my support and I will bring it forward to the Board of Trustees for consideration at the June meeting. Please extend an invitation to the Committee members to attend the meeting set for June 9.

Attachment C

2017-2018 Mandatory Student Fees Health Services Fee Proposed 10.4% Increase in Fee*

Proposed Fee Increase*: The proposed increase is \$10 per quarter for students taking 6 or more credits effective Fall Quarter 2017 (a 10.4% increase from \$96 to \$106 per quarter.)

The Counseling, Health and Wellness Services Committee is made up of 4 student representatives, two staff members and one faculty member. Following review of the budget needs, the Committee voted 6-0-1 to recommend a \$10 per quarter fee increase.

*The Associated Students Board is reviewing the fee and will vote June 1st on whether to support the fee increase in the amount necessary to cover current service levels and mandatory salary increase.

Purpose of the Health Services Fee

The Health Services Fee is used to establish a standard of health care for Bellingham's campus and as a contingency for emergency services.

This fee is the primary means of support for the operations and staffing of the **Student Health Center** and **Prevention & Wellness Services**, and 40% of the **Counseling Center's** budget in order to provide easily accessible medical, mental health and wellness services to students, regardless of their insurance status. Each of the departments provides a variety of clinical and educational services to Western's students, some of which are mandated by law.

It is a mandatory student fee for students enrolled for 6 or more credits and available as an opt-in fee for other students enrolled for 3-5 credits that desire access to Counseling, Health & Wellness Services. An average of 200 students per year who are not required to pay the fee, opt-in and utilize services. All students receive the educational benefits of the health outreach programs and the benefit of preventive and public health services within a close-knit living community. This mandatory fee provides a stable, adequate funding base for all of our campus health related services.

Current Fee and Proposed Fee Increase with Anticipated Annual Revenue

This proposal is to increase the Health Services Fee from \$96 to \$106 per quarter (from \$288 to \$318 per academic year) to provide ongoing funding for increased expenses.

As in prior years, salary and benefit increases required by the legislature will have a significant impact on a budget that primarily consists of personnel expenses (81%). Goods and services (12.5%) and the Administrative Services Assessment (6.5%) make up the rest of the current budget. Each \$1 per quarter fee increase generates \$42,000 per year in revenue. **The \$10 per quarter fee increase will generate \$420,000 per year** to fund increases to salary and benefits, goods & services and the Administrative Services Assessment. (Note that the net increased revenue would be \$389,130 rather than \$420,000 after the 7.35% university Administrative Services Fee is assessed on the increased gross revenue as explained below:

Estimated Salaries \$200,000 (50% of fee increase) based on a recommendation by the Budget Office. Classified staff, classified steps & reclassifications, professional staff, student workers (increase to minimum wage and reclassifications) and hourly temp fill-in staffing for peak times/illness coverage.

Estimated Benefits \$87,000 (21% of fee increase) Projected costs of Benefits associated with salary increases

Estimated Goods & Services \$52,000 (13% of fee increase) Custodial services, professional licensing/fees, electronic records/billing software licensing and support, communications/telecom, software subscriptions to medical resources, and office and janitorial supplies (~10% overall increase to goods & services budget)

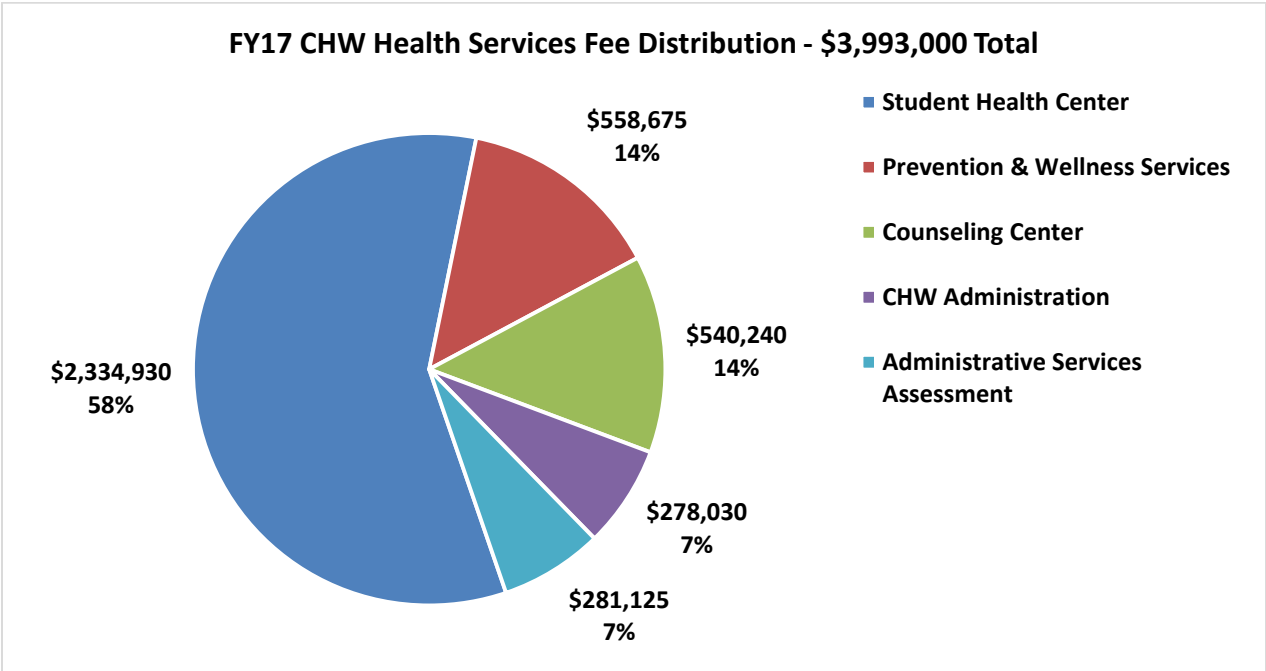
Estimated Administrative Services Fee \$68,000 (16% of fee increase) Based on the assessment rate projected increase

Approximately \$420,000 Total

If approved, the proposed increase to the Health Services Fee would allow the Student Health Center, the Counseling Center and Prevention & Wellness Services to maintain current staffing resulting in no reduction to current services. If the Health Services fee is not increased, or only partially supported, other means of support would need to be provided and/or some services would need to be limited. It is often difficult and cost prohibitive for students to find and obtain services from providers in the community. Maintaining campus based access to counseling, health and wellness services, when compared to the cost of obtaining the services in the community, is the most affordable option for students.

FY17 Counseling, Health & Wellness (CHW) Self-Sustaining Fund

The following chart shows how the current fee revenue is distributed:



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

| | <u>FY17</u> | <u>FY18</u> |
|--------------------------------------|--------------|-------------------------|
| Washington State University | \$368 | \$408 |
| Central Washington University | \$318 | \$327 |
| Western Washington University | \$288 | \$318 (proposed) |
| Eastern Washington University | \$285 | \$297 |
| The Evergreen State College | \$276 | \$309 |

Attachment D

2017-2018 Mandatory Student Fees Student Technology Fee No Increase in Fee

Fee & Effective Dates: The Associated Students enacted a Student Technology Fee of \$35 per quarter for students taking 6 credits or above and \$17.50 per quarter for students taking 1-5 credits, effective Fall Quarter 2013 for a period of five years (through Summer Quarter 2018).

The Student Technology Fee, initially implemented in 1995, exists as an effective means of meeting the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds are inadequate to support the ongoing technological needs of students. Since the initial implementation, students have continuously renewed the fee. In spring of 2013, the fee was renewed during the student elections, with 78% of students voting to approve the fee. Students continue to recommend that efforts to procure state-allocated funding support continue and remain a priority.

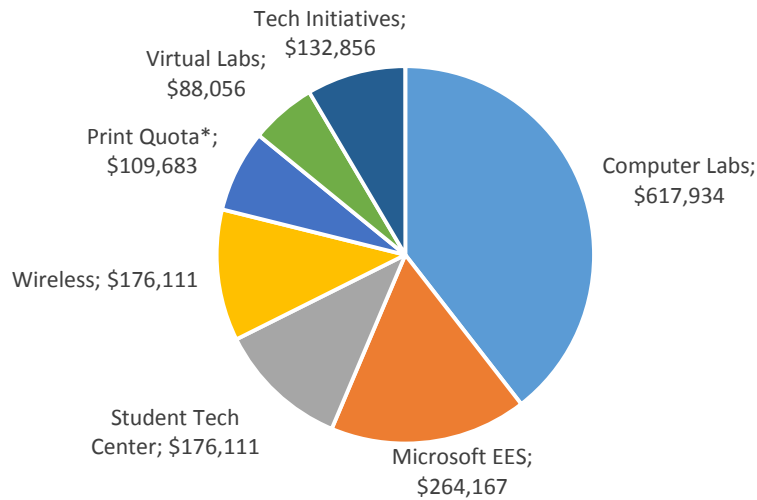
The Student Technology Fee (STF) funding is dedicated to the following purposes:

- \$14 to computer lab renewal and replacement (40%)
- \$4 to the Student Technology Center (11.4%)
- \$4 to wireless network renewal and replacement (11.4%)
- \$3 to the STF Tech Initiatives (project proposals) (8.6%)
- \$6 for the Microsoft Enrollment for Educational Solutions (EES) (17.1%)
- \$2 for the virtual labs and U-drive upgrades (5.7%)
- \$2.50* for a print quota with 50 prints per quarter (7.1%)

** The AS Board approved an increase from \$2.00 to \$2.50 on May 25, 2017, in order to match the amount that ATUS has been reimbursed for printing costs. This change is retroactive to the first year (2014) of the current fee cycle. The resulting allocation greater than 100% is paid for from the unused portion of the print quota allocation.*

This allotment will result in the following approximate fund amounts (revenue collection continues through Summer Quarter 2017):

Revenue as of May 26, 2017
\$1,544,835



Student Technology Fee Tech Initiatives (Project Proposal) Funding Allocation

The Student Technology Fee Proposal Fund has the following mission.

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

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

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

Attachment E

2017-18 Mandatory Student Fees Non-Academic Building Fee Proposed 4.7% increase in Fee

Proposed Fee Increase*: The proposed increase is \$2 per quarter for students taking 6 or more credits effective Fall Quarter 2017 (a 4.7% increase from \$43 to \$45 per quarter.)

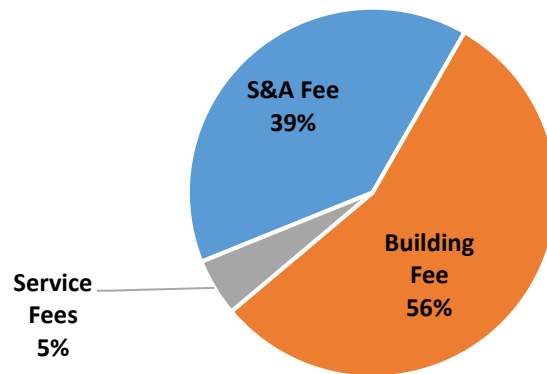
The Non-Academic Building Fee funds bond payments for the prior renovation of the Viking Union as well as ongoing maintenance, repair and renewal and some facility operations.

Budget & Program Report FY17 Revenues and Expenses

Revenue

- The Non-Academic Building fee generated approximately \$1.8 Million dollars in Fiscal year 2017, which is 56% of total revenue.
- Other Viking Union Revenue comes from the Housing & Dining portion of Service and Activity Fees as set and required by bond covenant, and from fees generated for operational services in the Viking Union and at Lakewood.

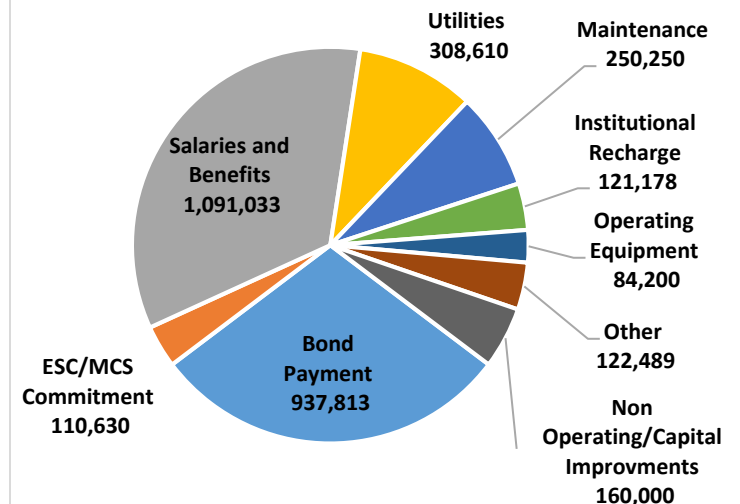
Viking Union Revenue Sources



Expenditures

- Major expenses for the Viking Union include salaries and benefits, payment of the 2000 VU bonds, utilities, repairs and maintenance and an annual commitment toward building the Ethnic Student Center/Multicultural Services Space.
- Expenditures for the Viking Union increased with the passage of Initiative 1433 that raised minimum wage to \$11/hr., by approximately \$36K annually.

Estimated Fiscal Year 17 Expenses



Fee Increase

The Associated Students (AS) Board of Directors reviewed the proposed Fiscal Year 2018 budgets for the Viking Union and its services. This budget proposed a \$2/quarter increase to the Non-Academic Building Fee and some minor changes to service fees. By a vote of four (4) affirmative votes and one (1) abstention, the AS Board of Directors approved the budget with fee increase. The Increase will generate approximately \$95,000 of additional revenue to support increased personnel costs associated with further increases in minimum wage and projected increases for staff.

The process for developing and gaining student feedback for the Non-Academic Building fee relies on engagement with the Associated Students Facilities and Services Advisory Council (F&S). The F&S Advisory Council is made up of 8-9 students from various areas across the AS and VU, including students from Lakewood, the Recycle Center, the Child Development Center, the VU students staff, and two students at large. The Chair of the F&A Advisory Council is the AS VP for Business & Operations. The Viking Union staff (led through the Assistant Director for VU Facilities and Services) brought this budget to the committee in the Winter term and beginning of Spring term and after a number of occasions where the committee was unable to reach quorum by the voting student membership (which would require 5 voting members), the decision was made by the Chair to bring the budget directly to the AS Board of Directors.

Capital Reserve and Non-Operating Projects

- Net Revenue in the Viking Union budgets contribute to a Capital Reserve fund and to non-operating projects that enhance repair or replace facility and program elements of Viking Union Facilities.
- The VU Capital Reserve also maintains a minimum balance of 5% of the outstanding debt pledged to the 2000 renovation bonds as required by bond covenants.

FY 18 Projects Estimated:

- The Viking Union has contracted with Opsis Architecture to provide planning assistance for the development of a Viking Union Master Plan. The short-term goal is to identify program needs in the Viking Union. This will help support reallocating the space vacated by the Ethnic Student Center following the Ethnic Student Center/Multicultural Services project. The long-range goal is to integrate and align programming need with upcoming capital renewal for the Viking Union.
- Currently the Viking Union has not funded new non-operating projects for 2018 in anticipation of funding potential alternates associated with the Ethnic Student Center/Multicultural Services project.
- Complications with permitting has delayed the ADA Parking Space for the Lakewood Facility, a non-operating project funded in 2017, and will carry forward to fiscal year 2018. Estimated costs \$120K.

Attachment F

2017-18 Mandatory Student Fees **Sustainable Action Fund** **No increase in Fee**

Current fee level:

\$0.70/credit, max \$7.00/quarter

Maximum fee level allowed (per 2015 AS ballot language):

\$1.40/credit, max \$7.00/quarter

The Sustainable Action Fund (SAF) supports on-campus sustainability projects through the SAF Grant Program as well as purchase of Renewable Energy Credits to offset WWU carbon emissions.

- Fee revenues are anticipated to total \$300,000 in FY17.
- The cost of Renewable Energy Credits was \$1.25 per credit for FY17. Western purchases 40,000 credits annually (10,000 per quarter) equivalent to 40 megawatt hours of energy at a cost of \$50,000 per year.
- The remaining fee revenues are available for sustainability projects.

About the SAF Grant Program

The SAF Grant Program remains a highly collaborative effort, with applications coming from a diverse array of students, staff, and faculty from across the university. Projects are chosen by the student-majority SAF Committee, financially managed by the Associated Students, informed by Facilities Management, Facilities Development and Capital Budget, and other departmental stakeholders, and is programmatically managed by the Office of Sustainability.

Website: <http://www.wvu.edu/sustain/programs/saf/>

Ongoing Projects

Three grants awarded in previous fiscal years totaling \$278,000 remain active:

- E-bike Pilot: \$49,000 awarded
- Energy Dashboard: \$185,000 awarded
- Lyn Okse electric utility vehicle: \$45,000 awarded

Projects Completed in FY17

FY17 to grants that are now complete:

- A Change in Course
- Another Food System is Possible
- Food Awareness Evening
- Earth Day Speaker John Francis
- Microadventures
- Real Food Challenge West Retreat
- Take Back the Night

Projects Proposed in FY '17

Proposed grants totaling \$319,800 are currently under SAF Committee consideration.

Attachment G

2017-18 Mandatory Student Fees **Student Recreation Fee** **Proposed 6.1% Increase in Fee**

Proposed Fee Increase: Assuming that tuition and S&A fees are decoupled, the proposed increase is \$6 per quarter starting in the fall of 2017 (from \$99 to \$105 per quarter.) This fee increase is being proposed primarily to offset the additional costs of student employee wages. Student employee wages have increased a minimum of 16% due to new minimum wage standards that started in January 2017. Minimum wage is scheduled to increase again in January 2018. With over \$580,000 targeted just for student employment the impact of the minimum wage increase exceeds \$100,000, when taking wage compression adjustments into consideration. These positions provide valuable student work opportunities that facilitate programs and services for our campus community.

In the event tuition and S&A fees are not decoupled, the increase will be proportional to increases in tuition to the maximum allowable by law.

2016-17 Program Report

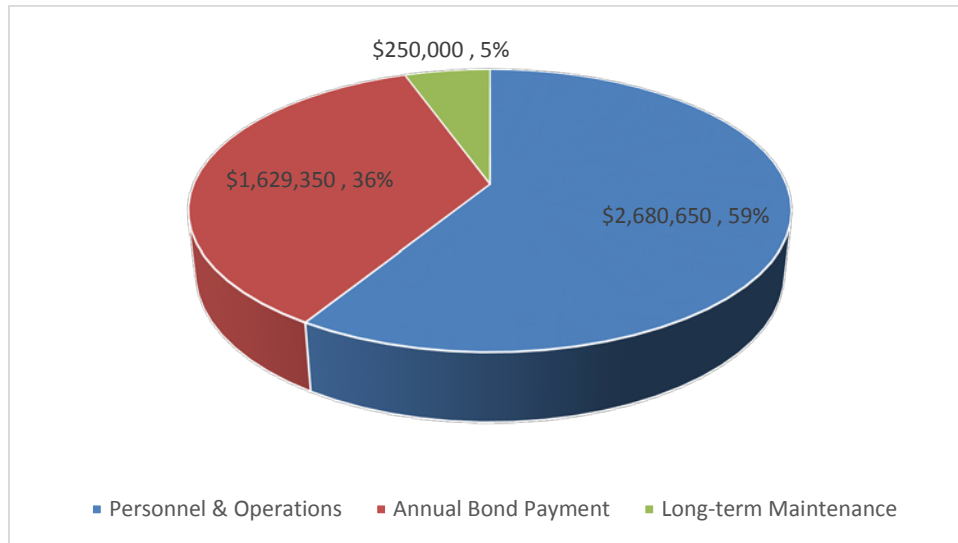
The Western Washington University Wade King Student Recreation Center (the Recreation Center) is a self-supporting, auxiliary enterprise of Western Washington University (WWU). The Recreation Center is an open recreation fitness and wellness facility for the benefit of eligible students and associated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

Background

The Student Recreation Fee is determined through the inclusive process of the Recreation Center Advisory Committee (RCAC). The RCAC is made up of (9) University representatives from the following areas: Associated Students (AS) President or designee, at large student representative appointed by the AS Board, Residential Hall student representative, student Athletics representative, Sport Club Council President or designee, student representative at large appointed by Campus Recreation Services, and (3) faculty/staff representatives. This committee meets throughout the spring to discuss matters relating to the Recreation Center and its operations. As spring progresses the committee discusses the Recreation Center budget and any fee proposals. Representatives from the committee take the information back to their respective areas for further discussion. Information is then brought back to the committee where further discussion is exchanged and formal motions for fee recommendations are made. This particular meeting is an open forum where guests are also encouraged to attend and offer discussion on Recreation Center matters. For this particular meeting, the various student representatives brought back great discussion points from their groups and ultimately decided on a proposed rate increase of \$6 per quarter. The motion to raise the Recreation Center Fee was passed on a vote of 7-0.

Wade King Student Recreation Center FY17:

- The Student Recreation Fee generated approximately \$4.0 million in 2016-17.
- The fee funds annual bond payments, operations and long-term maintenance of the Wade King Student Recreation Center. Note: Additional revenues (e.g. voluntary memberships, rentals, course fees) of approximately \$550,000 assist in funding operations.





Senior Vice President
Vice President for Enrollment and Student Services

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Bellingham, Washington 98225
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MEMO

To: Adam Leonard
From: Eileen Coughlin
Date: May 26, 2017
Subject: Proposed Student Recreation Fee Level

I have received your memo dated May 25, 2017, summarizing the Recreation Center Advisory Committee's recommendations for the Student Recreation Fee level for the 2017-18 Academic Year.

Please convey to the committee my appreciation for their thoughtful consideration in the development of these proposals. As a representative of the Administration, I am thankful for the effort the members made to address critical needs while remaining conscious of the impacts of fee increases on students.

The Committee's recommendation has my support and I will bring it forward to the Board of Trustees for consideration at the June meeting. Please extend an invitation to the Committee members to attend the meeting set for June 9.

Attachment H

2017-2018 Mandatory Student Fees **Student Alternative Transportation Fee** **No increase in Fee**

Program Report

- The Alternative Transportation Fee was renewed by vote of the student body in Spring 2017. 93.6% of voting students supported renewal of the fee.
- No changes are proposed for the 2017-2018 academic year. The quarterly fee for the academic year is \$26.25, and the summer fee is \$21.00.
- The program continues to have a participation rate of approximately 87%.
- The Student Late Night Shuttle continues to provide service from 11PM to 3AM Monday through Saturday, and 9PM to 2AM on Sunday, during the academic year.
 - This year the program purchased a 2014 Starcraft 20 passenger shuttle, and surplused one aging 1993 Gillig transit bus.
 - The program is exploring options for implementing a “real time” bus tracking system that provides students with up-to-the-minute information about arrival time, including an app showing the route and bus movement, and notification of any service cancellations.
- Annual revenue and expense for Fiscal Year 2017 both approximate \$1,150,000.
- The WTA contract expires August 31, 2017, and is in the process of renegotiation for 2017-2022. Students, staff, and university administrators are involved in the contract negotiations.
- Improvements to the bus pass functionality on the student ID are currently in final testing by WWU and Whatcom Transportation Authority (WTA). Rollout of the new functionality is expected on June 19, 2017. This will allow WTA fare boxes to read the Western ID number as a bus pass, eliminating the need to manually encode a unique WTA bus pas number onto the ID card.

The program is governed by the Alternative Transportation Fee committee, currently made up of the ASVP Student Life, ASVP Governmental Affairs, AS Alternative Transportation Coordinator, Sustainable Transportation Program Manager, Director Public Safety, 1 student-at-large (off-campus resident), and 1 Residence Hall Association Student Representative.

Attachment I

2017-18 Mandatory Student Fees **Legislative Action Fee** **No increase in fee**

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

This fee funds student representation and advocacy efforts at the campus, local, state and federal levels. Fee revenue collected in 2016-17 totaled \$51,452 as of May 31, 2017, and was used to support the following:

- Annual dues for AS membership in the Washington Student Association (WSA).
- Attendance by 6 students at the Washington Student Association Board of Directors Meeting and Retreat in August 2016
- Pay for the AS Board Assistant For Lobby Days to support the planning of the following:
 - Western Lobby Day, which took place on Jan. 16, 2017 and was attended by 97 students who participated in meetings with 110 State Legislators and 20 students had the opportunity to meet with Governor Inslee
 - Environmental Lobby Day and Ethnic Student Center Lobby Day on February 20, 2017, attended by 56 students
- Travel and lodging costs for students to attend Environmental and Ethnic Student Center Lobby Day
- Travel to monthly Washington Student Association Meetings, attended by an average of 5 students each month
- Travel costs for 7 students to attend the State Need Grant Lobby Day
- Attendance by 4 students at the WA Student Achievement Council Pave the Way Conference in Tacoma in October
- Speaker's fee, supplies and food for the Renter Power event in February
- Costs for the Local Lobby Day attended by 45 students who participated in meetings with approximately 15 local officials including City Council and County Council members, the Sheriff, Mayor, and Auditor
- Travel costs for 7 Students for Sustainable Foods members to attend Beef Day in Olympia in April
- Provided funding for the Angela Davis event in the PAC
- Travel costs for up to 14 students to attend the Vote Summit at UW Bothell on June 10, 2017

Attachment J

2017-18 Mandatory Student Fees

Ethnic Student Center/Multicultural Services Fee

Implementation of New Fee

\$30 per Quarter

Beginning Fall 2017

Implementation of New Fee Effective Fall Quarter 2017: In June 2016, the Board of Trustees approved the new Ethnic Student Center/Multicultural Services Fee at a maximum level of \$30 per quarter to begin Fall Quarter 2017 at the earliest. According to current project budget estimates, the \$30 fee level is necessary to meet the budget along with the other University resources committed. It is recommended that the Ethnic Student Center/Multicultural Services Fee be set at \$30 per quarter for student taking 6 or more credits effective Fall Quarter 2017.

Fee Approval Background and Project Update

Upon the recommendation of the Ethnic Student Center (ESC), the Associated Students Board put a referendum on the Spring 2016 ballot to initiate a new fee to expand Ethnic Student Center and Multicultural Services space at the Viking Union/Bookstore Complex. Students voted 62.7% in favor of a new fee which would not be charged until Fall 2017 at the earliest and would be set at a maximum of \$30 per quarter for students taking 6 or more credits. This fee would be pledged to bonds and would fund a portion of the construction, maintenance, and facility operations of the new space.

The Associated Students approved an Executive Committee from the ESC who has been working with the University's larger planning team. Opsi and RMC Architects have been actively working with this and other student constituent groups in this first program/design phase. Dawson Construction joined the team this spring as the GCCM contractor, providing additional constructability and estimating knowledge at this stage of the project.

The project is now nearing the end of the schematic design phase with the total base budget estimate at \$19.73 million. The \$30 fee level is necessary to meet this budget along with the other University resources already committed. The fee will generate approximately \$1.26 million per year net after the RCW required 3.5% deduction for student loan/aid.

In the current interest rate environment, assuming 25 year term and utilizing the 1.40 debt service coverage ratio required by Housing & Dining System bond covenants, this fee would generate approximately \$13.4 million in bond proceeds for the project. Additional funding sources include:

- Savings from the 2015 refunding of Viking Union bonds
- Associated Students, Viking Union and Enrollment & Student Services reserves
- An institutional minor capital contribution and annual commitment of funds for additional bond debt.

Funding for the project is anticipated to consist of approximately 15% cash and 85% debt.

The Board of Trustees will receive updated project information and financing plans at its August 2017 meeting. The University's financial advisor, Susan Musselman of PFM Financial Advisors, is actively working with Business & Financial Affairs and Enrollment & Student Services staff to consider the best structure and timing of the bond issue within the Housing & Dining System. The issue will likely be combined with bonds to support projects identified by University Residences' facilities condition assessment and may also be combined with a refunding of outstanding bonds if market rates continue to indicate an advantage to do so.

For reference, here is the original Spring 2016 Student Referendum Language:

“Shall the students of Western Washington University taking six or more credits on the Bellingham Campus be assessed a fee of up to 30 dollars a quarter to expand the building space for a Multicultural and Ethnic Student Center facility under the following conditions?”

- *The building is open and accessible to all WWU students*
- *The expanded space will primarily house an expanded Ethnic Student Center and Multicultural Services*
- *Finally, with the understanding that student fees will not be the only source of funding the expanded space. A vote “yes” provides the ability for bond funding a major expansion for the purposes listed in this referendum.*

This referendum is put forth to the students of Western Washington University to support the shared vision of our community that works hard to create a just, caring, and diverse campus. The student fee would provide approximately 60% of the cost to create new space and renovate existing spaces that would not only increase the size of the Ethnic Student Center by over five times, but would create a highly visible and accessible presence from the main Viking Union Plaza level. Other funding sources would partner to create the space to support our growing diverse population and engage the campus to better understand other cultures.

Architects have created preliminary sketches adding levels above the Viking Union Multipurpose Room and above the Bookstore with connecting lobbies or sky bridges being possible. Students will be engaged throughout the planning process. The fee would not be charged until Fall 2017 at the earliest.”

Goals of the Project:

As presented to the Board of Trustees in April of 2016, the new multicultural space will be a partnership of funding sources and will not only provide greatly enlarged, visible and more accessible space for the Ethnic Student Center, but will provide space for University functions in support of multicultural education and services.

The new ESC/Multicultural Services space will provide the opportunity to:

- increase visibility and accessibility for underrepresented students
- make a physical statement of value and philosophy for diversity and inclusivity
- increase connectivity and activated space on street level and above
- increase multicultural education resource space for the campus

A key element of such a visible, accessible space will be to offer programs and services that encourage the broader university community to increase its knowledge of ethnic identity and increase its appreciation of multiple cultures.

Western has a strong commitment to diversity both in providing individual support and educational opportunities for all students. This expansion will create an environment that enriches the university experience and enhances understanding and appreciation for the intersectionality of multiple identities. The space would provide an opportunity for collaborative, cultural, education and social experiences at WWU and beyond.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Vice President Richard Van Den Hul

DATE: June 9, 2017

SUBJECT: 2017-2019 PRELIMINARY CAPITAL BUDGET

PURPOSE: Action item

Purpose of Submittal:

Delegation of authority for limited implementation of the 2017-2019 Capital Budget.

Executive Summary:

As of this writing, the Governor, House and Senate have set forth their recommended capital budgets (attached). Consensus has yet to be achieved.

All three capital budget proposals include funding for Classroom and Laboratory Upgrades, Elevator Preservation and ADA Upgrades, and Minor Works – Preservation projects. Funding for the Classroom and Lab Upgrades (\$6,650,000) and Elevator Preservation and ADA Upgrades (\$3,188,000) is consistent in each proposal, but there is a difference in funding for the Minor Works-Preservation projects with the Governor proposing \$11,603,000, the House proposing \$7,500,000, and the Senate proposing \$6,179,000. Included in the Governor's budget, but not the House and Senate, is funding for the Disability Resources at Haggard Hall project (\$2,700,000). Included in the Senate budget, but not the Governor and House, is funding for the Access Control Security Upgrades (\$1,500,000) and partial design funding for the Science Building Renovation & Addition project (\$6,000,000). We are working to secure more funding in the final budget for our projects that will better meet the ever-increasing capital needs of the Western campus.

We also have pending a request for a reappropriation of \$11,525,000 to complete FY2015-2017 projects this summer and early fall. Those projects include the Carver Academic Renovation and a few continuing minor works projects.

Normally, once the Capital Budget is passed by the Legislature and signed by the Governor, it is brought to the June Board meeting for permission to implement. It is not clear that the Legislature will have a final capital budget by the end of the current special session. If it does, we will bring it for approval at the Board meeting. If not, we will ask you to approve the motion below.

Proposed Motion:

MOVED, upon recommendation of the President, that the Board of Trustees hereby delegates its authority to the President to make such expenditures out of the reappropriated capital funding, as necessary, to fund those contractual obligations as may become due and owing after July 1, 2017, as allowed by the Office of Financial Management; and, delegates permission to the President to expend new Capital appropriations, once passed by the Legislature and signed by the Governor. Once a final capital budget is approved, the President is to bring the budget back to the Board of Trustees for final approval.

WESTERN WASHINGTON UNIVERSITY

2017-2019 CAPITAL REQUEST

Comparison Sheet - Request, Governor, House, Senate, Final

| <i>PROJECTS</i> | | WWU Request September 2016 | Gov. Inslee Budget December 2016 | Senate Budget March 2017 | House Budget April 2017 | Final Budget TDB |
|-----------------|--|-------------------------------|-------------------------------------|-----------------------------|----------------------------|---------------------|
| 1 | MINOR WORKS - Preservation | \$ 15,400,000 | \$ 11,603,000 | \$ 6,179,000 | \$ 7,500,000 | |
| 2 | SCIENCE BUILDING RENOVATION & ADDITION | \$ 56,241,000 | | \$ 6,000,000 | | |
| 3 | 2017-19 CLASSROOM & LAB UPGRADES | \$ 6,650,000 | \$ 6,650,000 | \$ 6,650,000 | \$ 6,650,000 | |
| 4 | MINOR WORKS - Program | \$ 15,400,000 | | | | |
| 5 | ACCESS CONTROL SECURITY UPGRADES | \$ 7,200,000 | | \$ 1,500,000 | | |
| 6 | DISABILITY RESOURCES AT HAGGARD HALL | \$ 2,700,000 | \$ 2,700,000 | | | |
| 7 | SUPPORT SERVICES FACILITY PHASE 1 | \$ 9,950,000 | | | | |
| 8 | ELEVATOR PRESERVATION AND ADA UPGRADES | \$ 6,700,000 | \$ 3,188,000 | \$ 3,188,000 | \$ 3,188,000 | |
| 9 | WATERFRONT LAND ACQUISITION | \$ 4,500,000 | | | | |
| 10 | SOUTHCENTRAL CAMPUS ROADWAY REVISIONS | \$ 2,060,000 | | | | |
| 12 | HEATING SYSTEM CARBON REDUCTION & ENERGY SYSTEM IMPROVEMENTS | \$ 415,000 | | | | |
| | Preventive Facility Maintenance & Repairs | | | \$ 3,614,000 | \$ 3,614,000 | |
| | State Bonds | \$ 116,216,000 | \$ 12,528,000 | \$ 17,605,000 | \$ 9,368,000 | |
| | Local Funds | \$ 11,000,000 | \$ 11,613,000 | \$ 9,526,000 | \$ 11,584,000 | |
| | TOTAL BUDGET | \$ 127,216,000 | \$ 24,141,000 | \$ 27,131,000 | \$ 20,952,000 | |

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

TO: Members of the Board of Trustees
FROM: Sue Sharpe, Chair, Board of Trustees
DATE: June 9, 2017
SUBJECT: **Election of Board Vice Chair**
PURPOSE: Action Item

Purpose of Submittal:

Chair Sharpe will nominate a Vice Chair to fill the remainder of Trustee Franklin's term, pursuant to the *WWU Board of Trustees Rules of Operation*, Section 5.1 Officers and Terms which states that in the event of an interim vacancy in any office, a successor shall be elected to fill the unexpired term.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University elect the new Vice Chair as nominated, to be effective immediately.

- Earl Overstreet, Vice Chair

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

TO: Members of the Board of Trustees

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

DATE: June 9, 2017

SUBJECT: **Capital Planning Overview**

PURPOSE: Informational Item

Purpose of Submittal:

An overview on capital planning for academic, academic support, and auxiliary buildings and infrastructure will be presented to the Board of Trustees.

The presentation will be made by:

- Richard Van Den Hul, Vice President for Business and Financial Affairs
- Rick Benner, Director, Facilities Development and Capital Budget/University Architect
- Linda Beckman, Director, Budget and Administration for Enrollment and Student Services
- Francis Halle, Director, Space Administration/Management

Capital Planning Overview

Board of Trustees Meeting
June 9, 2017

- Explain current processes for developing:
 - State-Funded Biennial Capital Request and Ten-Year Capital Plan
 - Auxiliary-Funded Capital Plans
- Describe current efforts to enhance the process
- Discuss opportunities for improvements and adjustments for Resource Plan

All WWU Assets on Main Campus

Total Gross Square Feet (GSF) - 3.32 Million
Current Replacement Value (CRV) - \$1.8 Billion

Traditionally State-Funded Academic & Academic Support

2.04 million GSF
\$1.1 billion CRV

26 Major Buildings*

20 Minor Buildings

Playfields*, Grounds & Utilities

University Residences & Dining Services

980,000 GSF
\$535 Million CRV

16 Residence Halls & 1 Apartment Complex

3 Dining Commons & 11 Retail Markets***

Commissary*

Other Auxiliaries

300,000 GSF
\$165 Million CRV

Viking Union

Western Associated Students Bookstore

Wade King Student Recreation Center

Parking**

Notes:

* Some facilities have blended ownership, use, management and/or maintenance agreements between State and Auxiliaries (e.g. Commissary, Fairhaven Administrative Building, Harrington Field and Lockers, Softball Field).

** Parking is an auxiliary with slightly over 3,500 spaces on campus.

*** Most retail dining markets are housed within academic buildings; Housing & Dining funds the buildout and maintenance.

State-Funded Project Categories for Biennial Capital Request & Ten-Year Capital Plan

Major

Over \$5 Million

- Typically three biennia (six years) to complete
- Predesign
- Design
- Construction

Intermediate

Between \$2 - \$5 Million*

- Typically completed within a single biennia
- Design & Construction

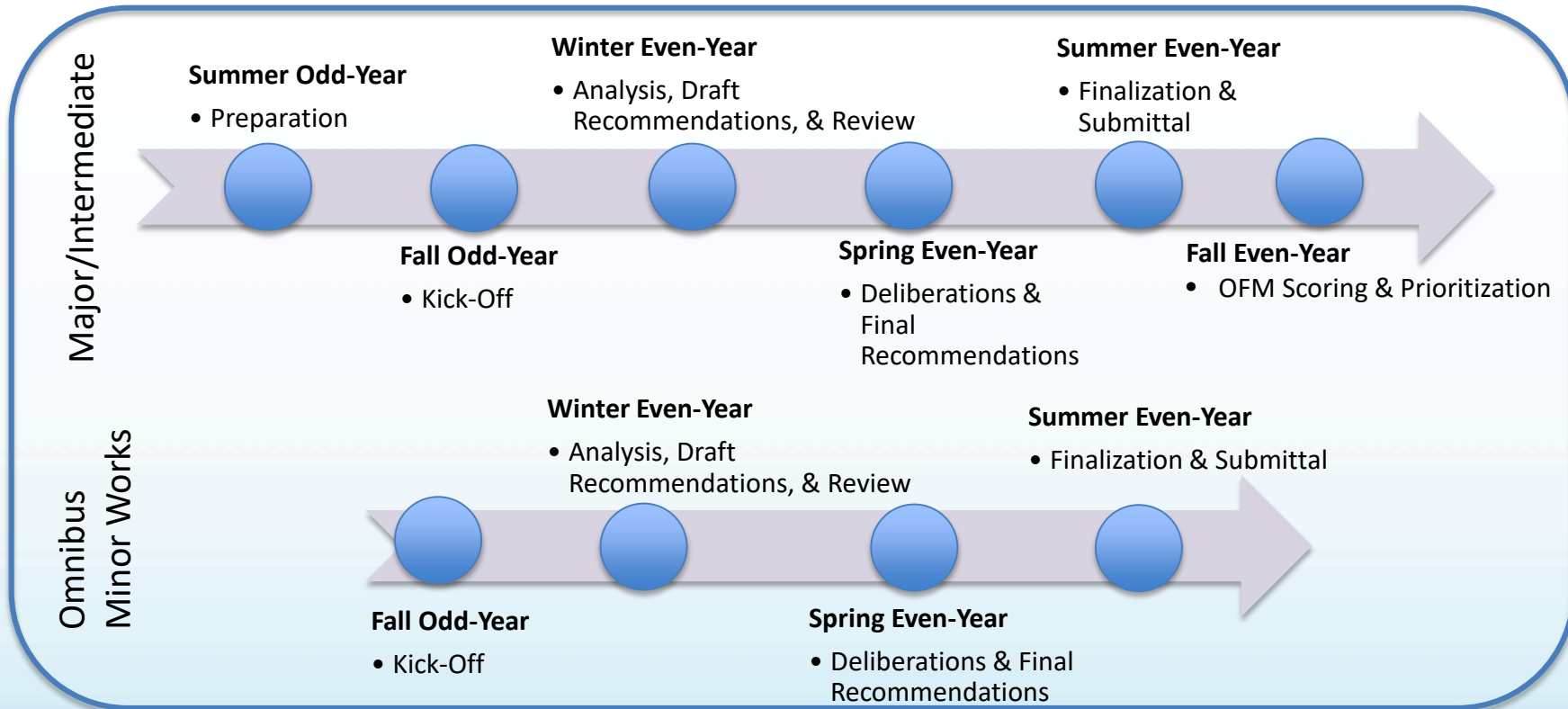
*Infrastructure type projects may exceed \$5 Million

Omnibus Minor Works

Preservation and Programmatic categories with each project between \$25,000 - \$2 Million

- Single Biennia
- Design & Construction

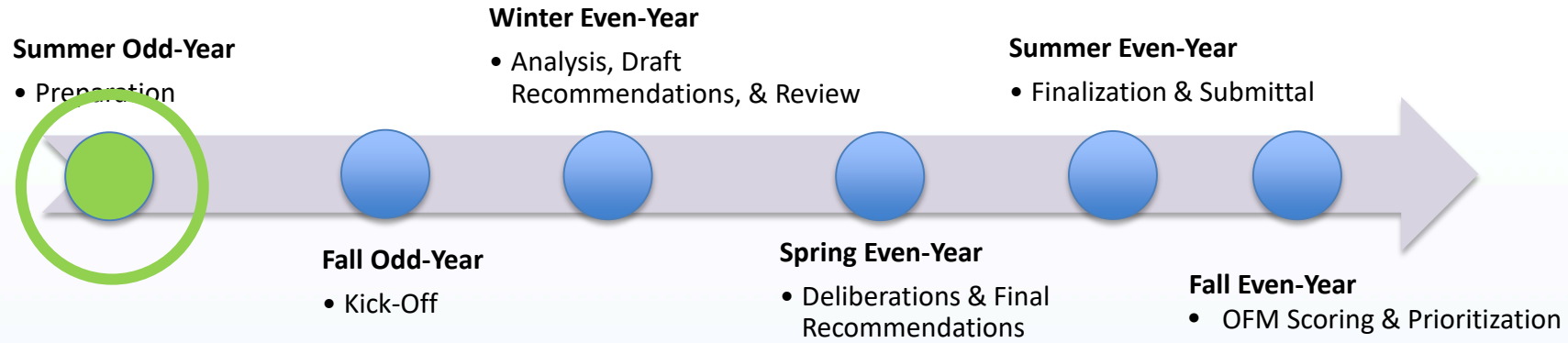
Biennial Capital Request & Ten-Year Capital Plan



Supplemental



Major/Intermediate



Participants

- President, Vice Presidents, UPRC, Capital Working Group* and FDCB staff

* See Appendix for Capital Working Group Charter and Membership

Omnibus Minor
Works

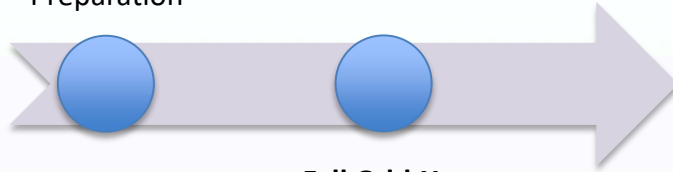


Process and Participant Differences from Major/Intermediate Projects

Supplemental

Summer Odd-Year

- Preparation



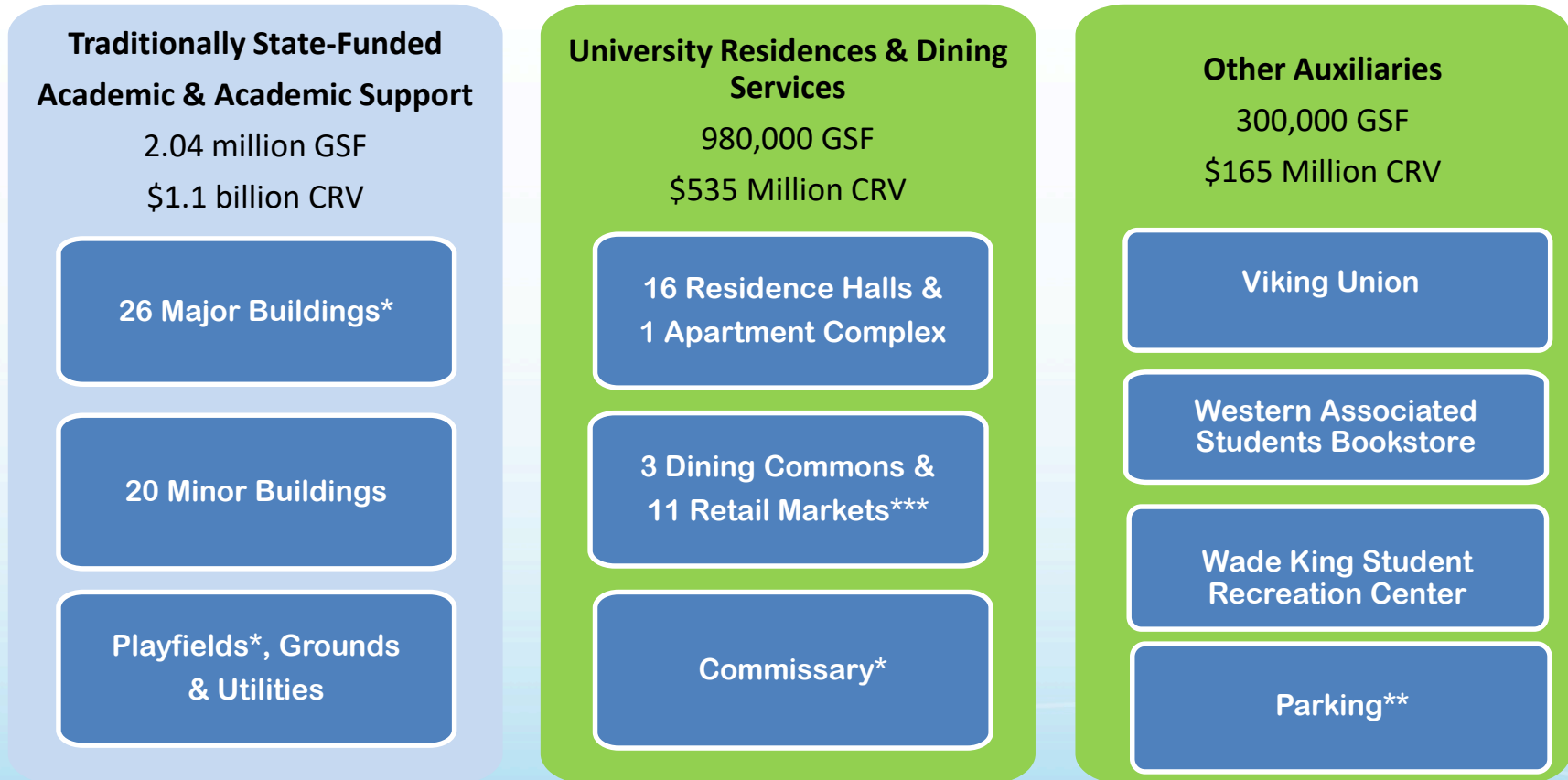
Fall Odd-Year

- Finalization & Submittal

Process and Participant Differences from Major/Intermediate Projects

All WWU Assets on Main Campus

Total Gross Square Feet (GSF) - 3.32 Million
Current Replacement Value (CRV) - \$1.8 Billion



- Notes:**
- * Some facilities have blended ownership, use, management and/or maintenance agreements between State and Auxiliaries (e.g. Commissary, Fairhaven Administrative Building, Harrington Field and Lockers, Softball Field).
 - ** Parking is an auxiliary with slightly over 3,500 spaces on campus.
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Capital Projects

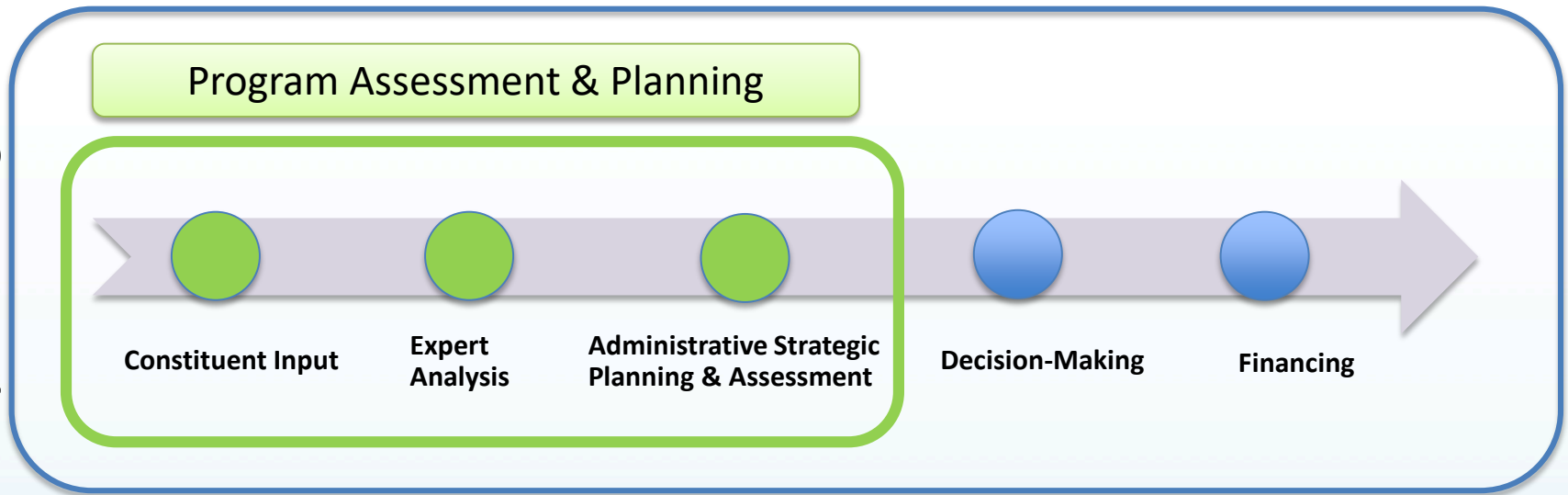
**New Buildings &
Major Additions**

**Long Term Renewal
& Replacement**

Operating Projects

**Annual Repair &
Maintenance**

Major & Long-Term
Capital Planning



Constituent Input

- Student surveys, “Dinner with the Director” conversations, Residence Hall Association, Dining Committee
- AS Structure and Program Assessment Committee reviews
- Student referendums

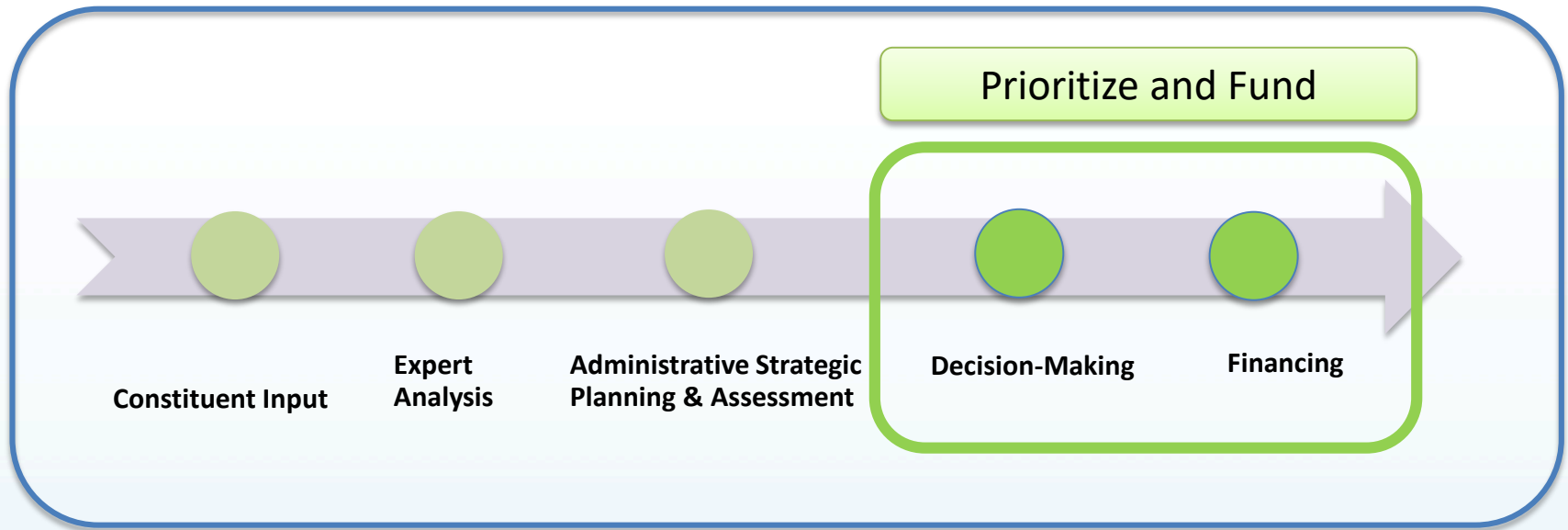
Expert Analysis

- Consultants, Architects, WWU Capital and Facilities Staff – Program studies and benchmarking, demand assessment, facilities condition assessment, project feasibility
- Financial Advisor and Bond Counsel – fiscal capacity and bond debt planning

Administrative Strategic Planning and Assessment

- Review institutional enrollment goals and projections
- Tour peer institution facilities
- Long term fiscal modeling and sensitivity analysis, operational capacity assessment

Major & Long-Term Capital Planning



Decision-Making

- Continuous planning feedback loop with constituents, Associated Students and others
- Review projects and budgets, set room and board rates
- Add projects to 10+-Year Housing & Dining System Capital Plan and develop fiscal strategy
- Present Capital Plan to Board of Trustees at least biennially

Financing

- Secure partner funding when available – donations, reserves, State Minor Capital funding, etc.
- Board of Trustees approves room and board rates, student fees, project scope and bond debt to support the Capital Plan
- Work with financial advisor and bond counsel to secure ratings and execute bond sale

All WWU Assets on Main Campus

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Project

Budget

Design Phase:

- Ridgeway Gamma Renovation - Phase 2 \$8,500,000
- Ethnic Student Center/Multicultural Services \$19,700,000
- DisAbility Resources/Veterans Services at Wilson Library* \$2,700,000
- Buchanan Towers Renovation \$22,900,000

Construction Phase (includes those starting this summer):

- Carver Academic Renovation & Addition \$81,500,000
- Multiple Building Elevator Renewals \$1,200,000
- South Campus Parking Lot Improvements - Phase 2 \$3,300,000
- Carver Food Service \$1,250,000
- Birnam Wood Apts. Moisture Mitigation - Phase 3 \$1,340,000
- Birnam Wood Apts. Deck & Railing Repairs - Phase 1 \$875,000

* Under consideration by the Legislature

- Ad-hoc Committee on Space
 - Charged to develop tools to aid decision making:
 - Performance metrics for space utilization, planning and performance
 - Benchmarking of appropriate interinstitutional space data
 - Means and methods by which space may be allocated/reallocated; purposed/repurposed; accessed and scheduled
 - Advance the Institution's space management capabilities:
 - A process and structure to develop and implement a governance model for space management
 - The identification of institutional priorities concerning the future development of space policies, procedures, and guidelines

- Capital Asset Benchmarking Analysis – in partnership with Washington State public four year institutions
 - Annual Stewardship
 - Asset Reinvestment
 - Operational Effectiveness
 - Service
- Connecting planning for all capital projects to the Strategic Plan

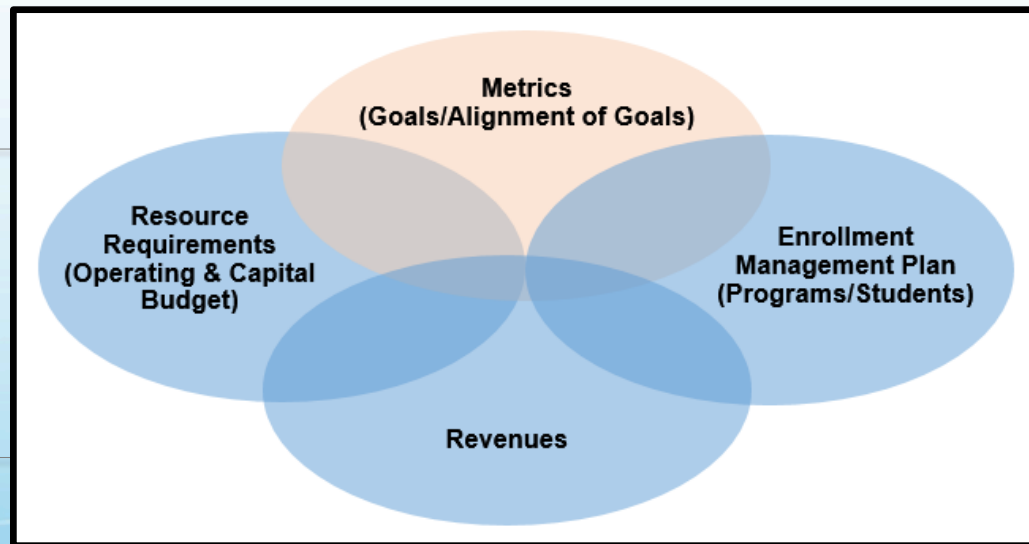
Strategic Plan

| Aspirations / Goals (examples) | |
|--------------------------------|--------------------------|
| • Serve Washington | • Student Success |
| • Enhance Diversity | • Access / Affordability |
| • Increase # of Graduates | • Excellence |

Guiding Principles



Resource Plan



**Comprehensive
Operating &
Capital
Budget Processes**

Planning Process

Plan / Goal / Metrics → Execute → Evaluate Results (Metrics)

Questions and Discussion Topics

Appendix

Project Criteria

Criteria #1 – Space Need, Functionality and Utilization for Current and Future Programs

- Highest consideration for those projects that meet the strategic goals and six-year plans while demonstrating both an improvement in the space's utilization and its functionality.
- Lowest consideration for projects that don't demonstrate support for strategic goals, and six-year plans that request new space when existing spaces are significantly under-utilized and function appropriately.

Criteria #2 – Codes, Standards, Health Safety, and Environmental Impact

- Highest consideration for those projects that connect a record of citations, notices of non-compliance, or correct deficiencies based upon current use and applicable codes/standards, or best practices appropriately.

Criteria #3 – Infrastructure, Maintenance, and Operational Impacts

- Highest consideration for renovation of existing space or system that will reduce maintenance and/or operational costs.
- Lowest consideration for new space or system that adds significant maintenance and/or operational costs.

Criteria #4 – Leveraging Partnerships and Return on Investment

- Highest consideration for projects that demonstrate a commitment of funds from non-capital sources and based on the other criteria listed above.
- Lowest consideration for projects that rely entirely on capital funds and have minimal return on investment based on the other criteria listed above.

- **Charter:**

- The Capital Working Group will assist the Vice Presidents in developing a ten-year Capital Plan. That assistance will include, but not be limited to, the following tasks:
 - Review major and intermediate-sized projects as submitted for consideration by the Vice Presidents; confirm with the Vice Presidents the major and intermediate-sized projects moving forward for consideration in the biennium portion of the ten-year plan.
 - Preliminary review and documentation of current needs to include:
 - Space quantity issues;
 - Space quality issues;
 - Facility preventive maintenance backlogs; and,
 - Grounds, circulation, and infrastructure issues.
 - Integration of facility needs identified in strategic six-year plans.
 - Produce a written explanation on how each of the current major and intermediate Capital requests addresses the current needs identified above, based upon the request documentation and any additional research completed by the group.
 - Develop a set of draft ten-year plan options (including minor works preservation and programmatic requests) for Vice Presidential consideration, review and modification.
 - Facilitate meetings and provide supporting information to the Vice Presidents in their deliberations and development of a ten-year plan.
 - Develop recommendations for modifications to the process.

- **Membership:**

- Rick Benner, Chair, Director, Facilities Development & Capital Budget, BFA
- Linda Beckman, Director, Budget and Administration, ESS
- John Furman, Director, Facilities Management, BFA
- Francis Halle, Director, Space Management & Administration, AA
- Becca Kenna-Schenk, Director, Government Relations, URCD
- Joe Timmons, Asst. Director, Government Relations, URCD
- Brian Ross, Asst. Director, Capital Budget, BFA
- Ed Simpson, Asst. Director, Facilities Development, BFA

Introduction: Institutional space is a valuable and costly resource to be managed with prudence and probity. The Institution wishes to make informed, data-driven decisions concerning its use of existing built-space as well as the planning of buildings and spaces that we might construct or renovate overtime.

Charge to the Committee: The Committee will identify and recommend means and methods of space analysis, of space use and utilization and of forecasting space needs. The Committee will develop recommendations concerning:

- The means and methods by which space will be allocated/reallocated; purposed/ repurposed; accessed and scheduled
- The identification of appropriate performance metrics and information related to space utilization, planning and performance
- The benchmarking of appropriate interinstitutional space data

The Committee will additionally develop a framework to advance the Institution's space management capabilities including:

- A process and structure to develop and implement a governance model for space management
- The identification of institutional priorities concerning the future development of space policies, procedures, guidelines

Schedule: The work of the Committee is critically linked to the Strategic Planning activities of the Institution that are presently underway. The Committee will develop a schedule of activities that is relative-to and supportive-of the Institutional Strategic Planning Process.

Membership:

- Director, Space Administration & Management (CHAIR)
- Director, Facilities Development & Capital Budget
- Two Faculty Senate Appointees
- Two Student Appointees
- Five Appointees from the Council of Deans
- Associate Dean, Student Engagement/Director VU, VU Operations
- Director, Housing & Dining Services
- Budget Director, Enrollment and Student Services
- Registrar

Reportage: The Committee reports to the Provost and Vice President for Academic Affairs and to the Vice President for Business and Financial Affairs

Close of Activities: The work of the Committee will conclude at the beginning of the 2017 academic year.

Housing & Dining “System”

University Residences & Dining Services

Room & Board

Dining Contract Commissions

Conferences

Interest Income & Other

Viking Union & Student Activities

S & A Fee (Bond Pledged Portion)

Non-Academic Building Fees

ESC/Multicultural Services Fee

Event Services & Other Revenues

Other ESS Auxiliaries

Wade King Student Recreation Center

Student Recreation Fee

Voluntary Memberships

Course Fee, Rentals & Other

Western AS Bookstore

Bookstore Sales

Commissions & Other

Bonding Entities

Financing Tools

Housing & Dining “System”

University Residences
& Dining Services

Viking Union &
Student Activities

Wade King Student
Recreation Center

Western AS
Bookstore

Bond Issues

COPs (Certificates of Participation)

Cash Reserves

Annual Non-Operating Dollars

Partnerships (e.g. Foundation)

State-Funded Facilities

State Government Bonds

Local Funds

COPs (Certificates of Participation), Leases, Reserves, etc.

Partnerships (e.g. Foundation)

Housing & Dining “System”

Board of Trustees Principles

University
Residences &
Dining Services

Viking Union &
Student Activities

Operating Fund Balance \$1.4 M

Renewal & Replacement Reserve 5% of
Outstanding Bond Principle Balance

Annual Non-Operating Repairs & Replacements
12% of 3-Year Average Revenue

Biennial Capital Plan Update to Board of Trustees

Debt Service Coverage 1.40
(vs. 1.25 per Bond Covenants)

Occupancy Levels 90%

Bond Covenants

Other ESS Division Auxiliaries

Wade King Student
Recreation Center

Operating Reserve
Levels

5-Yr Renewal &
Replacement
Review & Reserves

Western
Associated
Students (AS)
Bookstore

MOU Between
WWU Board and
AS Board

AS Revenue Share &
Addition to
Bookstore Reserves

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

TO: Members of the Board of Trustees
FROM: Chase Franklin, Chair, Board Governance Committee
DATE: June 9, 2017
SUBJECT: **Board Governance Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees
FROM: Earl Overstreet, Chair, Board Audit Committee
DATE: June 9, 2017
SUBJECT: **Board Audit Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

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

**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 09, 2017

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 2016-17 academic year.

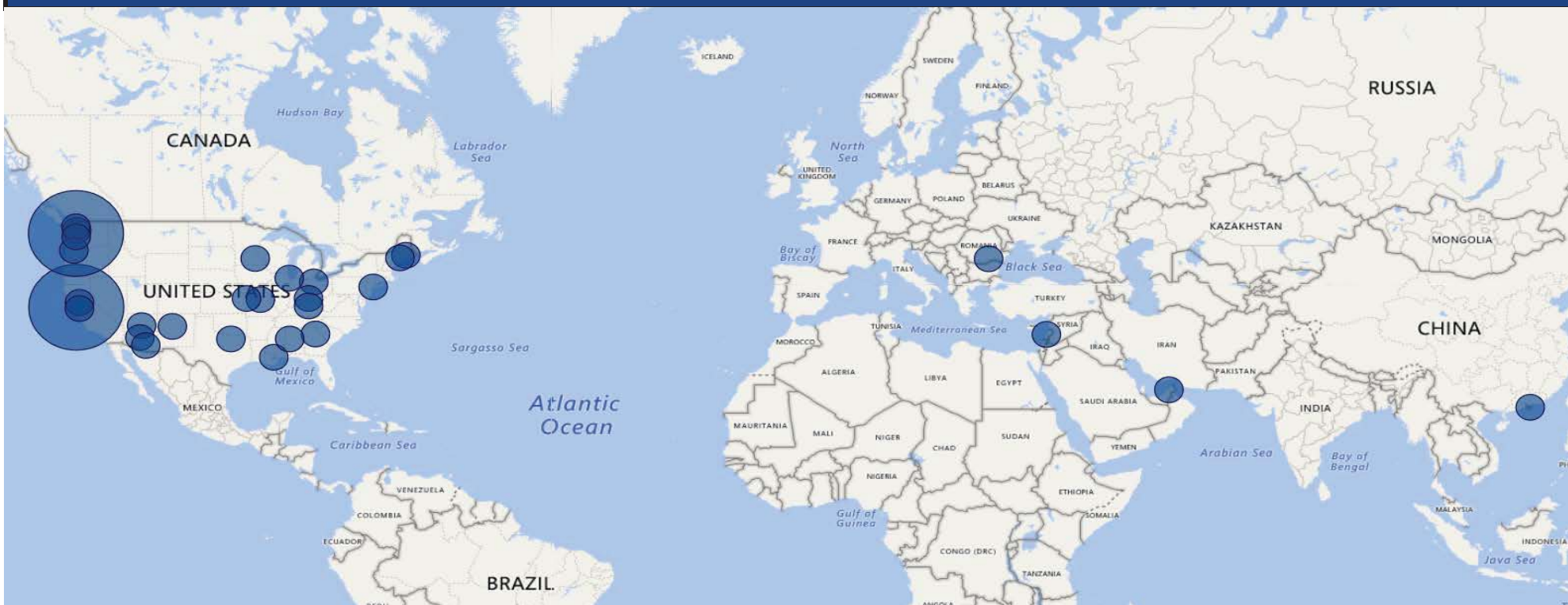
The following spreadsheets show the status of the TT faculty searches per college and other interesting information about Western's new faculty members.

SUMMARY OF TENURE TRACK HIRING FOR AY 2017-18

| COLLEGE | ACCEPTED OFFERS | AVERAGE SALARY | AVERAGE BENEFITS | AVERAGE TOTAL COMP.* | AVERAGE STARTUP | TOTAL SALARY | TOTAL BENEFITS | TOTAL COMP.* | TOTAL STARTUP |
|---|-----------------|----------------|------------------|----------------------|-----------------|---------------|----------------|---------------|---------------|
| College of Humanities and Social Sciences | 11 | \$61K | \$21K | \$82K | \$23K | \$676K | \$226K | \$902K | \$249K |
| College of Science and Engineering | 10 | \$72K | \$22K | \$94K | \$87K | \$722K | \$222K | \$944K | \$869K |
| Woodring College of Education | 4 | \$81K | \$24K | \$104K | \$21K | \$323K | \$94K | \$417K | \$84K |
| Fairhaven College | 3 | \$61K | \$20K | \$81K | \$22K | \$182K | \$61K | \$243K | \$65K |
| College of Fine and Performing Arts | 2 | \$73K | \$22K | \$95K | \$25K | \$146K | \$45K | \$191K | \$50K |
| Huxley College | 2 | \$72K | \$22K | \$94K | \$59K | \$143K | \$44K | \$187K | \$117K |
| College of Business and Economics | 2 | \$107K | \$27K | \$134K | \$32K | \$214K | \$54K | \$269K | \$63K |
| Total | 34 | \$71K | \$22K | \$93K | \$44K | \$2.4M | \$0.7M | \$3.2M | \$1.5M |

*Average and Total Compensation do not include initial Startup expenses

GEOGRAPHICAL DISTRIBUTION



**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 09, 2017

SUBJECT: **Academic Report: Final Report and Recommendations – Task Force on Preventing and Responding to Antisemitism**

PURPOSE: Information Item

Purpose of Submittal:

This is an opportunity to provide members of the Board of Trustees with a copy of the Final Report and Recommendations from the Task Force on Preventing and Responding to Antisemitism.

The report was submitted March 31, 2017.



Task Force on Preventing and
Responding to Antisemitism

FINAL REPORT AND RECOMMENDATIONS

Submitted:

March 31, 2017

Task Force on Preventing and Responding to Antisemitism

Final Report and Recommendations

March 31, 2017

Introduction

In Spring 2016, the President convened a Task Force on Preventing and Responding to Antisemitism in response to a number of antisemitic incidents that had occurred on campus earlier that year. These incidents, occurring in a short period of time relative to each other, provided a compelling reason for the university to focus intentionally on this form of prejudice and bias. Sue Guenter-Schlesinger, Vice Provost for Equal Opportunity and Employment Diversity, was asked to chair the Task Force, with membership that included faculty, staff, administrators, and students (**Membership at Attachment 1**). Since its formation, the Task Force has promoted engagement and dialogue about antisemitism and included antisemitism within broader discussions focused on marginalized groups, prejudice, and discrimination.

The Task Force was charged with recommending ways to educate the campus community about antisemitism and the negative impacts of antisemitic actions targeting Jewish members of the Western community (**Charter at Attachment 2**). In undertaking work to develop recommendations, the scope of the Task Force included the following:

- Review of the impact of antisemitism in historical and contemporary contexts;
- Review of best practices to prevent and respond to expressed concerns of antisemitism;
- Consult with and seek input from various members of the Western community to inform recommendations.

In order to accomplish these goals, the Task Force convened three subcommittees. Results of the work undertaken by these subcommittees provided the foundation for and informed the Task Force's recommendations. Summaries of the subcommittees' work are provided in **Sections I – III** of this Report. The Task Force's resulting recommendations are contained in **Section IV**.

This Report is respectfully submitted to the President who will share it with the Vice Presidents.

Section I: Report of the Subcommittee on Antisemitism in Historical and Contemporary Contexts

Subcommittee members: Brian Burton, Steven Garfinkle, Mark Greenberg, and Emily Weiner

As a beginning, and with the hope of bringing the University community to a greater understanding of antisemitism, we present first a brief summary of the history of antisemitism around the world, an invitation to consider definitions of antisemitism, and a summary of manifestations of antisemitism as experienced on college and university campuses. We start with history because, however defined and experienced by individuals, antisemitism is a real phenomenon that is thousands of years old. Context is vital for understanding antisemitism as experienced in the present.

Antisemitism: A Brief History

Antisemitism is a form of ethnic, cultural, and religious prejudice and hatred directed towards Jews with historical antecedents that date back to Classical Antiquity. The large and diverse cities of the Hellenistic Mediterranean (cities like Alexandria and Caesarea in the third through first centuries BC) witnessed the first recorded acts of public violence and massacre against Jews based on their ethnic and religious identity. Roman violence against Jews was pursued at times as official policy when foreign religions were seen as a threat to the cohesiveness of the empire and the stability of Roman rule. This continued after Christianity became the focus of Roman state religion and provided a basis for the destruction in late antiquity of prominent synagogues throughout Europe and the Mediterranean.

The early Christian era witnessed the growth of antisemitism in part as official practice, since the Church placed communal blame on Jews for the death of Jesus. Some Church fathers argued that this allowed for the killing of Jews. In spite of numerous ecclesiastical rejections of this position, this libel continues to inspire antisemitism and violence against Jews to the present day.

Antisemitism was a virulent part of the culture of Europe in the Middle Ages and beyond, and this has continuing influence on the treatment of Jews in modern societies. Certain negative themes characterized the historical development of antisemitism (for example: Jews as loyal only to other Jews and not to the states, nations, or communities in which they are members; and Jews seeking worldwide power through secret means) and negative stereotypes (for example: Jews as greedy or cheap).

These negative images of Jews were often fostered and nurtured by the prejudices that inspired them. In much of Europe during the Middle Ages and the Renaissance, Jews were forced to live apart from surrounding communities -- in many cases in ghettos -- and they were forbidden from participating in a variety of professions as well as in government service. This forced dislocation fed the ideas that Jews were not loyal to the larger community and that they focused on certain professions, such as money lending. These pervasive negative stereotypes can be seen in contemporary literature (see Shakespeare's *Merchant of Venice*, and its portrayal of Shylock), but they also repeatedly played out in government policies to displace and dispossess Jews.

In Medieval Europe, the crusades expressed themselves in a virulent antisemitism, as well as in some of the earliest expressions of Islamophobia. The “People’s Crusade” at the end of the 11th century preceded the formal crusades and included widespread pogroms against Jews along the Rhine and in other parts of Germany, which resulted in the deaths of thousands. [A pogrom is an organized massacre of a particular ethnic group. The term is often used in connection with organized violence against Jews in eastern Europe in the early modern and modern eras. Pogroms were especially common in Imperial Russia in the 19th century following its expansion into Poland and the Ukraine.]

Widespread violence occurred throughout Europe, including in England. In 1190, the Jewish community of York (numbering approximately 150) was massacred. In 1290, Jews were expelled from England and not allowed to return until the 17th century. In 1492, Ferdinand and Isabella ordered the expulsion of all Jews from Spain who had not already been forcibly converted as a result of religious persecution and mob violence against them over the previous century. (This decree was not formally overturned until 1968). Such expulsions happened periodically throughout Europe in the 13th through 16th centuries. These actions went hand in hand with longstanding claims that Jews exercised a malignant influence on the communities that harbored them. During periods of the plague in Europe, Jews were often blamed for its appearance and spread. This was also the era in which the so-called “blood libel” took hold -- a claim that Jews used the blood of Christian victims in certain ritual celebrations.

The prejudice against Jews received some clerical support as well. For example, Martin Luther, late in his life, published extensively on the subject of Jews in Europe. In a work that was repeatedly reprinted during his lifetime, *On Jews and Their Lies*, Luther counseled the destruction of Jews and their property and their expulsion from Christian communities. This advice was periodically taken up throughout the Christian kingdoms of Europe, and in some cases Jewish communities were asked to pay for the right to remain.

Secular antisemitism flourished among so-called enlightenment thinkers as well. Voltaire’s writings contained numerous anti-Jewish statements and perpetuated negative stereotypes that undoubtedly influenced the treatment of Jews in western Europe. One of the most famous incidents involved the prosecution and imprisonment of Alfred Dreyfus, a French military officer who was falsely accused of giving military secrets to the Germans. This long history and these destructive prejudices lay at the heart of modern antisemitism, a term first coined in the late 19th century in Germany. The earliest references to the term “antisemite” date to this era when Germans and others in western Europe used it to describe their anti-Jewish sentiment.

The beginning of antisemitism in the 20th century was marked by the appearance of an especially pernicious text created in Russia but purported to be of Jewish origin, which “exposed” a plot on the part of worldwide Jewry to achieve global domination. The *Protocols of the Elders of Zion* claimed to be the report of a secret meeting of powerful Jews but was instead a forgery invented in Russia and translated and published all over the world, including in the United States where the industrialist Henry Ford funded its printing. Although long ago exposed as a hoax, the text continues to receive endorsements from politicians in the Middle East and Europe in the 21st century.

The Holocaust stands out as the most violent and destructive episode in the history of

antisemitism. The hateful ideology of the Nazis, expressed by Hitler and others throughout the 1920s and 1930s brought together various strains of antisemitism and targeted Jews and other ethnic and religious minorities as sub-humans and threats to Aryan society. Following their rise to power and the extension of that power over much of Europe, the Nazi regime carried out the planned extinction of the Jews and their removal from modern society. As a result of this, much of European Jewry was extinguished, and 6,000,000 Jewish men, women, and children were murdered.

Since the second half of the 20th century, the existence of the State of Israel has both confused and exacerbated the issue of antisemitism, especially in the Middle East, Europe, and the United States. We note at the outset that not all criticism of Israel is antisemitic. As with the rest of the modern world, legitimate criticism of any state is a natural part of political affairs. At the same time, there is a line between legitimate criticism and incendiary prejudice. Criticism of Israel that is based on antisemitic themes or tropes or that holds the state to standards not applied elsewhere in the world crosses that boundary. Moreover, targeting Jews and Jewish institutions outside of Israel in response to decisions taken in Israel constitutes another example of antisemitic anti-Israel rhetoric.

Recent events at Western, and those in the national news, make clear that antisemitism as a form of hate and prejudice remains embedded in modern society alongside other pernicious types of intolerance. We hope that this document helps both to educate our community and to combat hate speech and antisemitic actions of any type.

The tragic history of antisemitism can be seen to arise from several different sources; just so, as people have grappled with antisemitism, they view it through different lenses, which at their heart have different definitions of antisemitism in thought, word, and deed. The following section illustrates the complexity of the definitional question and invites us as individuals and a community to consider this question ourselves.

Defining Antisemitism

Antisemitism harms everyone by degrading the educational experience. It reduces complexity to the simplistic. It prejudices rather than welcoming new understanding. It marginalizes voices rather than broadening discussion. It drives intellectual and social wedges rather than building bridges. It scapegoats instead of exploring collective responsibility. Antisemitism is wholly incompatible with Western's educational mission.

In order to educate the Western community to better understand antisemitism and its negative impacts, including how to prevent and respond to it, a university-wide conversation about the definition of antisemitism must first occur. The process of discussing and developing a "working definition" can help to frame historical and contemporary contexts, build a common vocabulary, increase consistency when comparing and contrasting events or situations, raise awareness about where particular speech or actions may shade into antisemitism, and reduce incidents of

antisemitism at Western.¹ In essence, dialog is a form of action. Efforts to define and prevent antisemitism must not infringe upon First Amendment rights or academic freedom. Instead, efforts to develop a “working definition” should be framed in an educational context that advances Western’s commitment to “an atmosphere where students, faculty, and staff interact and engage in effective and courageous conversations, modeling a process of social development through civil discourse.”²

It is not the Task Force’s intent to impose a definition of antisemitism, but discussions about a contemporary working definition should be grounded in scholarship and public policy that recognize the term’s evolution over time. In the early 19th century, scholars applied the term “Semitic” to the family of Middle Eastern and northeast African languages that include Hebrew, Aramaean, Arabic, Ethiopic, and ancient Assyrian. Semite also referred to the descendants of Noah’s son Shem in the Bible. There is no such thing as “Semitism;” Jews do not constitute a single linguistic group or race; and antisemitism historically was used exclusively to denote antipathy toward Jews; therefore, the spelling “anti-Semitism” conveys erroneous meaning on multiple levels.³

The word antisemitism dates to late 19th-century Germany. In 1879, Wilhelm Marr founded the Antisemiten-Liga (League of Antisemitism), a group that railed against Jews’ failure to assimilate fully into German society, alleged a race war between Germans and Jews, and advocated for Jews’ removal from the country. An 1882 German dictionary entry echoed Marr’s race-based belief that antisemitism stemmed from Jews’ perceived behavior when it defined an antisemite as someone “who hates Jews or opposes Judaism in general, and struggles against the character traits and intentions of the Semites.”⁴ According to the Oxford English Dictionary (OED), the first published evidence of the word “anti-Semite” or “anti-Semitism” in English occurred in the British periodical *The Athenaeum* (London, 1881 and 1882). OED’s editors also place antisemitism in exclusively Jewish terms – “hostility and prejudice directed against Jewish people; (also) the theory, action, or practice resulting from this.” In 1950, Theodor W. Adorno identified an ideological dimension to antisemitism: “stereotyped negative opinions describing the Jews as threatening, immoral, and categorically different from non-Jews, and of hostile attitudes urging various forms of restriction, exclusion, and suppression as a means of solving ‘the Jewish problem.’”⁵ Nearly forty years later, Helen Fein emphasized antisemitism’s cultural elements, consisting of “a persisting latent structure of hostile beliefs toward Jews as a collectivity manifested in *individuals* as attitudes, and in *culture* as myth, ideology, folklore, and imagery, and in *actions* – social or legal discrimination, political mobilization against Jews, and collective or state violence – which results in and/or is designed to distance, displace, or destroy

¹ Kenneth L. Marcus, “Why Universities Need a Definition of Anti-Semitism,” *Jewish Advocate*, July 17, 2015.

² “Diversity at Western,” <http://www.wvu.edu/diversity/index.shtml>.

³ Philologos, “Should Anti-Semitism Be Hyphenated?” *The Forward*, November 18, 2012; Doris L. Bergen, *War and Genocide: A Concise History of the Holocaust*. (Lanham, MD: Rowman & Littlefield Publishers, 2009), p. 4.

⁴ Kenneth L. Marcus, “The Definition of Antisemitism,” in Charles Asher Small, ed., *Antisemitism: A Crisis of Modernity* (Leiden, NL: Brill, 2013), p. 98.

⁵ Theodor W. Adorno, et al., *The Authoritarian Personality*, 1st ed. (New York: Harper, 1950), p. 71.

Jews as Jews.”⁶

While scholars and other thinkers have redefined antisemitism numerous times since the 1880s to reflect the place, politics, and culture of the time, few policy makers debated the meaning of the word until the 1990s. In the last quarter century, the growing list of local, regional, and international tensions blamed on Jews -- among them political and social unrest between the State of Israel and the Palestinians, the First and Second Gulf Wars, the “War on Terror,” globalization, and mass migration and dislocation -- troubled policy makers in Europe and the United States and spurred them to action. Three definitions -- one from the European Union Monitoring Center on Racism and Xenophobia (EUMC), another from the U.S. State Department, and a third from the International Holocaust Remembrance Alliance in 2016 -- offer excellent options to promote discussion at Western.

Following a series of reports on and denunciations of the increasingly virulent and violent antisemitic activity disrupting European life, the EUMC partnered with the American Jewish Committee, and Organization for Security and Co-Operation in Europe’s Office for Democratic Institutions and Human Rights to proffer a definition of antisemitism in January 2005.⁷ The EUMC definition is designed to deal not with bigoted beliefs about or images of Jews but instead with rhetoric and actions directed toward them. It is intended as a practical, early 21st-century tool for western democracies to monitor and evaluate incidents of antisemitism that allow observers to gauge, compare, and ultimately combat antisemitism. To that end, the EUMC language is a “working definition,” complete with examples. The document reads:

Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

In addition, such manifestations could also target the state of Israel, conceived as a Jewish collectivity. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- *Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.*
- *Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the*

⁶ Helen Fein, "Dimensions of Antisemitism: Attitudes, Collective Accusations and Actions," in Helen Fein, ed. *The Persisting Question: Sociological Perspectives and Social Contexts of Modern Antisemitism*, Current Research on Antisemitism (Berlin: De Gruyter, 1987), p. 67.

⁷ European Parliament Working Group On Antisemitism, “EUMC Working Definition of Antisemitism,” <http://www.antisem.eu/projects/eumc-working-definition-of-antisemitism/>.

myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.

- *Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.*
- *Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).*
- *Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.*
- *Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.*

In what has become the most controversial section of the working definition, the EUMC included examples it believes essential to understanding antisemitism in the early 21st century – specifically, connections between antisemitism and Israel:

Examples of the ways in which antisemitism manifests itself with regard to the State of Israel taking into account the overall context could include:

- *Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor.*
- *Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation.*
- *Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.*
- *Drawing comparisons of contemporary Israeli policy to that of the Nazis.*
- *Holding Jews collectively responsible for actions of the state of Israel.*

However, criticism of Israel similar to that leveled against any other country cannot be regarded as antisemitic.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews.

Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

The U.S. Department of State’s Special Envoy to Monitor and Combat Anti-Semitism released its own contemporary definition in June 2010 and reissued it in January 2017, based in significant part on the EUMC language.⁸ On connections between antisemitism and Israel, the Department of State suggested three Ds – demonization, double standard, and delegitimization as

⁸ U.S. Department of State, “Defining Anti-Semitism,” <https://www.state.gov/s/rga/resources/267538.htm>.

examples where antisemitism and anti-Israel or anti-Zionism expression or actions might intersect. The State Department document asked:

What is Anti-Semitism Relative to Israel?

EXAMPLES of the ways in which anti-Semitism manifests itself with regard to the state of Israel, taking into account the overall context could include:

DEMONIZE ISRAEL:

- *Using the symbols and images associated with classic anti-Semitism to characterize Israel or Israelis*
- *Drawing comparisons of contemporary Israeli policy to that of the Nazis*
- *Blaming Israel for all inter-religious or political tensions*

DOUBLE STANDARD FOR ISRAEL:

- *Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation*
- *Multilateral organizations focusing on Israel only for peace or human rights investigations*

DELEGITIMIZE ISRAEL:

- *Denying the Jewish people their right to self-determination, and denying Israel the right to exist*

However, criticism of Israel similar to that leveled against any other country cannot be regarded as anti-Semitic.

In its May 2016 definition, the [International Holocaust Remembrance Alliance](#) adopted some sections of the EUMC and U.S. State Department language but omitted or revised other sections pertaining to Israel in order to reduce emphasis on this particular form of antisemitism and thus to seek wider acceptance within the international community.⁹

The inclusion of anti-Israel or anti-Zionist speech or actions in a working definition of antisemitism has been particularly controversial and can derail broader efforts to define and prevent antisemitic rhetoric and actions unrelated to Israel or Zionism. Critics of the EUMC and U.S. State Department documents have expressed strong opposition, arguing that they threaten First Amendment rights, academic freedom, and chill public discourse. The Task Force recognizes the legitimacy and importance of this concern. The Task Force believes that criticism of Israel is not the place to start a conversation about antisemitism but instead is a place to advance toward. Any successful effort to understand, educate, and combat antisemitism must first explore the meaning and centuries-long history of antisemitism – a history that long predates

⁹ Romanian Chairmanship 2016, Working Definition of Antisemitism, May 26, 2016, International Holocaust Remembrance Alliance.

Zionism and the creation of the State of Israel. The Task Force fully endorses robust discussions about Israel and Zionism and calls attention to situations when stereotypes, images, and accusations historically leveled at Jews or Judaism are reframed in political terms to describe Israel and Zionism. It is neither accurate nor helpful to Western's educational mission to claim that all criticism of Zionism or Israel is antisemitic. Conversely, it is equally erroneous and unhelpful to that mission to claim that no criticism of Israel or Zionism can be antisemitic. The key is to understand if, when, or how historical antisemitic themes and tropes have found their way into discussion about Israel and Zionism – situations where Israel is framed as the “Jew among nations.”

Instead, the Task Force recommends a nuanced approach to identifying antisemitic rhetoric and actions. It recognizes that some statements and behaviors cross clear boundaries and require decisive intervention. Other alleged antisemitic statements may be harder to categorize. Specific wording, context, repetition, patterns, and response to challenge may serve as guideposts. The Task Force further understands that individuals bring their own perspectives and sensitivities to topics involving Jews and antisemitism. Some may believe their statements or actions innocuous while others might take great offense. In these cases, the Task Force recommends discussion and remedies consistent with allegations of sexism, racism, or homophobia. For example, individuals should no more quickly accept or dismiss an allegation of antisemitism leveled by a Jewish student than they would a charge of racism leveled by a student of color. In both situations, respectful clarification, conversation, and, if necessary, remedy are in order.

Whether or not Western chooses to adopt a single, university-wide definition of antisemitism, the deliberate, thoughtful, informed, and ongoing discussion of the term offers significant educational and practical opportunities to advance an inclusive teaching and learning environment. Discourse grounded in scholarship and effective teaching practices promises to build understanding about Jews and the Jewish experience, to highlight the corrosive impact of bigoted rhetoric and actions targeting Jews on university life and broader society, and to advance challenging conversations on local, regional, and global topics in respectful ways. Cultivating this kind of educational environment is fundamental to eliminating antisemitism at Western.

In addition to understanding the history of antisemitism and considering its definition, we must understand its behavioral manifestations on college and university campuses, at Western and elsewhere. This is important because to combat antisemitism we must know in what forms it will strike us.

Particular Forms of Antisemitism Seen on College and University Campuses

Nationwide

According to a 2014 survey of Jewish college students issued by the Louis D. Brandeis Center for Human Rights Under Law and Trinity College,¹⁰ more than half of self-identified Jewish

¹⁰ Barry A. Kosmin and Ariela Keysar, “National Demographic Survey of American Jewish College Students 2014: Anti-Semitism Report,” Louis D. Brandeis Center for Human Rights Under Law and Trinity College, February,

students experienced or witnessed antisemitism on their campuses. The most common antisemitic incidents occurred as part of everyday life. They included rude or disparaging remarks from individuals, with 29% of respondents experiencing antisemitism from an individual student; 10% in clubs or societies; 10% in other contexts (such as graffiti, noticeboards, flyers, social media and emails with hostile content as well as the defacing and tearing down of posters of Jewish student organizations); 8% in a lecture or class; 4% in the student union; and 3% by their university administrative system.

The final item in the 2014 survey asked *“In your opinion, what are the crucial issues concerning young Jewish people like yourself today?”* One student’s answer highlights a common experience of Jewish college students: *“Subtle anti-Semitism – it’s the ‘last socially acceptable form of racism.’”*

To identify and understand contemporary incidents of antisemitism on college campuses nationwide, it is important to note that historic forms of antisemitism described above are being repeated. An excellent guide to the most common motifs in antisemitic discourse is the 4-page “Fact Sheet on the Elements of Anti-Semitic Discourse” published by the Louis D. Brandeis Center for Human Rights Under Law.¹¹

One of the most persistent antisemitic stereotypes has been the portrayal of Jews as loyal only to other Jews and not to the states, nations, or communities of which they are members. The barring of European Jews from government service during the Middle Ages and the Renaissance, as well as under Nazi rule, echoed recently at several American universities. In 2015, UCLA’s student council voted against a Jewish student serving on the judicial review board after posing the following question: “Given that you’re a Jewish student and very active in the Jewish community, how do you see yourself being able to maintain an unbiased view?” During the deliberations, another student commented, “I don’t know. For some reason I am not comfortable. I just don’t know why. I can definitely see she’s qualified. I am just worried about her affiliations.” (The vote was reversed after a school administrator intervened in the deliberations.) The same year, a Jewish member of the student government at University of Santa Cruz received a text message saying he should abstain from a vote on a pro-BDS (Boycott, Divestment and Sanctions movement) resolution because he was president of the school’s Jewish Student Union and was elected on a “Jewish agenda.”¹²

The historic isolation of Jews is also being echoed on college campuses when Jews are prevented from participating in student activities. In a *New York Times* op-ed column October 1, 2016,¹³ a

2015, <http://www.trincoll.edu/NewsEvents/NewsArticles/Documents/Anti-Semitism%20Report%20Final.pdf>.

¹¹ Kenneth L. Marcus, “Fact Sheet on the Elements of Anti-Semitic Discourse,” Louis D. Brandeis Center for Human Rights Under Law, http://www.ohchr.org/Documents/AboutUs/CivilSociety/ReportHC/75_The%20Louis%20D.%20Brandeis%20Center%20Fact%20Sheet%20Anti-Semitism.pdf.

¹²Sean Savage, “UC Santa Cruz student warned to abstain from BDS vote over ‘Jewish agenda,’” Jewish News Service, <http://www.jns.org/latest-articles/2015/11/18/uc-santa-cruz-student-warned-to-abstain-from-bds-vote-over-jewish-agenda#.WFHCGX0vw6F>.

¹³ Benjamin Gladstone, “Anti-Semitism at My University, Hidden in Plain Sight,” *New York Times*, October 1,

Brown University student, Benjamin Gladstone, described many of the common experiences of antisemitism faced by Jewish college students across the country. He wrote, in part:

“Last semester, a group came to Providence to speak against admitting Syrian refugees to this country. As the president of the Brown Coalition for Syria, I jumped into action with my peers to stage a counter demonstration. But I quickly found myself cut out of the planning for this event: Other student groups were not willing to work with me because of my leadership roles in campus Jewish organizations.

“That was neither the first nor the last time that I would be ostracized this way. Also last semester, anti-Zionists at Brown circulated a petition against a lecture by the transgender rights advocate Janet Mock because one of the sponsors was the Jewish campus group Hillel, even though the event was entirely unrelated to Israel or Zionism. Ms. Mock, who planned to talk about racism and transphobia, ultimately canceled. Anti-Zionist students would rather have no one speak on these issues than allow a Jewish group to participate in that conversation.

Gladstone went on to describe two other echoes of historic antisemitism:

My fellow activists tend to dismiss the anti-Semitism that students like me experience regularly on campus. They don’t acknowledge the swastikas that I see carved into bathroom stalls, scrawled across walls or left on chalkboards. They don’t hear students accusing me of killing Jesus.

The “University of California Jewish Student Campus Climate Fact-Finding Team Report and Recommendations”¹⁴ reported that in 2010 and 2011 the use of the swastika drawn next to, or integrated with, the Jewish Star of David was commonplace. The appearance of swastikas explicitly targeting Jewish students continues to be widely reported, including here at Western Washington University.

While criticism of the State of Israel is not inherently antisemitic, on college campuses across the country and around the world, antisemitic incidents are happening alongside and interspersed with criticism of Israel—incidents that have included assault, harassment, Holocaust denial, disruption, and intimidation against participation in activities sponsored by Jewish organizations. An understanding of this political context is necessary to recognize and respond to antisemitism at Western. Scholars, organizations, political leaders, and government agencies have written extensively on how to distinguish between those forms of hostility to Israel that are antisemitic and those that are not—including detailed analysis in Kenneth L. Marcus’s 2015 book, *The Definition of Anti-Semitism*.¹⁵

2016, <http://www.nytimes.com/2016/10/02/opinion/sunday/anti-semitism-at-my-university-hidden-in-plain-sight.html>.

¹⁴ Richard “Rick” D. Barton and Alice Huffman, “University of California Jewish Student Campus Climate Fact-Finding Team Report & Recommendations: President’s Advisory Council on Campus Climate, Culture, & Inclusion,” <https://cascholars4academicfreedom.files.wordpress.com/2012/07/jewish-climate-fact-finding-report-july-2012-final.pdf>.

¹⁵ Kenneth L. Marcus, *The Definition of Anti-Semitism*, Oxford University Press, New York, 2015.

Many of the campus incidents that conflate antisemitism and anti-Zionism employ language that was used by the Nazis. In March 2015, “Zionists should be sent to the gas chamber” was etched into a bathroom wall at UC Berkeley.¹⁶ At the University of Central Florida in November 2015, a newsstand outside a dormitory was defaced with two stickers -- one showing a swastika on a flag with a superimposed message calling for a boycott of Israel, the second showing a Jewish star labelled “1%” and “Bankers.”¹⁷ The stereotype of Jewry as wealthy, powerful, and greedy can be traced to the Middle Ages and figured prominently in Nazi propaganda.

Another antisemitic stereotype holds American-Jewish students responsible for actions of the government of Israel—assigning collective guilt reminiscent of the antisemitic notion that “the Jews killed Christ.”

Since ancient times, Jews have been falsely accused of killing Gentiles for ritual purposes. Kenneth Marcus reported that this so-called “blood libel” reappeared at San Francisco State University in 2002 when students circulated a flyer that featured a picture of a dead baby on a can accompanied by the words, “Palestinian Children Meat—Slaughtered According to Jewish Rites under American License.”¹⁸

Western Washington University

From Spring Quarter 2016 through Winter Quarter 2017, the Equal Opportunity Office (EO Office) was made aware of 11 incidents involving acts of antisemitism, including the use of swastikas or other anti-Jewish symbols and/or hate language (e.g. Nazi vocabulary). In response to these incidents, and to the extent possible given that most of the perpetrators were unknown and could not be identified, the EO Office investigated or conducted inquiries into these incidents. This office also met with the targeted individuals to inform them about available counseling and support resources. When the incident perpetrator(s) were known, the EO Office met with these individual(s) to engage in educational conversations highlighting the impact that acts of antisemitism have on targeted individual(s) and the broader community. This office also coordinated and worked with University Residences and the Office of Student Life when sanctions were issued.

Post-Election Considerations

While antisemitism has existed in American society previous to the national election in 2016, the United States has seen a surge of white nationalist activity, including an alarming increase in the use of hate symbols like swastikas or other SS-insignias to deface property. The use of the swastika symbol evokes the Nazi extermination of six million Jews and is therefore violently

¹⁶ Anti-Defamation League, “Anti-Semitic Incidents on College Campuses in 2015,” May 27, 2015, <http://newyork.adl.org/anti-semitic-incidents-on-college-campuses-in-2015/>.

¹⁷ Rachel S Stuart, “UCF newsstand vandalized with anti-Semitic stickers,” *Central Florida Future*, November 15, 2015, <http://www.centralfloridafuture.com/story/news/2015/11/15/ucf-newsstand-vandalized-anti-semitic-stickers/75847076/>.

¹⁸ Barton and Huffman, “University of California Jewish Student Campus Climate Fact-Finding Team Report & Recommendations: President’s Advisory Council on Campus Climate, Culture, & Inclusion.”

antisemitic. One or more types of hate speech -- racist, anti-Muslim, anti-immigrant, anti-LGBTQ, antisemitic (as well as hate speech against other groups) -- often accompany these acts of aggression.

The Southern Poverty Law Center has reported a national increase in hate crimes post-election.¹⁹ In recent weeks the United States has seen a wave of antisemitism in the United States, including the desecration of cemeteries and over 160 bomb threats against Jewish institutions and community centers. On college campuses, white supremacists are currently engaged in racist and antisemitic activities, including an “unprecedented outreach effort to attract and recruit students” according to a report released by the Anti-Defamation League (ADL) on March 6, 2017. “White supremacist engagement tactics on campus range from the virtual, such as sending racist fliers to thousands of campus fax machines, to on the ground rallies and speaking engagements. More extremists are also making a point of visiting campuses to speak with students individually. This is part of a push to move their activism from online chatter to “real world” action.”²⁰

¹⁹ Mark Potok, “The Year in Hate and Extremism,” *Intelligence Report*, February 15, 2017, <https://www.splcenter.org/fighting-hate/intelligence-report/2017/year-hate-and-extremism>.

²⁰ Anti-Defamation League, “White Supremacists Making Unprecedented Effort on U.S. College Campuses to Spread Their Message, Recruit,” <https://www.adl.org/news/press-releases/adl-white-supremacists-making-unprecedented-effort-on-us-college-campuses-to>.

Section II: Report of the Subcommittee on Promising Practices

Subcommittee members: Eric Alexander, Sandra Alferts, Leonard Jones, & Emily Weiner

The original task of this subcommittee was to define “best practices” in reducing and responding to antisemitism. After initial conversations and research, including meetings with invited guests, the committee suggested initially that its goal may need to shift. This conclusion came from our discussions and philosophical stance that there are truly no “best practices,” given a) antisemitism still exists; and b) practices that work in one area or on one campus may or may not work here at Western. As such, the subcommittee embarked on the mission of researching and defining “promising practices” in preventing and responding to antisemitism. Some of the suggested promising practices found in the research looked like they were effective elsewhere, or looked potentially useful as they were made from nationally focused groups. However, it is the translation that will be the challenge for our Task Force to make them truly “best practices” for and at Western.

The subcommittee began its work during the summer of 2016, with the following ideas for methodology being offered as a pathway to understanding current practices for preventing and responding to antisemitism:

- 1) A review of the current literature focused on preventing and responding to antisemitism by different organizations;
- 2) A review of current standards of practice at comparable institutions; and
- 3) A review of reports and standards suggested by major agencies who are missioned to reduce and respond to antisemitism.

Primary resources included:

- a) “Best Practices Guide for Combating Campus Antisemitism and Anti-Israelism”²¹
- b) “National Demographic Survey of American Jewish College Students 2014: Antisemitism Report”²²
- c) “Anti-Semitism on Campus: A Clear-and-Present Danger”²³
- d) “Responding to Bigotry and Intergroup Strife on Campus: A Guide for University Presidents and Senior Administrators”²⁴

²¹ Kenneth L. Marcus, “Best Practices Guide for Combating Campus Anti-Semitism and Anti-Israelism,” Louis D. Brandeis Center for Human Rights Under Law, http://www.brandeiscenter.com/images/uploads/practices/guide_02.pdf.

²² Kosmin and Keysar, “National Demographic Survey of American Jewish College Students 2014: Anti-Semitism Report.”

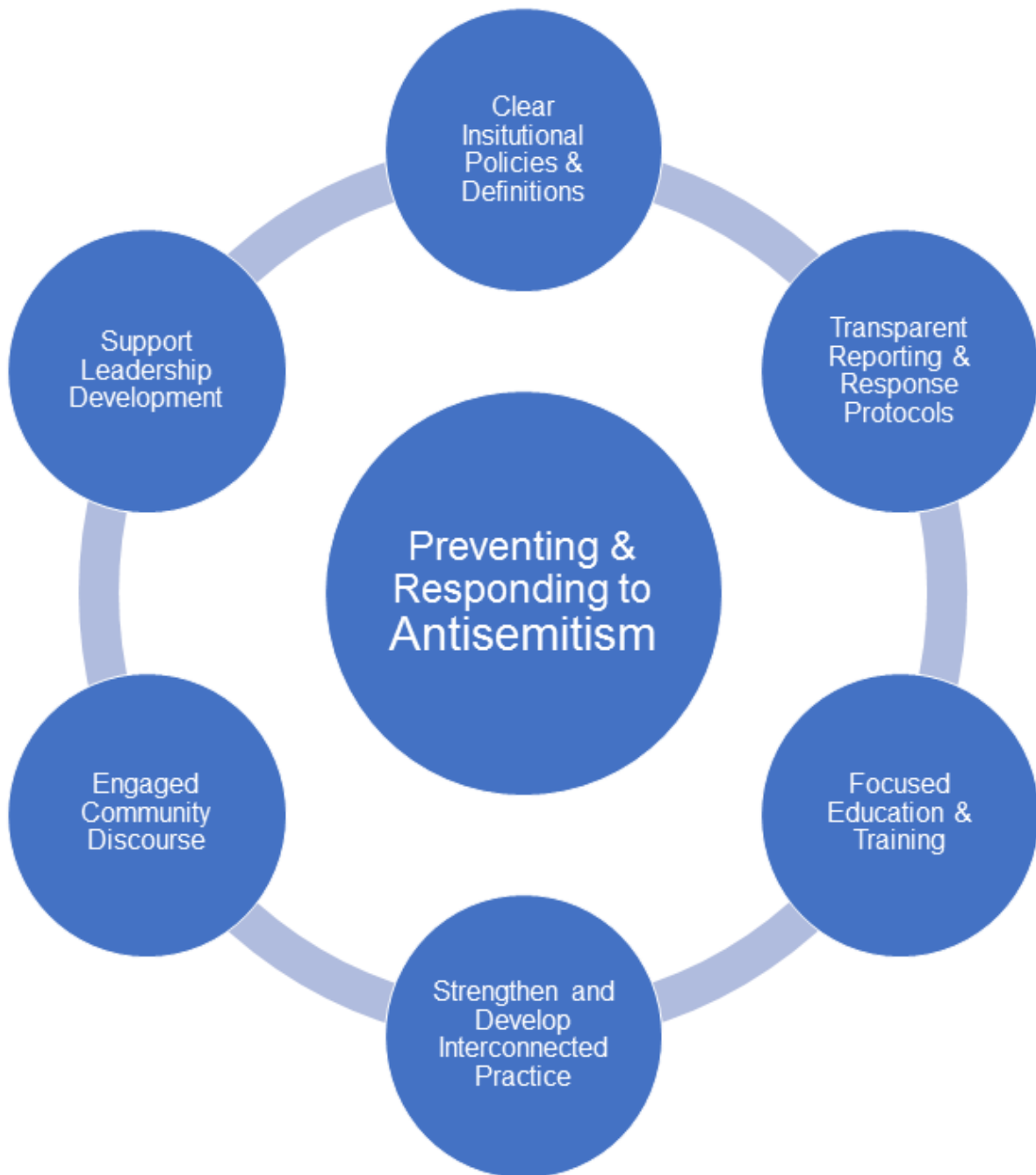
²³ Harold Brackman, “Anti-Semitism on Campus: A Clear and Present Danger,” June 12, 2015, Simon Wiesenthal Center, http://www.wiesenthal.com/atf/cf/%7B54d385e6-f1b9-4e9f-8e94-890c3e6dd277%7D/CAMPUS-REPORT_HB_6-12-15.PDF.

²⁴ Anti-Defamation League, “Responding to Bigotry and Intergroup Strife on Campus: A Guide for College and University Presidents and Senior Administrators,” 2008.

From these reviews and internal conversations, the subcommittee has been able to develop areas of focus to create a holistic and robust model that describes the multiple areas of need in order to prevent and respond to antisemitism on campus. Below is the initial consolidation of our thinking and visual representation of the core elements we feel are essential practices, to include:

- 1) Clear Institutional Policies and Definitions
- 2) Transparent Reporting and Response Protocols
- 3) Focused Education and Training
- 4) Strengthen and Develop Interconnected Practice
- 5) Engaged Community Discourse
- 6) Support Leadership Development

Core Practices for Preventing and Responding to Antisemitism



Below we offer first thoughts and reflections on items for further discussion:

Clear Institutional Policies and Definitions

- 1) Develop a clear working definition of antisemitism (Kosmin & Keysar, 2015) to include a glossary of terms, for instance, the ADL publication “Fighting Back: A Handbook for Responding to Anti-Israel Campaigns on College & University Campuses” and/or the “ADL Fact Sheet on the Elements of Anti-Semitic Discourse.”²⁵
- 2) Develop and amend campus policies to include antisemitism.
- 3) Develop a sound response system to antisemitism, including clear communication by university leadership to convey that antisemitism and other forms of hate are inconsistent with our mission, norms, and values as well as symbolic community actions (e.g. “cleaning” symbols of hate). “The long-term goal of university leaders,” according to the LDB Best Practices Guide, “should be to define in their formal policies and procedures, anti-Semitism (and other forms of bias) with the same degree of specificity that they use to define sexual harassment.”

Transparent Reporting and Response Protocols

- 1) Reporting and response mechanisms must be readily available to campus community members.
- 2) These mechanisms should help to re-establish safety on the campus through appropriate intervention and responses that are “prompt, sensitive, and effective” (Kosmin & Keysar, 2015).
- 3) Prevent discrimination and hate crimes (Kosmin & Keysar, 2015).
- 4) Ensure campus police, security, and first responders/witnesses (i.e., custodial, student employees, RA’s, etc.) are trained in recognizing antisemitic activities and know how to report them/respond.
- 5) Annual reporting about antisemitism (and other bias incidents) should be made clear and available to the public (see University of Texas – Campus Climate Response Team at <http://diversity.utexas.edu/ccrt/>).
- 6) Develop accurate knowledge about the perpetrators (Kosmin & Keysar, 2015).
- 7) Ensure that any climate surveys or annual assessments include questions focused on students’ experiences with antisemitism (Kosmin & Keysar, 2015).

Focused Education and Training

- 1) Invest in staff, students, and faculty to participate in this process (gleaning time, talent, energy) with the possibility of specialized positions being created (we may not be able to simply add duties to current positions).
- 2) Recognize such participation in meaningful ways by incentivizing participation.
- 3) Involve staff, faculty, students, administrators in identifying classes and programs, creating programs and curriculum in a collaborative, transparent bottom-up process.
- 4) Provide staff to focus on and raise awareness about antisemitism, anti-Zionism, and understanding of issues (for example, the “Fact Sheet on the Elements of Anti-Semitic

²⁵ Marcus, “Fact Sheet on the Elements of Anti-Semitic Discourse.”

Discourse” as a guide). (Kosmin & Keysar, 2015)

- 5) Create programming and training which models ‘best practices’ of discourse (for example, intergroup dialogue). These can be ongoing and integrated into existing programs.

Strengthen and Develop Interconnected Practice

- 1) Identify existing programs, clubs/organizations, groups etc.; strengthen and connect them, also in tandem with others on campus.
- 2) Create intergroup coalition with both campus student groups and parent/partner groups in the community.
- 3) Include antisemitism prevention education and training in existing and future campus-wide training/educational programs.
- 4) Include working to prevent antisemitism and religious oppression into existing and future equity/diversity taskforces.
- 5) Connect university position on antisemitism to the position held on other forms of hate and bias (Kosmin & Keysar, 2015).

Engaged Community Discourse

- 1) Enhance social media literacy, critical thinking, and knowledge about antisemitism.
- 2) Ensure civility by continuously and regularly speaking about the environment we hope for at Western (Kosmin & Keysar, 2015).
- 3) Protect speech and the right for free speech (Kosmin & Keysar, 2015) and ensure time, place, and manner to prevent disruptions (<https://www.thefire.org/>).
- 4) There is a need to simultaneously define antisemitism and defend against it while also supporting the right for people to offer criticism, for example, of the Israeli-Palestinian conflict (Kosmin & Keysar, 2015).
- 5) Provide and create spaces for meaningful conversations among groups, with particular focus on intergroup dialogue (examples: Intergroup Relations Institute at UCLA <http://www.igr.ucla.edu/>; National Intergroup Dialogue Institute at the University of Michigan <https://igr.umich.edu/article/national-intergroup-dialogue-institute>; and the Intergroup Dialogue, Education, and Action [IDEA] Center at the University of Washington, <http://depts.washington.edu/sswidea/>).
- 6) Foster the improvement of interpersonal skills for critical conversations.

Support Leadership Development

- 1) Redefine (student) leadership to be more inclusive of students not in ‘official’ roles – via departments, programs, etc.
- 2) Redefine activism to be more inclusive of “dialogue as action,” versus simply seeing direct action organizing as the only mechanism to create change.
- 3) Support University administrative leadership, including the Presidency, in clearly

articulating and defining the “moral centers of the University and values for which the University stands,” particularly as related to antisemitism.²⁶

²⁶ “Responding to Bigotry and Intergroup Strife on Campus: A Guide for College and University Presidents and Senior Administrators”; and Marcus, “Best Practices Guide for Combating Campus Anti-Semitism and Anti-Israelism.”

Section III: Report of the Subcommittee on Gathering Input from Faculty, Staff and Student Governance and the University Community

Subcommittee members: Steven Garfinkle, Sue Guenter-Schlesinger, and Emily Weiner

The Task Force on Preventing and Responding to Antisemitism was charged with recommending ways to help educate the campus community in order to better understand, prevent, and respond to antisemitism and its negative impacts. To undertake these efforts, the Task Force was also charged with consulting and seeking input from various members of the Western community. In order to accomplish this goal, the Task Force created a subcommittee and consulted with faculty, staff, and student governance leaders, as well as additional members of the university and external communities. In addition, Sue Guenter-Schlesinger, Task Force Chair served on behalf of the Task Force in the role of liaison to the Chair of the President's Task Force on Equity, Inclusion and Diversity (President's Task Force on EID), Karen Dade. Steven Garfinkle and Sue Guenter-Schlesinger co-chaired this subcommittee.

In addition to the Task Force Chair consulting with the Chair of the President's Task Force on EID, three members of the Task Force on Preventing and Responding to Antisemitism also sit on the President's Task Force on EID and provided continual feedback and context from these dual roles. The work undertaken and the proposed recommendations contained in this Report were reviewed and edited by the Chair of the President's Task Force on EID. It is anticipated that the membership of the President's Task Force on EID will be involved in discussions regarding implementation of the recommendations.

The co-chairs for this sub-committee also met with the Associated Students (AS) Board on July 29, 2016. At this meeting, they reviewed the Task Force Charter with the Board members, including the convening of the Task Force as well as its charge, membership, timeline, and deliverables. Board members were also encouraged to provide input to the Task Force.

Further, on August 17, 2016, the subcommittee co-chairs met with Kristen Larson, Faculty Senate President. Based on discussion at the meeting, she utilized the Faculty Senate President blog to solicit faculty feedback and experiences related to the Task Force's work. Responses included the following feedback from faculty members:

- "The campus needs to be better educated about all forms of hate speech, including antisemitism." Recent incidents have brought forward responses within the community that are not well informed, and do not demonstrate "the level of empathy" that Western desires within the community. These responses show how far we have to go "to highlight the cruel power of hate speech," to identify symbols of hatred and oppression, "and to combat prejudice and stereotyping that is deeply rooted in our society."
- "[E]fforts must include faculty at a basic level," as faculty "can help to model better responses for... students," as well as "help to better educate students."
- Faculty members expressed having experienced antisemitism directly both in their departments and from colleagues on campus.
- Faculty also described the importance of being "aware of the problems that attend to different types of hate speech on campus." Certain groups may be less likely to report or

follow-up on incidents.

- Faculty recommended specifically “that Western could promote understanding of [antisemitism by rededicating] efforts to include Holocaust lesson planning in its teacher training,” to include participation beyond Woodring College of Education.

Task Force members also received input from guests Michael Berenbaum and John Roth at the October 19, 2016 Task Force meeting. Dr. Berenbaum serves as Professor of Jewish Studies at the American Jewish University in Los Angeles and is the Director of the Sigi Ziering Institute: Exploring the Ethical and Religious Implications of the Holocaust. Dr. Roth serves as Founding Director of the Center for the Study of the Holocaust, Genocide, and Human Rights at Claremont McKenna College. Task Force members participated in a robust discussion with Drs. Berenbaum and Roth, which included the following points of conversation:

- In determining whether behavior or speech rises to the level of antisemitism, Dr. Berenbaum discussed the “Three D’s” – double standards, de-legitimization, and demonization.
- Dr. Berenbaum highlighted that there is a line that can be crossed where one may venture into antisemitism (usually related in some way to one or more of the three D’s); but that by itself, criticism of Israel is legitimate and does not constitute antisemitism. Dr. Berenbaum described antisemitism as multifaceted.
- Discussion touched on the ways in which social media and the Internet provide a microphone for hatred. On the other hand, social media and the Internet have created opportunities for personalization and relationship building that may not have been possible before and this helps to reduce prejudice.
- Dr. Berenbaum discussed how hate crimes, including antisemitic acts, are crimes against the entire community. When a hate crime occurs, it is important to bring the issue into the open so that the entire community can address it and heal.
- In combatting antisemitism and other forms of hate and bias, Dr. Berenbaum described the difference between a proactive versus reactive approach. He emphasized the importance of creating a transformative culture that respects different backgrounds and identities and promotes intergroup dialogue and civility. The Task Force also discussed the importance of analyzing the intersection of race/racism and other forms of discrimination with antisemitism.
- Dr. Roth shared that in combatting antisemitism and other forms of discrimination, it is important to teach respect for inquiry that is grounded in evidence and truth and is mindful of the proliferation of bad or false information. He noted that hatred cannot stand up to intellectual scrutiny; hatred is based on prejudices and stereotypes that are not based in truth but in lies.
- Dr. Berenbaum highlighted the success of other higher education institutions in engaging voices on passionate issues by establishing a distinguished lecture series sponsored by top members of the administration.
- The discussion also focused on understanding what is within one’s sphere of influence. Rather than examining broadly how we can stop crimes against humanity, Dr. Roth advised that we identify opportunities where we have leverage. He recommended educating students, staff, faculty, and the community on those points of leverage, both positive and negative.

Additionally, the Subcommittee reached out to leaders in Western's Hillel and Chabad student clubs. On November 4, 2016, the co-chairs met with the Hillel President, as well as the Executive Representative of Chabad House. In their discussion, the students highlighted other incidents and behavior in the community that are not being reported. In particular, students expressed concern about situations that have arisen with their peers, and in which Jewish students are not well informed about how to respond and where to locate university resources that might assist them. The students indicated that they want ways to gain knowledge, including opportunities for dialogue and formal course curricula. Students shared that they were unaware of any current Western courses available on the topic of antisemitism. The students expressed a willingness and interest to have the tough and potentially controversial conversations, as long as there is an ability to have civil and respectful discussions that explore the issues from multiple perspectives.

Also on November 4, the subcommittee co-chairs met with Rabbi Joshua Samuels of Congregation Beth Israel and Rabbi Avremi Yarmush of Chabad House. Similar to the discussions with the student club leaders, the rabbis indicated that antisemitic incidents and behavior being experienced in the community are being underreported. The rabbis also relayed discussions with students who may be experiencing antisemitism, but indicated that the students are not sure what to do. Because these incidents are not being reported, the behavior is not being investigated. Therefore, while not all of the behavior may rise to the level of antisemitism, the rabbis relayed that students do not have a sufficient understanding about antisemitism to make that evaluation themselves or about how to respond appropriately.

On November 15, 2016, subcommittee co-chair Sue Guenter-Schlesinger and Task Force member Emily Weiner met with members of the Professional Staff Organization (PSO) Executive Committee. Discussion included the following points:

- The importance of widening the conversation to include antisemitism as well as other forms of bias and discrimination. Conversation also touched on the Task Force's efforts as an opportunity for teaching and learning.
- Suggestions included the availability of training/workshops related to antisemitism and other forms of discrimination and bias through the Campus Equity and Inclusion Forum. Staff expressed the desire to learn more about how to be effective allies as well as how to better understand and educate the Western community about the immediate and extended impact on those who experience hate and bias.
- Suggestions for training included the development of short educational videos that can be watched at any time and that could provide the basic building blocks for meaningful conversations. This type of training could be easily shared beyond the immediate Western community. Videos should include personal statements regarding the impact of hate speech and hate symbols.
- Mandatory training for employees, similar to sexual harassment prevention training, was also suggested and discussed.
- Conversation pointed to the need for regular dialogue between individuals from different backgrounds and identities within the greater Western community.

Further, the Task Force invited Hilary Bernstein, Pacific Northwest Regional Director of the Anti-Defamation League, to meet with Task Force members on December 1, 2016. Task Force

members participated in a robust discussion with Ms. Bernstein, which included the following important points:

- Task Force members discussed their goals for a community that promotes both dialogue and listening as forms of action. When talking about divisive issues, some initial point of disagreement can be sufficient to shut down further dialogue. There is an important difference between listening to understand versus listening to respond. The discussion led the group to ask: “How do you motivate someone to engage on a topic that is outside of their comfort level or area of interest?” Often there is hesitancy or fear to have the tough but healthy conversations with those who feel differently about a topic, so we need to educate the university community on how to have these conversations and how to “build bridges.”
- Ms. Bernstein discussed the misconception that antisemitism is a thing of the past. Antisemitism cannot be viewed as a story that is over; it is an ongoing story.
- Discussion focused on the importance of basic knowledge of antisemitism and other forms of discrimination and bias being taught in the K-12 curriculum, as well as the role of higher education in growing students’ knowledge about these issues. In particular, it is important for the university to help students explore difficult issues by identifying ways to integrate them into the curriculum. The Task Force discussed how racism, homophobia, sexism, antisemitism, etc., derail the educational mission of the university. Task Force members explored the idea of developing programming and training on symbols of oppression, which would speak to the experiences of different students, faculty, and staff, bring a broader group to the table, and help widen the conversation on antisemitism by including other prejudicial beliefs.

Section IV: Recommendations

The following recommendations emanated from the work of the three subcommittees, as discussed in the previous **Sections I – III** of this Report. They are organized within the model of “Core Practices for Preventing and Responding to Antisemitism” as depicted on page 16 of this Report.

Clear Institutional Policies and Definition

- Develop a clear working definition of antisemitism to guide the implementation of these recommendations.
- Explicitly include “antisemitism” in existing and future relevant policies and embed in charges to groups created with the purpose of addressing broad issues of discrimination, prejudice, and bias.

Transparent Reporting and Response Protocols

- Increase transparency regarding the various reporting options for incidents of antisemitism and resources available for those who experience it.
- Create response protocols for all bias incidents that include an invitation to the university campus and local community to participate in removing physical expressions of prejudice, bias or hate, in order to promote education/training and to build the broadest possible participation in acts of solidarity.
- On an annual basis, the EO Office will collect information on all bias incidents of antisemitism, along with other categories of bias and discrimination, and periodically report to university leadership.

Focused Education and Training

- The Task Force recognizes that antisemitism constitutes one of many forms of violence, prejudice, and bias and should be addressed both as a specific topic and as part of larger university conversations about discrimination, prejudice, and bias.
- Develop a list of course syllabi and co-curricular programs that help educate Western and the broader community about antisemitism and identify additional curricular and co-curricular needs.

- Identify and allocate funds and invest in professional expertise, when necessary, to develop and implement curricular and co-curricular courses, training, and public programs that address antisemitism and its negative impacts.
- Integrate university conversations about antisemitism into broader discussions about equity, inclusion, and diversity.
- Include a training module on bias, prejudice, and discrimination -- including a section on antisemitism -- in parallel with the mandatory Sexual Harassment Prevention Training course for all employees.

Strengthen and Develop Interconnected Practice

- Create opportunities for campus conversations using the model of “Intergroup Dialogue” to build coalitions across the university (See resources referenced in **Section II** of this Report, under “Engaged Community Discourse”).
- Identify existing programs, student clubs, and campus groups to encourage training and participation in the “Intergroup Dialogue” model.
- Invite participation by Jewish student groups in conversations about their inclusion in the new Multicultural Student Center.

Engaged Community Discourse

- Integrate a discussion of antisemitism into university conversations about equity and inclusion, with a focus on understanding the impact of discrimination, prejudice, and bias on community discourse, including discussion of symbols of hatred and oppression.
- Improve university culture to enable difficult but civil, informed, and respectful conversations about controversial subjects, including Israel and the Israeli-Palestinian conflict.
- Enhance outreach to university and local organizations impacted by antisemitism or engaged in broader discussions of discrimination, prejudice, and bias.

Support Leadership Development

- Include antisemitism prevention and response education and training in existing and future campus-wide training/educational programs for student leadership (e.g., AS Board, RA’s, RD’s, etc.).
- Ensure that administrative, staff, faculty, and student leadership are trained in understanding discrimination, bias, and prejudice -- including antisemitism -- and their negative impacts on individuals and the community. This training should be informed by

both internal and external experts in the field (e.g., Western faculty and staff, ADL, Southern Poverty Law Center, etc.).

Implementation of Task Force Recommendations

- Designate the Equal Opportunity Office and the Office for the Dean of Students, Student Activities as primary facilitators for the implementation of these recommendations. These offices will report to the Provost and the Vice President for Enrollment and Student Services, respectively, as the responsible senior leadership.
- Create an advisory group of campus stakeholders to assist in the implementation of the Task Force's recommendations regarding preventing and responding to antisemitism, and in the identification of areas for further improvement to the university climate.
- Ensure that future climate surveys or annual assessments include questions focused on student, staff, and faculty experiences with antisemitism.

Attachment 1

Membership



Task Force on Preventing and Responding to Antisemitism Membership

Eric Alexander, Associate Dean for Student Engagement / Director of Viking Union

Sandra Alferts, Founding Director, The Ray Wolpov Institute for the Study of the Holocaust, Genocide, and Crimes Against Humanity; and Professor, Modern & Classical Languages; Faculty Representative

James Brady, Plumber/Pipefitter/Steamfitter Lead, Facilities Management; Classified Staff Representative

Brian Burton, Associate Vice President for Academic Affairs

Mohammed Cato, Assistant Director, Equal Opportunity and Deputy Title IX Coordinator

Naomi Edelstein, Student Representative

Steven Garfinkle, Professor, History; Faculty Representative

Mark Greenberg, Dean of Libraries

Sue Guenter-Schlesinger, Vice Provost for Equal Opportunity and Employment Diversity, Title IX and ADA Coordinator; Task Force Chair

Julianna Jackson, Student Representative

Leonard Jones, Director of University Residences

Emma Palumbo, AS VP for Student Life (2015-16); Student Representative

Wayne Rocque, AS VP for Student Life (2016-17); Student Representative

Emily Weiner, Manager of Foundation Partnerships, WWU Foundation; Professional Staff Representative

Attachment 2

Charter



Task Force on Preventing and Responding to Antisemitism

CHARTER

Background

Western is committed to creating and maintaining welcoming and inclusive learning and working environments for our students, faculty, staff and visitors of all religious and ethnic background identities. This commitment is reflected in the University's policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation. As part of this commitment, Western recognizes the need to ensure a campus environment that is respectful and inclusive of individuals from all religious and ethnic backgrounds.

During Winter quarter, 2016, four alleged incidents of antisemitism on campus were brought to the attention of University administration and investigated by our Equal Opportunity Office. After investigation, three of the four incidents were found to constitute discrimination based on civil rights law. Among other things, the investigations revealed that some members of our campus community have little understanding of the gravity of antisemitic symbols and language.

This Task Force has been convened to recommend ways to educate the campus community about antisemitism and the negative impacts of antisemitic actions targeting Jewish members of our community. Addressing antisemitism on campus, and working to prevent future displays of antisemitism, is important to creating a respectful and safe community for all of our students, faculty, staff and visitors.

This Task Force will work in close coordination with the President's Task Force on Equity, Inclusion and Diversity (EID) to develop a series of recommendations to educate the campus community on antisemitism.

Scope

The Western Washington University Task Force on Preventing and Responding to Antisemitism will review the impact of antisemitism in historical and contemporary contexts, review best practices to prevent and respond to expressed concerns of antisemitism, and after consultation with the President's Task Force on Equity, Inclusion, and Diversity; faculty and student governance leaders; and members of the university community, recommend ways to help educate the campus community in better understanding antisemitism and its negative impacts, including how to prevent and respond to it.

Membership

Vice Provost for Equal Opportunity and Employment Diversity (chair)

Associate Vice President for Academic Affairs

Associate Dean for Student Engagement / Director of Viking Union

Director of University Residences

Dean of Libraries

Assistant Director, Equal Opportunity

2 Faculty Representatives

Classified Staff Representative

Professional Staff Representative

3 Student Representatives

Chair

The group will be chaired by the Vice Provost for Equal Opportunity and Employment Diversity.

The Chair shall convene the meetings, approve agendas, and preside at all meetings of the group.

Meetings

Meetings shall be called by the Chair.

Reportage

The group will report to the Provost, who will share the recommendations with the other Vice Presidents and the President to consider implementation.

Timeline

Recommendations will be forwarded to the Provost no later than the end of Winter quarter, 2017.

Term

The Task Force will dissolve after the recommendations are completed and provided to the Provost.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Senior Vice President Eileen Coughlin

DATE: June 9, 2017

SUBJECT: **Admissions and Enrollment Summary**

PURPOSE: Information Item

Purpose of Submittal:

To provide a general update on enrollment and admissions.

Fall Quarter 2017 Freshman Projections

As of May 25, 2017, the comparative data suggest that fall enrollment will be strong. Currently freshman confirmations are up by approximately 6%. Overall confirmations for students of color are up by approximately 16%; for Washington residents are up by approximately 6.0%; and, for Washington nonresidents are up approximately 2%.

Fall Quarter 2017 Transfer Projections

Transfer confirmations are similar to last year with more transfers from out of state 4-year and community colleges. However, confirmations from students from Washington community colleges are trending down at approximately -6.5%.

This is attributable in part to declining enrollment at community colleges. The State Board for Community and Technical Colleges Data Warehouse indicates that community college enrollment in Washington State decreased by 9% from the five-year period between 2011-2012 and 2015-2016.

In addition, the number of community colleges approved to offer baccalaureate programs has steadily risen. The Washington State Board for Community and Technical Colleges academic year reports show that the student headcount in applied baccalaureate programs in Washington State has tripled from 722 in 2011-2012 to 2,178 in 2015-2016. Confirmations from students from all other institutions are up approximately 23%. These confirmations include students from Washington's four-year schools, as well as out-of-state community colleges and four-year schools.

Yield Activities

Admissions and Financial Aid will continue to shape enrollment and strive to maximize the summer yield of students who have confirmed through the following measures:

- Admitting qualified applicants from our waitlist and awarding aid to those who have filed a FAFSA
- Reaching out to students who have requested confirmation extensions
- Awarding scholarships to boost the yield of transfer students
- Mailing postcards to promote the Countdown to Move-in
- Linking Western alumni with incoming students
- Featuring stories of distinguished graduates on email campaigns
- Engaging students on social media
- Surveying students and parents about lingering questions or concerns
- Collaborating with University Relations & Community Development to plan and execute new outreach methods, including texting, targeted internet and social media advertising

Spring into Western

Combined with Back to Bellingham on May 20, this spring open house targeted high school sophomores and juniors. This year, we welcomed 800 guests (a 2% increase over last year), who enjoyed campus tours, information sessions, and Q&A panels by current students.

Hosting High School Counselors on PNACAC Tour

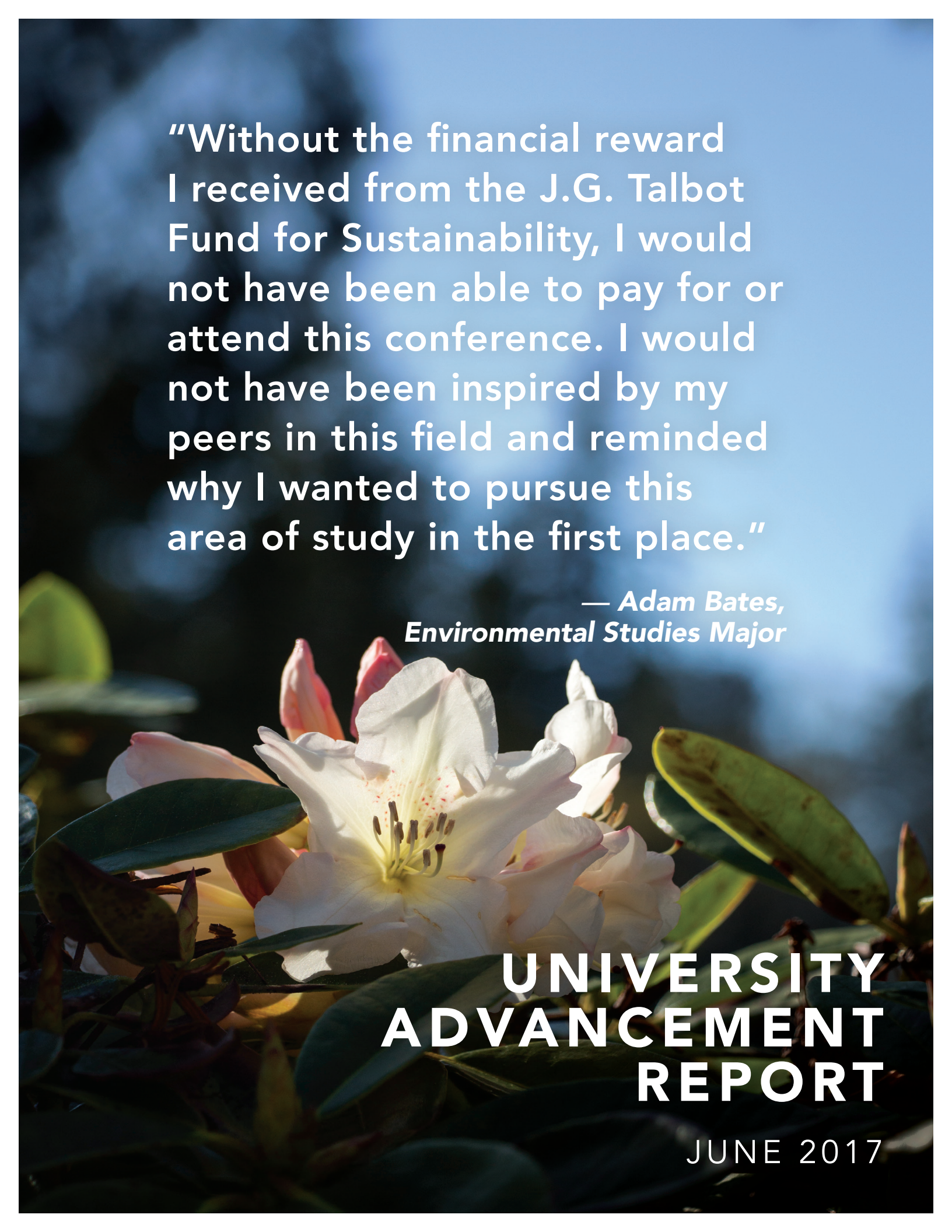
Admissions will host the Pacific Northwest Association for College Admissions Counseling College Tour during the evening of Thursday, June 22, and the morning of Friday, June 23. High school counselors on the tour will have dinner with select Western students, faculty, and staff, and enjoy a few evening activities around downtown Bellingham and Fairhaven. The following day, they will enjoy a breakfast during a Q&A session about Western and experience a campus tour before heading back to Seattle for their respective departing flights.

International Recruitment

Admissions participated in four international recruitment fairs and high school counselor workshops in Vancouver, Calgary and Toronto.

Regional Admissions Counselor

Admissions recently filled the role of Regional Admissions Counselor with Mario Orallo-Molinero, a Western graduate, who will represent the University in the Seattle area. Mario's role will be central to our increased representation and enrollment initiatives in King and Pierce counties, with special attention to those related to diversity and access.



“Without the financial reward I received from the J.G. Talbot Fund for Sustainability, I would not have been able to pay for or attend this conference. I would not have been inspired by my peers in this field and reminded why I wanted to pursue this area of study in the first place.”

— Adam Bates,
Environmental Studies Major

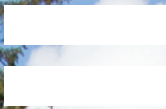
**UNIVERSITY
ADVANCEMENT
REPORT**

JUNE 2017

ADVANCING THE UNIVERSITY

MARCH 1 THROUGH APRIL 30

SINCE MARCH 1 THE PHONATHON HAS . . .



ENGAGEMENT METRICS

FAST FACTS:

As of April 30, there were **2,998** Alumni Members, a **16 percent increase** over this time last year.

As of April 30, **6,106** donors made an annual gift to WWU, a **9 percent increase** over last year.

\$830

ADDITIONAL DONATIONS
MADE DURING EVENT
REGISTRATIONS

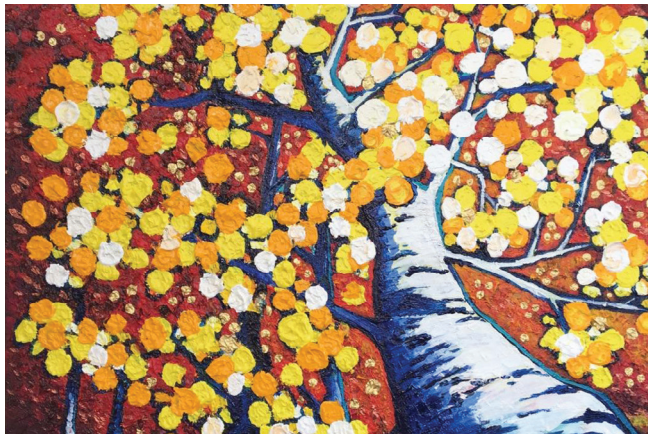
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WWU LICENSE PLATES
ARE ON THE ROAD

ENGAGEMENT

EVENTS FROM MARCH 10 THROUGH MAY 31

ART WALK



The Western City Center office in the Herald building continues to be a great place to host Downtown Bellingham Art Walk. April 7 was a stormy night, but 51 people managed to come by and enjoy the artwork and community.

POTLATCH CHARITY GALA IN WASHINGTON, D.C.

On May 12, Vikings joined with Washington state universities as part of the Washington State Society's 57th Annual Potlatch Charity Gala in Washington, D.C. This was WWU's first time participating! We sent fresh, delicious Tony's Coffee to homesick Vikings in D.C. Alumna Erin Schnieder ('15), Scheduler for Congressman Rick Larsen, attended. Josie Ellison ('16) and Emma Palumbo ('16) (both ASWWU Board of Directors Alumni) attended as guests of the Institute for a Democratic Future. Ryan Shay ('11), Legislative Aide to Senator Cantwell and Andrea Brudnicki ('16), Legislative Correspondent for energy and environmental issues for Senator Cantwell also attended. WWU's volunteer organizer was Carly Roberts ('14), who won the WWU blanket as a prize!

Proceeds from the event supported Northwest Harvest, a nonprofit food bank distributor that supplies 380 food banks, meal programs, and high-need schools all across Washington State.

ALUMNI AWARDS CELEBRATION



The WWU Alumni Association hosted the annual Alumni Awards and Celebration at Viking Union on May 18. Wilder Distinguished Professor of Business and Economics Dr. Craig Dunn served as emcee, and President Sabah Randhawa and WWU Alumni Association Executive Director Deborah DeWees greeted the 159 guests with opening remarks. Guests enjoyed a cocktail party and a three-course meal before honoring 13 alums and 23 members of the legacy family. Every college was represented by a distinguished alumnus, whose personal and professional accomplishments ranged from artistic notoriety to helping a country thrive post natural disaster. Just as impressive as their achievements is their engagement and service as board members, elected officials, mentors, volunteer leaders, and as advisors and advocates for Western. The evening not only welcomed back the Western alumni who've gone on to light the world with their talent, but the room was filled with a spirit of gratitude with no dry eyes remaining as each recipient talked about a Western professor or mentor who set them on the path to their success.

ENGAGEMENT



Vikings from near and far enjoyed more than **100** events on campus and throughout the community



765 folks pre-registered*



927 prospective students and their parents attended Spring into Western

BACK2B'HAM 2017

Back2B'ham returned for its eighth year from May 18 through 21.

409 participants used our Snapchat filter, which is new for us this year. The filter received **16,431** views!



1,245 hungry Vikings enjoyed BECU's Lunch on the Lawn

*total number of attendees pending

UPCOMING EVENTS

JUNE – SEPTEMBER

- JUNE 1** WWU Give Day
- JUNE 1-2** Viking Golf Classic, Bellingham
- JUNE 2** Art Walk at Western City Center, Bellingham
- JUNE 7-8** Senior Celebration, WWU Campus
- JUNE 9** 42nd Outstanding Graduate Ceremony
- JUNE 10** Spring Commencement
- JUNE 27** WWU Day at the Bellingham Bells
- JULY 15** Terracotta Warriors of the First Emperor exhibit tour, Seattle
- AUGUST 18-20** Golden Vikings Reunion, WWU Campus
- AUGUST 17** Senior Celebration, WWU Campus
- AUGUST 20** Summer Commencement
- SEPTEMBER 27** Paint Bellingham Blue for WWU
- AUGUST 9** President's Society Barbecue in Bellingham
- AUGUST 15** President's Society Barbecue in Seattle
- OCTOBER 15** WWU @ Seattle Sounders vs. Portland Timbers

WHY WE DO WHAT WE DO...

NEW SCHOLARSHIPS AND ENDOWMENTS

SULKIN GIFT BENEFITS STUDENTS IN WWU'S SUMMER SCIENCE PROGRAM



Donors Steve and Shelly Sulkin signing a \$50,000 gift agreement for WWU.

Steve Sulkin was the director of Western's Shannon Point Marine Center and a longtime professor at WWU who retired in 2014. His wife, Shelley, is a retired middle school teacher from the Bellingham School District. On April 18, they made a \$50,000 gift to WWU to support the Odyssey of Science and the Arts program, which benefits middle school students in the Summer Science Program.

WWU STUDENTS WIN ALASKA AIRLINES INNOVATION CHALLENGE

Nova Solar Glazing, a nine-member student team of business, chemistry, industrial design, and electrical engineering students won first place in the Alaska Airlines Innovation Challenge at the Alaska Airlines Environmental Energy Challenge hosted by the University of Washington. The winning project is an insert for conventional windows that converts them into energy-producing solar windows. Nova Solar Glazing competed with 21 student teams for more than 170 judges to win the \$15,000 prize. The team members are: Amy Morren, Chemistry; Benjamin Anderson, MBA; Cole Rogers, Electrical Engineering; Edward Hanko, Industrial Design; Emily Bartlett, Industrial Design; Giovanni Segar, Marketing; Noah Prime, Chemistry; Star Summer, Chemistry; and Quae Atwood, Electrical Engineering. The faculty advisors are Bill Miller, Finance and Marketing; Dave Patrick, Chemistry; and Ed Love, Finance and Marketing. Now that's teamwork!

DELL KING SCHOLARSHIP FOR INDUSTRIAL DESIGN STUDENTS

On April 20, the Industrial Design program launched the Dell King Scholarship to be given annually to the Western Industrial Design student who wins the Industrial Designers Society of American Student Merit Award. Dell King is a visiting professor in the Industrial Design Senior Studio at WWU and has donated \$103,000 to establish the scholarship. King was the corporate design manager at Fluke Corporation and the president and CEO of TEAGUE before coming to WWU in 1984. King won the 2011 Industrial Designer's Society of America Educator of the Year Award.

PROMOTED UNIVERSITY ADVANCEMENT STAFF



Research Analyst Ashia Radke ('14) has a long history with Western and University Advancement. She graduated cum laude from Western with a BA in English with an emphasis on literature and a minor in French. Ashia was the Lead Research and Program Support student for our research department from 2011 through 2013. She was also Lead Student Ambassador until she was hired full time as a Program Assistant for Special Events and Stewardship. She eventually departed for France where she was an English Teaching Assistant and private au pair. She returned last summer as a Program Assistant for Research while she was in the states temporarily, and now is back and living in Bellingham.

WHY WE DO WHAT WE DO...

IMPACT

ENVIRONMENTAL SCIENCE SCHOLARS BENEFIT FROM J.G. TALBOT FUND FOR SUSTAINABILITY

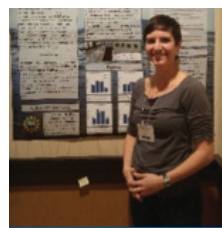


Environmental Studies major
Adam Bates

The J.G. Talbot Fund for Sustainability provides travel funds for students in both the Environmental Sciences and Environmental Studies Programs to present their research material at conferences. Mariah Bolton traveled to Portland, OR in April 2016 to present her thesis at the Society for

Northwest Ecological Restoration. Lindsay Wallis ('16) presented her thesis at the Young Environmental Scientist Meeting (YES), which is affiliated with the Society of Environmental Toxicology and Chemistry. In 2016, Cale Miller ('16) traveled to Tasmania, Australia to present his thesis research on high levels of carbon dioxide in the atmosphere. Liz Cooney ('16) presented her research at the 2016 American Society of Limnology and Oceanography (ALSO) conference in Santa Fe, NM. In January 2017, Maggie Taylor ('11) received funding to collect sediment cores in Hood Canal on a UW research vessel. Environmental Studies major attended the Association of Nature Center Administrators Residential Environmental Learning Center in the North Cascades. He says, "Without the financial reward I received from the J.G. Talbot Fund for Sustainability, I would not have been able to pay for or attend this conference. I would not have been inspired by my peers in this field and reminded why I wanted to pursue this area of study in the first place."

GORDON H. AND ALICE C. FRASER ENDOWMENT FUND FOR PLANT BIOLOGY



Master of Science graduate student
Jenna Brooks ('17)

The Gordon H. and Alice C. Fraser Endowment Fund for Plant Biology, established in 2014, has provided six undergraduate student summer fellowships, five graduate student research awards, and five faculty research awards. In 2016, two undergraduate researchers

created a project for presentation at the International Society for Molecular Plant Microbe Interactions annual meeting. Associate Professor of Biology, Anu Singh-Cundy and graduate student Jenna Brooks ('17) also used the endowment funds for research about the Solanaceae (tomato) family." Singh-Cundy said of the funding, "The goals of Jenna's MS thesis would not have been met without the grant support we received from the Fraser Endowment." Brooks and Singh-Cundy are preparing a manuscript for publication that describes Brooks' findings. The endowment provided training in a variety of methods not taught in Singh-Cundy's lab classes. The grant has contributed to cutting-edge training of STEM scholars and the education of industrial research leaders — Brooks is now director of the molecular diagnostics department in Exact Sciences, a testing company. Singh-Cundy says, "We continue to make new discoveries in my lab, and we believe this project will yield a new paradigm for polarized cell expansion in plants, with exciting applications in agronomy and agroforestry."

SANDISON LECTURES SERIES FUND BRINGS HOLLOWAY SPARKS, PH.D.



Holloway Sparks
of Emory University

The Gordon Sandison Memorial Lecture series brings prestigious speakers from all over the U.S. to speak at WWU for the annual Political Science Association (PSA) Conference. These lectures broaden the perspectives of Western students and engage the university in the pressing issues of contemporary American society. On May 9, 2017, Holloway Sparks, Ph.D. gave a talk called "Come and Take Them! Gender, Race, and Rage in the U.S. Gun Control Debate." Sparks is a visiting research scholar for the Vulnerability and the Human Condition Project at Emory University's School of Law in Atlanta. She earned her Ph.D. at the University of North Carolina, Chapel Hill and is expecting to publish a book this spring called "Dissident Citizenship: Gender and the Politics of Democratic Disturbance."



**Capital Program Report
Board of Trustees
June 9, 2017**

MAJOR/INTERMEDIATE CAPITAL PROJECTS

• **Carver Academic Renovation**

The Carver Academic Renovation project construction is approximately 90% complete. Ongoing interior work includes: finishing of fire detection and sprinklers, electrical trim and testing, plumbing, ventilation testing, doors, paint, flooring, and ceiling systems. Ongoing exterior work includes: completing doors and operable windows, painting, landscape, and paving systems.

The project is scheduled to have temporary occupancy for the Spring Commencement and be substantially complete by the end of June 2017.

Site web cameras of the construction can be found at the following link:
<http://www.wvu.edu/wwuarchitect/pages/construction/carver.shtml>

• **Ethnic Student Center/Multicultural Services**

After several workshops with University representatives for the design of the Ethnic Student Center/Multicultural Services project, the consultant team is nearing completion of Schematic Design. The next phase of design will include Design Development and additional on-site investigation of the existing facility. The project schedule shows design continuing until the end of 2017 with construction starting in early 2018.

Dawson Construction has joined the project team as the General Contractor/Construction Manager (GC/CM) and worked with the design team to reach a reconciled Schematic Design estimate.

**2017-2019 CAPITAL BUDGET REQUEST AND 2017-2027 TEN-YEAR PLAN
DEVELOPMENT PROCESS**

As of this writing, the Governor, House and Senate have set forth their recommended capital budgets. Information pertaining to their recommended capital budgets can be found in the separate Board of Trustees item, titled "2017-2019 PRELIMINARY CAPITAL BUDGET".

For more information about the major projects, the Capital Program, and the Capital Planning Process, visit the Office of Facilities Development and Capital Budget website:
<http://www.wvu.edu/wwuarchitect/>.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Steve Swan, V.P. for University Relations and Community Development

DATE: June 9, 2017

SUBJECT: **University Relations and Community Development Report**

PURPOSE: Information Item

Purpose of Submittal:

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

Supporting Information:

Report Attached

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

COMMUNICATIONS AND MARKETING

The following is a briefing on a wide range of online, print, social media, video and graphic design communications and marketing produced since the last Trustees report.

- There was strong local media coverage of the trustees meeting in Poulsbo in April, including this story from the Kitsap Daily News: ["A first for WWU: University's board of trustees meets in Poulsbo."](#) Governor Jay Inslee's talk at WWU's Institute for Energy Studies symposium was covered by Vox Media. See: ["Talking climate, transit, and high-speed rail with Washington Gov. Jay Inslee."](#) USA Today featured the research of Western researcher Myron Shekelle in discovery of a new species. See: ["Another real-life 'Yoda' discovered in Indonesia."](#) We also responded to numerous media inquiries about arrest of a volunteer track coach. See: [WWU track coach was 'negligent' to let felon stay on as volunteer, athletics head says."](#)
- **In publications**, we sent Window magazine to the printer in late May and expect copies to arrive on campus in early June. Meanwhile, we're pleased with the progress of the new monthly Family Connection Newsletter, which has increased the overall amount of communication with WWU families. We're also in the final stages of creating a Style and Usage Guide to help writers across campus be more consistent in the spelling, capitalization and abbreviations they use in campus communications and publicity.
- **Western Today**, Western's daily newsletter that goes out to all students, faculty and staff, is being upgraded, including the ability to easily share stories into social media, an improved image gallery, and improved site architecture and search capability. Rollout of the new version is scheduled for this summer.
- **In marketing and social media**, work continues on a marketing plan for the upcoming year and a number of collaborative tools to assist the Social Media and Marketing Committees. Meetings also were held with departments and divisions on campus to create and schedule informational marketing campaigns to run on the university's social media channels.
- Our **graphic designers** worked on a wide range of design projects with offices across campus, including fliers, posters, banners and online and social media design work. Some notable examples included: design and layout for Window magazine, website template design for the Innovative Teaching Showcase: Moving In booklet for University Residences, and design assistance with several student publications, including "Jeopardy," "Occam's Razo," "Klipsun" and "The Planet.." Numerous invitations and programs were also produced.

WESTERN WINDOW TELEVISION SHOW

[Western Window TV show](#), which is produced by Western students and managed by our office, is celebrating its 50th episode, a milestone for this TV show that features great stories about Western students, faculty and alumni. The 50th episode will be aired in June on KVOS-TV and on some local cable outlets across the state.

Episode 49

This month's show is hosted by Chris Roselli of WWU's Front Door to Discovery program and Rahwa Hailemariam, a student at Western. Following is the story lineup for this episode:

- Temple: Author, Activist, Autistic – Temple Grandin, who has been called “the most famous person with autism in the world,” took some time from her recent visit to WWU to talk in studio about her life, her hopes for young people with her condition, and what drives her to make a difference in the world every day.
- Discussing the Columbia River Treaty – Western recently hosted a symposium on the Columbia River Treaty – an agreement between the U.S. and Canada to provide energy and flood control through the Columbia basin – that is now up for renewal. What are the pros and cons, from the perspectives of business, the public, the environment, First Nations and Tribes, fisheries, and energy providers, to renew the treaty?
- Undeterred – Western's Jeffrey Parker, a native of Oakland, California, is the school's all-time leading scorer in men's basketball. What made him choose Western, and four years later, what memories will he leave Bellingham with?
- Inspiring Through Arts Education – Bellingham's BAAY- Bellingham Arts Academy for Youth – utilizes Western alums and students to bring an arts-based curriculum to local youth.
- Cold Cuts – WWU student and Bellingham Sportsplex employee Peter Beeler is in charge of the single most important piece of equipment in any ice rink: the Zamboni.

WESTERN TODAY

TOTAL HITS

36,605

TOP STORIES

- WWU Part of Research Group Awarded \$5 Million Grant to Study the Gulf of Alaska
- Attorney General Bob Ferguson to Speak at WWU
- Horacio Walker Selected as New Woodring Dean



SOCIAL MEDIA



TWITTER



FACEBOOK



INSTAGRAM

TOP POSTS OF THE MONTH



STATISTICS AT A GLANCE

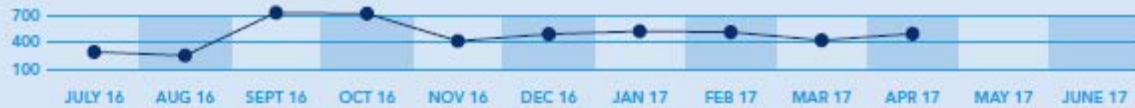
| Platform | Total Followers | New Followers | % Gained | Engagements |
|------------|-----------------|---------------|----------|-------------|
| Twitter | 19,328 | 381 | 2.01% | 867 |
| Facebook | 45,528 | 371 | 0.82% | 6,056 |
| Instagram | 15,149 | 235 | 1.58% | 17,529 |
| OurWestern | 4,863 | 118 | 2.49% | 1,846 |

MEDIA STORIES

513
Total Stories

TOP STORIES

- The mystery of “Venus’s Hair” after a volcanic explosion (The Atlantic)
- This scientist pulled himself out of a 70-foot crevasse (National Geographic)
- Talking climate with Washington governor Jay Inslee (Vox)



CREATIVE SERVICES

GRAPHIC DESIGN



43 *Total Projects*

FEATURING

- Western Reads “13th” Movie Poster
- A Wise & Well U - Web graphics and social media template
- Front Door to Discovery graphic
- Innovative Teaching Showcase - Website template design

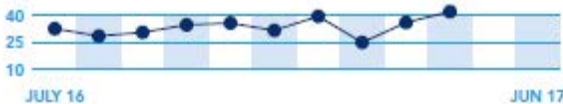


PHOTO & VIDEO



13 *Total Projects*

FEATURING

- Institute for Energy Studies Symposium on Energy
- Awardee photos during Spring Faculty Senate Awards
- Timelapse photography and videography for marketing and admissions



WWU FAMILY CONNECTION NEWSLETTER

- April Edition
- Open rate: **28 percent**
- Click rate: **5.1 percent**

Top clicks:

- Moving tips from WWU Off-Campus Living
- Washington Opportunity Scholarship
- Back2Bellingham

GOVERNMENT RELATIONS

State Relations

The Washington State Legislature is currently in a Second 30-day Special Session that is scheduled to end on June 21st. The 2017 Second Special Session follows the 105-day regular session that ended April 23rd and the First 30-day special session that ended May 23rd. In addition to adopting the state's operating, capital and transportation budgets for 2017-19, the Legislature is also tasked with addressing the State Supreme Court's *McCleary* decision. The Court has indicated that the Legislature must fully fund basic K-12 education by September 2018.

The Legislature is expected to reach a compromise on the final state budgets before June 30th in order to prevent a partial shutdown of state government, but state agencies have been directed to establish contingency plans should the Legislature fail to pass a spending plan by July 1st. In the absence of a state budget, Western would continue the current operations of the university utilizing non-appropriated (local) fund and reserves.

Federal Relations

AS President Stephanie Cheng and AS VP Bryce Hammer joined President Sabah Randhawa and VP Steve Swan on May 1-4 for meetings on Capitol Hill in Washington, D.C. It was an intense time to visit as Congress took action on both the Omnibus Budget that continues to fund the federal government through September and prepared for the final vote in the House of Representatives to repeal the Affordable Health Care Act. Because of the considerable floor action in both chambers scheduled visits with Senators Patty Murray and Maria Cantwell and Congressman Rick Larsen had to be substituted with meetings with their respective staffs. Meetings were held with Congresswoman Suzan Delbene and Congressman Derek Kilmer. Both actions took place while the Western contingent was on Capitol Hill. The meetings focused on Western and higher education's top federal priorities. Visits were also made with staff members at the Department of Education, Department of State, and the Department of Homeland Security.

The Trump Administration submitted its fiscal year (FY) 2018 budget request to Congress on Tuesday, May 23. The budget request proposes \$58.9 billion in discretionary spending for the U.S. Department of Education (ED), which is a decrease of \$9.2 billion, or 13.6 percent, from the FY2017 funding level recently approved by Congress. Amongst the most important of numerous details, \$22.4 billion is designated to fund the Pell Grant program, with a maximum grant of \$5,920 for the 2018-2019 award year, which is the same maximum award for the 2017-2018 award year. This is the first year in which an automatic inflationary increase to the Pell Grant maximum award was not provided for under the Higher Education Act (HEA). In addition, the request supports year-round Pell Grants and calls for the cancellation of \$3.9 billion in funds previously appropriated for the Pell Grant program.

SMALL BUSINESS DEVELOPMENT CENTER

Among the 2017 year-to-date highlights of activities regarding the SBDC are the following:

- Attended bi-annual professional development WSBDC Spring Conference in Leavenworth, WA.
- Hosted Congressman Rick Larson for a WWU SBDC client tour and roundtable discussion.
- Co-hosted “International Market Briefing: Japan” with WWU Professor Tom Roehl.
- Attended WBA: Leaders of Industry Issues Forum.

WWU Small Business Development Center: Q1 – 2017 CONTRACT DELIVERABLES

| ADVISING | Q1 2017 | YTD 2017 | YTD 2016 |
|-------------------------------------|------------|------------|------------|
| Businesses Advised | 116 | 116 | 129 |
| Advising & Support Hours | 517 | 517 | 472 |

| TRAINING | Q1 2017 | YTD 2017 | YTD 2016 |
|------------------|-----------|------------|------------|
| Trainings | 6 | 6 | 4 |
| Trainees | 45 | 114 | 153 |

| RESEARCH | Q1 2017 | YTD 2017 | YTD 2016 |
|--------------------------|------------|------------|------------|
| Research Projects | 11 | 11 | 14 |
| Support Hours | 120 | 120 | 220 |

| ADD'L SERVICES | Q1 2017 | YTD 2017 | YTD 2016 |
|------------------------------|-----------|-----------|-----------|
| Non-Clients Supported | 75 | 75 | 58 |
| Student Projects | 0 | 0 | 1 |
| Student Project Hours | 0 | 0 | 24 |

WWU Small Business Development Center: 2017 DEMOGRAPHICS

- **Top industries:** Service Establishment, Manufacturing, Retail Dealer
- **Top Areas of counseling:** Managing a business, Financing/ Capital, Start-up assistance
- **Active clients' total sales:** \$158M
- **Active clients' total jobs:** 2860

WASHINGTON CAMPUS COMPACT

- **Students Serving Washington Awards**

The *Students Serving Washington Awards* ceremony was held Friday, April 28, 2017 at the Museum of Flight in Seattle. Over 150 people attended including college/university presidents, legislators, students, parents, campus administrators/faculty, and community partners. Student leaders from across the state were honored for addressing critical issues in our state through service. This year, Governor Inslee also selected three students (one from each institution type) to receive the Governor's Award.

The two students from Western who received the Presidents' Leadership Award were ***Crystal Morales and Chelsea Coutarel***.

- **Statewide Presidents' Meeting**

Washington Campus Compact convened a statewide presidents' meeting on April 28, 2017. Presidents and chancellors from across the state participated in a statewide dialogue on "Preparing Students for Civic Participation." They discussed how democratic dialogue and deliberation help build civic capacities and consciences to tackle the most pressing and complex problems of today. Building the capacities necessary for productive and meaningful dialogue and deliberation—critical thinking, empathic listening, creative problem solving, ethical leadership, collaboration, issue framing—for students, faculty, and our communities was identified as a high priority for the future of our democracy. They explored how higher education is sometimes criticized for lacking intellectual diversity and how campuses can encourage and support diversity of thought while building inclusive and welcoming learning environments.

- **Summer Institute "Facilitating Civil Discourse, Difficult Conversations, and Inclusive Dialogue"**

This two-day institute June 28-30, 2017 is designed to provide the time, space, and tools for campus teams (senior administrators, faculty, professional staff, student leaders and their community partners) to learn and practice different models for facilitating civil discourse, difficult conversations, and inclusive dialogues on their campuses and in their communities.

WEB COMMUNICATION TECHNOLOGY

April and May of the school year presented WebTech with student employee production challenges as they focus on finals and in some cases in transitioning because of graduation. The staff has been focused on improvements to existing websites and completing work that had been on the back burner for a variety of reasons.

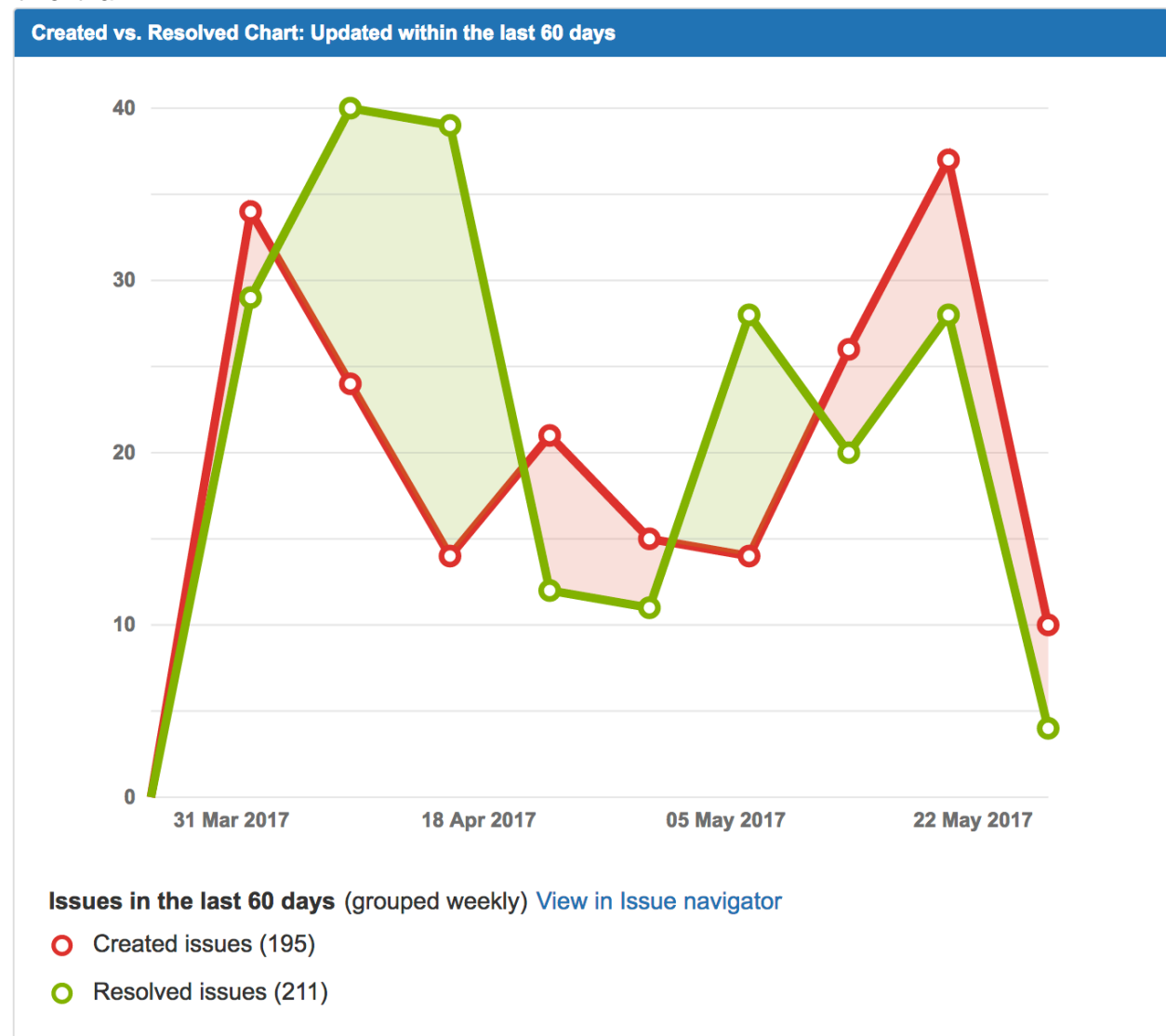
A revised Communication Science Disorders site was released as well as an improved General University Requirements (GUR) page that had previously been an inaccessible PDF file. The new GUR page is viewable on mobile phones and other devices.

We spent a significant amount of time collaborating with Human Resources and Business and Financial Affairs to provide the web front-end for their new talent management and recruitment system, PageUp. The resulting work can be seen at <https://careers.wvu.edu>. Additionally,

several improvements were made to the long standing training application to improve performance and to comply with preferred name requests from the Registrar. The other collaborative project has been making improvements to the Central Authentication System (CAS) user interface in preparation for an upgrade on June 15th.

Looking forward, we are actively building the new WWU Foundation and Alumni websites to allow them to not renew their contract with iModules. This will offer significant savings for that division. WebTech has also begun building the events calendar for Western with the goal of launching on September 1st.

Web Tech Director Max Bronsema has been working on a time-sensitive project with EOO and performing the work necessary for the State IT worker re-allocation process that is under-way. He has also had a session proposal at a national conference accepted and will be presenting on it next fall.



Staff over the past two months faced a variety of health challenges and travel for professional development. Despite those challenges WebTech was able to resolve more issues than were brought to its attention. Our goal is to continue that trend by continuing to teach our end-users more advanced concepts and further invest in our full-time staff to broaden applicable skill-sets.

THE FRONT DOOR TO DISCOVERY

The Front Door to Discovery (FDD) builds community connections with Western for the benefit of students and faculty. In doing so, FDD maintained a strong focus of enhancing Western's reputation in the community by being accessible to the public and open to expanding valuable partnerships. During this quarter, approximately 75 business and community connections were made with WWU. Outreach efforts were also increased to broaden campus and community knowledge of FDD's role.

Additionally, multiple projects are in the works that benefit faculty, students and community partners. One project concluded which included a lecture and product taste testing to a Marketing class from Erin Baker, who is the CEO/Founder of Erin Baker's Wholesome Baked Goods. It is our hope that this new relationship with Western will continue to grow because her presence in the classroom enhances curriculum and offers practical experience for our students. Other projects continue to progress with Woods Coffee, Bellingham SeaFeast, and the City of Bellingham while new relationships are being built with Peoples Bank, Seattle Manufacturing Corp., Trayvax and others. Additionally, the Director has made it a priority to actively participate in the community while representing Western and our mission. He accepted requests to serve on the Bellingham Chamber of Commerce Board of Directors and also the Domestic Violence Commission in Bellingham.

DATE FOR NEXT REGULAR MEETING

- **August 17 & 18, 2017**

19. ADJOURNMENT