

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
AGENDA  
August 20, 2015**

**THURSDAY, AUGUST 20, 2015**

**Location: Shannon Point Marine Center, Anacortes, WA**

**Time: 11:15 a.m.**

- 1. CALL TO ORDER**  
11:15 a.m. – 11:20 a.m.
  
- 2. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110.**  
11:20 a.m. – 12:00 p.m.

**BREAK FOR LUNCH: 12:00 p.m. – 12:45 p.m.**

- 3. APPROVAL OF MINUTES**  
1:00 – 1:05
  - a. Board of Trustees meeting, June 11 & 12, 2015
  
- 4. PUBLIC COMMENT**  
1:05 – 1:15
  
- 5. RECOGNITION & INTRODUCTIONS**  
1:15 – 1:20
  - a. Resolution No. 2015 – 04 Recognizing the Service of Lisa Wochos
  
- 6. BOARD CHAIR**  
1:20 – 1:35
  - Resolution No. 2015 - 03 Recognizing the Service of Trustee Ralph Munro
  - Resolution No. 2015 - 07 Welcoming Student Trustee Seth Brickey
  
- 7. UNIVERSITY PRESIDENT**  
1:35 – 1:40
  
- 8. ASSOCIATED STUDENTS**  
1:40 – 1:45
  
- 9. FACULTY SENATE**  
1:45 – 1:50

## **ACTION ITEMS**

### **10. CONSENT ITEMS**

1:50 – 1:55

- Approval of Summer Quarter Degrees
- Consultant Contract for Architectural and Engineering Service for Ridgeway Gamma Renovation, PW695
- Consultant Contract for Science Building Renovation and Addition - Predesign

### **11. APPROVAL OF 2016 SUPPLEMENTAL OPERATING BUDGET REQUEST**

1:55 – 2:00

Presentation: Bruce Shepard, President  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Linda Teater, Director, Budget Office

2:00 - 2:10

Discussion

### **12. APPROVAL OF 2016 SUPPLEMENTAL CAPITAL BUDGET REQUEST**

2:10 – 2:15

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

2:15 – 2:25

Discussion

**BREAK: 10 min break (2:25 – 2:35)**

## **DISCUSSION ITEMS**

### **13. EMERGENCY MANAGEMENT PREPARATION UPDATE**

2:35 – 2:45

Presentation: Richard Van Den Hul, Vice President of Business and Financial Affairs  
Darin Rasmussen, Chief of Police / Director, Public Safety Department  
Sue Sullivan, Director, Environmental Health and Safety

2:45 – 2:55

Discussion

### **14. ASSESSMENT AND PLANNING FOR EXPANSION OF ON-CAMPUS STUDENT HOUSING**

2:55 – 3:05

Presentation: Eileen Coughlin, Senior VP, Vice President of Enrollment & Student Services

3:05 – 3:15

Discussion

### **15. CAMPAIGN UPDATE**

3:15 – 3:20

Presentation: Stephanie Bowers, Vice President for University Advancement

### **16. AUDIT COMMITTEE REPORT**

3:20 – 3:25

Presentation and Discussion: Karen Lee, Chair, Board of Trustees

### **17. GOVERNANCE COMMITTEE REPORT**

3:25 – 3:30

Presentation and Discussion: Sue Sharpe, Chair, Board Governance Committee

**18. INFORMATION ITEMS**

3:30 – 3:35

- a. Academic Affairs Report
- b. Annual & Quarterly Grant Report
- c. Admissions and Enrollment Report
- d. University Advancement Report
- e. Capital Program Report
- f. University Relations and Community Development Report

**BREAK: 5 min break (3:35 – 3:45)**

**19. PRESIDENTIAL SEARCH PROCESS**

- 3:45 – 4:05 Presentation: Phil Sharpe, Former Trustee  
Kevin Raymond, Former Trustee
- 4:05 – 4:25 Discussion

**20. PRESIDENTIAL SEARCH ADVISORY COMMITTEE CHAIR REPORT**

- 4:25 – 4:45 Presentation: Trustee Sue Sharpe, Chair, Presidential Search Advisory Committee
- 4:45 – 5:05 Discussion

- Resolution 2015-08 Adoption Of Presidential Search Advisory Committee Chair Recommendations And Appointment Of Trustees To Presidential Search Advisory Committee

**21. DATE FOR NEXT REGULAR MEETING: October 8 & 9, 2015**

**22. ADJOURNMENT**

## **1. CALL TO ORDER**

## **2. EXECUTIVE SESSION**

Executive Session may be held to discuss personnel, real estate, and legal issues as authorized in RCW 42.30.110.

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

**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard  
**DATE:** August 20, 2015  
**SUBJECT:** **Approval of the Minutes**  
**PURPOSE:** Action Items

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**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
  - June 11, 2015
  - June 12, 2015
  
- Approval of the Minutes of the Special Board of Trustees Meeting
  - June 22, 2015
  - July 20, 2015

**Supporting Information:**

Minutes and attachments for the following meetings:

- June 11, 2015
- June 12, 2015
- June 22, 2015
- July 20, 2015

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
MEETING MINUTES  
THURSDAY, June 11, 2015**

**1. CALL TO ORDER**

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 3:11 p.m., Thursday, June 11, 2015 in the Board of Trustees Conference Room, Old Main 340, at Western Washington University in Bellingham, Washington.

**Board of Trustees**

Karen Lee, Chair  
Sue Sharpe, Vice Chair  
Dick Thompson, Secretary  
Betti Fujikado  
Chase Franklin  
Carly Roberts  
Earl Overstreet

**Western Washington University**

Bruce Shepard, 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  
Steve Swan, Vice President for University Relations and Community Development  
Annika Wolters, Associated Students President  
Spencer Anthony-Cahill, Faculty Senate President  
Lisa Wochos, Assistant Attorney General  
Paul Cocke, Director, University Communications  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Elissa Hicks, Assistant Secretary to the Board of Trustees

Chair Karen Lee opened the meeting by commenting on President Shepard's announcement earlier in the day regarding his retirement after the conclusion of the 2015-16 academic year. She thanked President Shepard and Cyndie for their stewardship of Western through incredibly difficult fiscal times, acknowledged the great leadership team he has built, and said that he will leave Western with an incredible legacy both for the institution and him personally.

President Shepard thanked Trustee Lee for the kind words and said that recognition opportunities would be available at a later date, but for now he has another academic year in which he intends to continue making progress on institution wide goals. He also said that in order to have a successful transition, the university community needs time to come together and decide what they need in the next president and how to proceed, adding that he wanted to honor the process and provide adequate time for the process to succeed.

## **2. THE ROLE OF INTERCOLLEGIATE ATHLETICS AND CLUB SPORTS IN THE WESTERN UNDERGRADUATE EXPERIENCE**

Eileen Coughlin, Senior VP and Vice President for Enrollment and Student Services introduced Bruce Larson, Faculty Athletics Representative, who proceeded with the presentation regarding student athletics at Western. Larson said that during the current 2014-15 academic year, approximately 300 students participated in 15 varsity sports at Western, six for men and nine for women. Since September 1998, Western has been an official member of NCAA Division II athletics. Using the NCAA Academic Success Rate, which includes all freshman student-athletes, Western posted an 86 percent success rate, compared to the NCAA II national average of 71 percent. Larson outlined many of the student athlete service activities and fundraisers over recent years in which student athletes actively participate as a way to give back to the community. Larson introduced Marie Sather, Director of Campus Recreation Services, who talked about the current club sports program on campus.

Sather said that the Western Sport Club program consists of 24 teams noting that 752 students, 54% male and 45% female, were involved during the 2014-2015 season. Over the last three years, Western has been represented at 36 national tournament appearances for club sports. Sather described the new student led Sport Club Leadership Series at Western which provides training and opportunities for club participants to provide leadership when professional staff is not present, opportunities for student supervisors to supervise peers, provide opportunities for students to lead special events, and actively seeks methods to challenge students. She said that each student sports club advisor is provided a six week Sport Club Leadership Series course, during which the student leaders investigate ways of organizing and managing their peers, goal setting, team planning, budgeting, travel regulations, conflict management and ways of being an effective student leader and face of the university.

Larson introduced Catherine Miles, a junior from Anacortes, who is currently president of Western's Student-Athlete Advisory Committee and Lucas Marin, a junior and the current president of the Men's Lacrosse Team. Each of the students gave their accounts of being student athletes and their leadership roles within club sports, describing their experience at Western has been positively affected by their involvement.

Trustees had questions about differences between NCAA Division I and Division II athletics. Larson explained that the determination is really about the "life in balance" aspect of service and focus on academics in Division II that differs between the two divisions. Trustees appreciated the leadership building opportunities and the focus on balance for the students that offered them the opportunity to both play their sport and have a fulfilling academic experience.

## **3. OLYMPIA UPDATE**

Becca Kenna-Schenk, Government Relations Director gave an update regarding the ongoing legislative session in Olympia. She said that the Legislature is currently in their second special session that began on May 29th following the conclusion of the regular session on April 24th. Currently, the Republican-led Senate and Democrat-led House have each laid out multiple budget proposals during the regular and special sessions, but negotiations between the two chambers continue. Kenna-Schenk added that it is unclear when legislators will reach agreement and vote on the final 2015-17 operating and capital budgets. She also said that the capital budget negotiations are ongoing as well in connection with the operating budget talks.



#### **4. 2015 – 2016 PRELIMINARY OPERATING BUDGET**

- a. **2015 – 2016 Tuition Rates**
- b. **2015 – 2016 Budget Plan**

Richard Van Den Hul, Vice President for Business and Financial Affairs said that the Board would normally be setting tuition rates and approving the annual operating budget at this meeting, but that a final operating budget appropriations bill has not been passed by the Legislature. Due to this delay, Van Den Hul asked the Board to approve a preliminary fiscal year 2016 operating budget equal to the fiscal year 2015 operating budget (**Attachment A**) to allow for a continuation of operations at the University until a final budget is passed.

Van Den Hul said that once a budget has been approved by the Legislature, the University will continue to use the transparent bottom-up budget process to finalize recommendations for tuition increases and the FY2015-2016 budget and bring it to the Board for approval.

Trustees did not have any questions regarding the proposed preliminary budget.

MOTION 06-01-2015: Trustee Thompson moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a preliminary Fiscal Year 2015-2016 Annual State Operating Budget of \$145,009,266 consisting of a State Appropriation, WWU net tuition operating fee revenue, administrative services assessment, and one-time funds. At a special 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 Fiscal Year 2015-2016 and tuition recommendations for the 2015-2017 biennium.

Motion passed.

#### **5. 2015 – 2017 PRELIMINARY CAPITAL BUDGET**

Richard Van Den Hul, Vice President for Business and Financial Affairs said that the proposed capital budget is under the same restrictions as the operating budget in that there is not an approved budget from the legislature and will therefore be asking the Trustees to approve a preliminary capital budget (**Attachment B**) to keep the University moving forward until a capital budget is passed by the legislature.

He said that the Carver Academic Renovation is currently funded in all three proposed legislative budgets. However, he said that there is a significant difference between the House and Senate budgets in their funding of Carver and related funding of the rest of Western's Capital Budget. The Science Building Renovation and Addition Predesign is funded in the House but not in the Senate Budget. Van Den Hul said that he is working with everyone to get it into the final budget.

Trustees had no questions regarding the proposed capital budget.

MOTION 06-02-2015: Trustee Overstreet 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, 2015, as allowed by the Office of Financial Management; and, delegates permission 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.

Motion passed.

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

At 4:17 p.m. Chair Lee announced that the Board would convene in Executive Session for approximately 60 minutes to discuss a legal and personnel matter as authorized in RCW 42.30.110 (1)(g)&(i).

The Board returned to open meeting at 5:26 p.m. with no action to report and adjourned until Friday, June 12<sup>th</sup> at 9:00am.

**WESTERN WASHINGTON UNIVERSITY  
Operating Budget Planning Activities  
FY 2015-2016 TIMELINE**

Date	Olympia Dates	WWU Dates	2015-16 & 2016-17 Annual Operating Budget Process for Submission to BOT <u>Dates are tentative &amp; subject to change based on legislative process</u>
Jul		July 1 - Begin FY 2015-16 (yr one of 2015-17 biennium)	<p>Predicated on a Final Legislative Budget passed by June 30</p> <ul style="list-style-type: none"> <li>Jul 8 - President, VPs &amp; Deans meet to finalize planning unit recommendations</li> <li>Jul 10 - 2015-16 &amp; 2016-17 VP &amp; Deans recommendation posted to the web for comments until July 15</li> <li>Jul 15 - Final day of comment period on VP &amp; Deans recommendation</li> <li>Jul 16 - President's 2015-17 recommendation mailed to BOT and posted on tBO's website</li> <li><b>Jul 20 BOT Special Meeting:</b> <i>(subject to signing of state budget into law) to discuss the following:</i> <ul style="list-style-type: none"> <li>1) 2015-16 Annual Operating Budget presented to BOT for approval;</li> <li>2) 2015-17 Tuition levels presented to BOT for approval; and</li> <li>3) 2016-17 Annual Operating Budget presented to BOT for review only.</li> </ul> </li> </ul>

**WESTERN WASHINGTON UNIVERSITY**

**2015-2017 CAPITAL REQUEST**

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

Capital Budget 4/8/15

<b>PROJECT LISTING</b>		<b>WWU Request 19-Sep-14</b>	<b>Gov. Inslee Budget 18-Dec-14</b>	<b>House Budget 27-Mar-15</b>	<b>Senate Budget 8-Apr-15</b>	<b>Final Budget (Conference Committee)</b>
1	<b>MINOR WORKS - Preservation</b>	14,955,000	11,921,000	11,921,000	8,458,000	
2	<b>MINOR WORKS - Program</b>	12,904,000				
3	<b>CARVER ACADEMIC RENOVATION</b>	73,000,000	65,213,000	65,213,000	70,000,000	
	TOTAL	73,000,000	65,213,000	65,213,000	70,000,000	
	State Funds	73,000,000	48,903,000	48,903,000	58,600,000	
	Local Funds	-	-	-	5,400,000	
	COP	-	16,310,000	16,310,000	6,000,000	
4	<b>SCIENCE BUILDING RENOVATION &amp; ADDITION*</b>	8,800,000	500,000	500,000		
5	<b>IT NETWORK UPDATE</b>	4,000,000				
6	<b>2015-17 CLASSROOM &amp; LAB UPGRADES</b>	4,900,000	4,400,000	4,400,000		
7	<b>CAMPUS WIRELESS UPGRADE</b>	4,700,000				
8						
9						
10						
11						
12						
	<b>Preventive Facility Maintenance &amp; Repairs</b>		3,614,000	3,614,000	3,614,000	
	Sources of Funding: State Bonds	110,359,000	56,438,000	56,438,000	62,172,000	
	Local Funds	12,900,000	12,900,000	12,900,000	13,900,000	
	Subtotal - Non COP Funds	123,259,000	69,338,000	69,338,000	76,072,000	
	Certificate of Participation(COP)	-	16,310,000	16,310,000	6,000,000	
	<b>BIENNIUM TOTAL - ALL FUNDS</b>	<b>123,259,000</b>	<b>85,648,000</b>	<b>85,648,000</b>	<b>82,072,000</b>	

\* Science Building Renovation & Addition request included \$500,000 for predesign, \$8,300,000 for design

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
MEETING MINUTES  
FRIDAY, June 12, 2015**

**Breakfast with the 2015 Presidential Scholars in the Solarium**

The Trustees, President Shepard, Vice Presidents, Deans, department chairs and the faculty nominators enjoyed a breakfast with the 2015 Presidential Scholars.

- Susanne Hancock, College of Business and Economics
- Evan Rumble, College of Fine and Performing Arts
- Sadie Normoyle, Huxley College of the Environment
- Brenda McGarrity, Woodring College of Education
- Celina Muñoz, College of Humanities and Social Sciences, Humanities
- Maverick Tang, College of Humanities and Social Sciences, Social Sciences
- David Nuqul, College of Science and Engineering.

**1. CALL TO ORDER, APPROVAL OF MINUTES**

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 9:03 a.m., Friday, June 12, 2015 in the Board of Trustees Conference Room, Old Main 340, at Western Washington University in Bellingham, Washington.

**Board of Trustees**

Karen Lee, Chair  
Sue Sharpe, Vice Chair  
Dick Thompson, Secretary  
Betti Fujikado  
Chase Franklin  
Carly Roberts  
Ralph Munro  
Earl Overstreet

**Western Washington University**

Bruce Shepard, 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  
Steve Swan, Vice President for University Relations and Community Development  
Annika Wolters, Associated Students President  
Spencer Anthony-Cahill, Faculty Senate President  
Lisa Wochos, Assistant Attorney General  
Paul Cocke, Director, University Communications  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Elissa Hicks, Assistant Secretary to the Board of Trustees

There were no changes to the draft minutes as distributed.

MOTION 06-03-2015: Trustee Roberts moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, April 9 & 10, 2015

The motion passed.

Chair Karen Lee announced a change in the agenda in that the Board would recognize the student award winners before public comment in an effort to get them back to classes and any remaining finals in a timely manner. After the student recognitions the agenda would proceed as planned.

## **2. RECOGNITIONS AND INTRODUCTIONS**

Dr. Tom Moore, Program Advisor, Western Washington University Fellowships Office, gave a brief introduction of the award programs and introduced the student award winners and program advisors. He said that Western students have received a number of national awards this year totaling \$1million dollars, including eight Fulbright Fellowship awards, two Hollings (NOAA) awards, six Gilman awards, three Research Experience for Undergraduate awards and four Teaching Assistance Program in France award winners.

### **WWU Student Award Winners**

<b>Fulbright</b>	<b>Hollings (NOAA)</b>	<b>Gilman</b>	<b>Research Experience for Undergraduates</b>	<b>Teaching Assistant Program in France</b>
<ul style="list-style-type: none"><li>• Emily Brodie</li><li>• Olivia Henry</li><li>• Sadie Metz</li><li>• Polly Woodbury</li><li>• Sam Bliss</li><li>• Nathan Drapela</li><li>• Liam Fox</li><li>• Nicole Jennings</li></ul>	<ul style="list-style-type: none"><li>• Thomas Morrissey</li><li>• Raven Benko</li></ul>	<ul style="list-style-type: none"><li>• Lucerno Manjarrez</li><li>• Kaeli Wells</li><li>• Blanca Castillo</li><li>• Jaiden Dokken</li><li>• Tristen Johnson</li><li>• Ani Mesropian</li></ul>	<ul style="list-style-type: none"><li>• Macon Abernathy</li><li>• Hannah Besso</li><li>• Julia Smith-Peltier</li></ul>	<ul style="list-style-type: none"><li>• Josepha Burke</li><li>• Eldred Vidal</li><li>• Alexandria Vaughn</li><li>• Anaeliese Krautraemer</li></ul>

## **3. PUBLIC COMMENT PERIOD**

As per Amended RCW 28B.35.110, the Board of Trustees provided time for a Public Comment period. One person signed up to testify before the Board, and Chair Lee gave him two minutes to address the Board.

Mr. Gary R. Best, father of a current Western student provided public comment regarding the treatment of his daughter while she was on the Western Softball Team. Mr. Best shared concerns with how his daughter was treated during several medical incidents while participating in team

events. He then expressed concerns with how he was treated by Western employees after the fact when he was voicing his concerns. He asked the Trustees to consider student safety from a parent's point of view in future decisions.

#### **4. RECOGNITIONS AND INTRODUCTIONS**

- Resolution No. 2015-02 Recognizing the Service of Lisa Wochos

President Shepard introduced Lisa Wochos and thanked her for her years of dedicated service to the university and congratulated her on her upcoming retirement. Lisa Wochos then thanked everyone for their kind wishes and the great opportunity she had to work at Western.

Trustees also thanked her for her service and passed Resolution 2015-02 Recognizing the Service Senior Counsel Lisa Wochos.

MOTION 06-04-2015: Trustee Thompson moved that the Board of Trustees approve Resolution 2015-02 Recognizing the Service of Senior Counsel Lisa Wochos.

The motion passed.

#### **5. BOARD CHAIR REPORT**

Trustee Lee said that Resolution No.2015-03 Recognizing the Service of Board Member Ralph Munro will be addressed at a future meeting.

Chair Lee recognized student trustee Carly Roberts and talked about the value added perspective that student trustees bring to the group and praised Carly on her tenure with the Board. Other Trustees also provided positive comments for Roberts. Trustee Lee then asked Trustee Sharpe to read Resolution No.2015-04 Recognizing the Service of Board Member Carly Roberts.

#### **RESOLUTION NO. 2015-04**

#### **A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY RECOGNIZING THE SERVICE OF STUDENT TRUSTEE CARLY ROBERTS**

**WHEREAS, CARLY ROBERTS** of Olympia, Washington, has served as a member of the Western Washington University Board of Trustees from July 1, 2014 to June 30, 2015 as appointed by Governor Jay Inslee; and

**WHEREAS, CARLY ROBERTS** has the distinction of being the seventeenth student appointee by the Governor of Washington to the Board of Trustees of Western Washington University; and

**WHEREAS, CARLY ROBERTS** has contributed her time and commitment to the University at considerable personal sacrifice while pursuing a bachelor's degree in Economics and Political Science with a minor in Ancient Greek Language from Western Washington University; and

**WHEREAS, CARLY ROBERTS** brought to her appointment as a trustee dedication to the campus and greater communities through her service as a past Associated Students President, AS Vice President for Activities, and by her participation in the American Association of University Women, the Western Cares Organization, the Washington Student Association Board of Directors and Running Start: Bringing Young Women to Politics; and

**WHEREAS, CARLY ROBERTS** contributed to the increased stature and the future potential of Western Washington University through her participation in numerous decisions affecting the University; and

**WHEREAS, CARLY ROBERTS** has served with distinction this past year with intelligence, relevant insight and kindness for the best interests of all in the Western community; and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of Western Washington University that **CARLY ROBERTS** 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 12, 2015.

MOTION 06-06-2015: Trustee Sharpe moved that the Board of Trustees approve Resolution 2015-04 Recognizing the Service of Student Trustee Carly Roberts.

The motion passed.

Trustee Roberts thanked the Trustees for their kindness and mentorship, along with the wonderful opportunity to serve on the Board over the past year.

## **6. UNIVERSITY PRESIDENT**

President Shepard discussed the Presidential Scholars, the student award winners and thanked AS President Annika Wolters and Faculty Senate President Spencer Anthony-Cahill for their leadership over the past year. He also talked about the student celebration dinners that he and Cyndie host at their house to recognize students who have competed in national events over the past year which are always entertaining and enjoyable to see Western's successful students.



## **7. ASSOCIATED STUDENTS**

AS President Annika Wolters thanked the Board for the opportunity to participate over the next year and introduced next year's incoming AS President Belina Seare.

Trustee Munro presented Annika Wolters with a picture from 1965 of then AS President Ralph Munro discussing lowering tuition. Trustee Munro said that even though it may not seem as though the older Board members know what current students are going through, they do.

## **8. FACULTY SENATE**

Faculty Senate President Spencer Anthony-Cahill thanked everyone for their kind words and gave a brief verbal introduction of the incoming Faculty Senate President Molly Ware. Anthony-Cahill directed the Trustees to his submitted report in the materials, and talked about several key points. He addressed the progress made over the past year with formulating an effective faculty response to classroom climate issues raised by the Associated Students. Anthony-Cahill said that progress has been made with the students, and conversations are still ongoing. He said that the senate's work on faculty involvement in strategic enrollment planning, and increasing faculty engagement in student advising and retention efforts has made progress and discussions will continue especially regarding access issues.

## **9. CONSENT ITEMS**

Chair Lee introduced the consent items. There was one question regarding the student trustee voting or abstaining since she would be approving her own degree. Assistant Attorney General Kerena Higgins said there are no issues with the student trustee voting. There were no further questions.

MOTION 06-07-2015: Trustee Munro 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 2015, effective June 13, 2015.

And

Trustee Munro moved on recommendation from the Chair, that the Board of Trustees change its currently scheduled meeting on Thursday, August 20 and Friday, August 21, 2015 to only Thursday, August 20, 2015.

The motions passed.

## **10. ACADEMIC PROGRAM FEES**

Brent Carbajal, Provost and Vice President for Academic Affairs provided a brief explanation of what the academic program fees include: continuing education programs and courses, degree programs via extended education, and summer session tuition and fees. Carbajal said that the

annual fee increases for all of these programs are limited to projected program costs and that fees are reviewed by the Academic Fee Committee, the Budget Working Group and President's Council, before they are brought to the Board for approval. Carbajal then asked the Board to approve the proposed academic program fees as included in **Attachment C**.

There were no questions from Trustees.

MOTION 06-08-2015: Trustee Thompson moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2015-16 Other Academic Program fee schedule.

The motion passed.

Chair Lee announced a break at 9:46 am. The Board returned and reconvened the meeting at 10:04 am.

## **11. 2015 - 2016 STUDENT FEES**

Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services gave a brief background of this year's student fees and the attached proposed changes (**Attachment D**). Trustees asked questions regarding funding structure and the Services & Activities (S&A) Fee Committee structure. Coughlin said that 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, Athletics, Campus Recreation, and Department Related Activities (DRAC). 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. Coughlin then explained that the 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.

MOTION 06-09-2015: Trustee Franklin 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 2015-16 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activities Fee (1.03% Proposed increase if legislation permits)
- Student Health Service Fee (No increase)
- Student Recreation Fee (No increase)
- Technology Fee (No increase)
- Non-Academic Building Fee (No increase)
- Green Energy Fee (to be renamed "Sustainable Action Fund")
  - (Reauthorization of fee; No fee increase)
- Student Transportation Fee (No increase)
- Legislative Action Fund (no increase)

The motion passed.

## **12. ENGINEERING & COMPUTER SCIENCE UPDATE ONE YEAR LATER**

Brent Carbajal, Provost and Vice President for Academic Affairs introduced Catherine Clark, Dean of the College of Science and Engineering, Perry Fizzano, Chair of the Department of Computer Science, and Jeff Newcomer, Chair of the Department of Engineering and Design who shared information with the Board about changes to the two departments over the last year. Some of those changes were due to funding from past legislative decision packages which provided for increased access to the computer science major and for the transition from engineering technology to engineering. Along with that change, Newcomer said, is the current effort of Accreditation Board for Engineering and Technology (ABET) accreditation, which is ongoing and promising.

Trustees had questions regarding the accreditation effort and diversity efforts for students as well as faculty in the science fields. Dean Clark said there is currently a strong effort in the college for diversity and that she is really excited by that element and sees a lot of potential in their current efforts. Clark also took the opportunity to talk about some of the bottlenecks with preparatory classes that present challenges for time to graduation statistics. She said that currently the math classes required for most science majors are so full they can't offer enough sections to get everyone through in a timely manner. This slows students down and additional funding would be required to ease this.

## **13. CAMPAIGN UPDATE**

Stephanie Bowers, Vice President for University Advancement said that as of May 31, 2015 the campaign stood at \$54 million dollars, but with the addition of a very recent gift, as of June 11, 2015, the campaign was at \$55 million dollars. Bowers related the story of the recent donation from a long time Bellingham community member. She also provided a brief synopsis of the Alpha Lab ribbon cutting ceremony that recently took place on campus and described how the lab will be an asset to Western and the Engineering departments.

## **14. GOVERNANCE COMMITTEE REPORT**

Sue Sharpe, Chair, Board Committee on Trustees gave a brief report on the committee. Sharpe said that over the past year the committee has worked on updating and improving the new trustee orientation process and the Board Rules of Operation. Sharpe said the committee will be busy in the months to come and looks forward to continuing this important work.

## **15. AUDIT COMMITTEE REPORT**

Dick Thompson, Chair, Board Audit Committee said that the committee is in transition including with personnel and with changes possibly coming to the audit committee charter. He also stated that the work of the internal audit office continues to move forward without any issues to report.

**16. INFORMATION ITEMS**

**a. Academic Reports**

Provost Carbajal provided a written report with information regarding the tenure track faculty searches undertaken during the 2014-2015 academic year.

**b. Admissions and Enrollment Summary**

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

**c. University Advancement Report**

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

**d. Capital Program Report**

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

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

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

**f. Housing & Dining Capital Plan Update**

Vice President Coughlin provided a written report regarding an updated to the University's Housing & Dining Capital Plan.

**17. DATE FOR NEXT REGULAR MEETING: August 20, 2015 in Anacortes, Washington at the Shannon Point Marine Center.**

**18.** The meeting adjourned at 10:59 a.m.

WESTERN WASHINGTON UNIVERSITY  
2015 - 2016

Other Academic Program Fees

FUND: Fund Title, Department						
Fee Title	2014-15 Fee	2015-16 Proposed Fee	Amount Change	Percent Change	Change Description	Fee Form Number
<u>Academic Affairs</u>						
<b>20033: Foreign Studies Course Fees, Provost/Other Programs</b>						
Application Fee	75.00	100.00	25.00	33.33%	Increase to Fee	<a href="#">909396</a>
<b>25104: Elementary Education, Extended Education &amp; Summer Programs</b>						
Active Duty Military Fee		166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate		225.00 per credit			New Fee	<a href="#">939940</a>
<b>25110: Vehicle Design, Extended Education &amp; Summer Programs</b>						
Active Duty Military Fee		166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate		225.00 per credit			New Fee	<a href="#">939940</a>
<b>25111: CSD - Comm. Science &amp; Disorders, Extended Education &amp; Summer Programs</b>						
Active Duty Military Fee		166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate		225.00 per credit			New Fee	<a href="#">939940</a>
<b>25112: Environmental Studies, Extended Education &amp; Summer Programs</b>						
Active Duty Military Fee		166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate		225.00 per credit			New Fee	<a href="#">939940</a>
<b>25115: Off-Campus Student Teaching, Extended Education &amp; Summer Programs</b>						
Active Duty Military Fee		166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate		225.00 per credit			New Fee	<a href="#">939940</a>

FUND: Fund Title, Department		2014-15	2015-16	Amount	Percent	Change	Fee Form
Fee Title		Fee	Proposed Fee	Change	Change	Description	Number
<b>Academic Affairs</b>							
<b>25120: AY Self-Sustaining Programming, Extended Education &amp; Summer Programs</b>							
Active Duty Military Fee			166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate			225.00 per credit			New Fee	<a href="#">939940</a>
<b>25122: WWU on the Peninsula, Extended Education &amp; Summer Programs</b>							
Active Duty Military Fee			166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate			225.00 per credit			New Fee	<a href="#">939940</a>
<b>25123: Computer &amp; Info Systems Security, Extended Education &amp; Summer Programs</b>							
Active Duty Military Fee			166.00 per credit			New Fee	<a href="#">939922</a>
All-WA Academic Team Member Rate			225.00 per credit			New Fee	<a href="#">939940</a>
<b>25306: Professional Development, Extended Education &amp; Summer Programs</b>							
Active Duty Military Fee			166.00 per credit			New Fee	<a href="#">939922</a>
<b>25309: Language &amp; Culture Programs, Extended Education &amp; Summer Programs</b>							
IEP Quarterly Tuition-Full Time	2,920.00 per quarter		3,212.00 per quarter	292.00	10.00%	Increase to Fee	<a href="#">940187</a>
IEP Quarterly Tuition-Part Time	127.00 per course contract		140.00 per credit	13.00	10.24%	Increase to Fee	<a href="#">940189</a>

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

**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard on behalf of Senior Vice President Eileen Coughlin  
**DATE:** June 12, 2015  
**SUBJECT:** 2015 – 2016 Student Fees  
**PURPOSE:** Action Item

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**Purpose of Submittal:**

To recommend mandatory student fee levels for 2015-16 for approval, and to approve the recommended revenue distributions of the Services & Activities (general S&A) Fee for academic year 2015-16 and summer 2015.

**Proposed Motion:**

*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 2015-16 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activities Fee (*1.03% Proposed increase if legislation permits*)
- Student Health Service Fee (*No increase*)
- Student Recreation Fee (*No increase*)
- Technology Fee (*No increase*)
- Non-Academic Building Fee (*No increase*)
- Green Energy Fee (to be renamed “Sustainable Action Fund”)  
(*Reauthorization of fee; No fee increase*)
- Student Transportation Fee (*No increase*)
- Legislative Action Fund (*No increase*)

**Supporting Information:**

Attachment A: Summary of current and proposed mandatory student fee levels  
Attachment B: Services and Activities Fee Proposal  
Attachment C: Student Health Services Fee Program Report  
Attachment D: Student Technology Fee Program Report  
Attachment E: Non-Academic Building Fee Program Report  
Attachment F: Sustainable Action Fund (proposed rename from “Green Energy Fee”) Fee  
Reauthorization and Program Report  
Attachment G: Student Recreation Fee Program Report  
Attachment H: Student Alternative Transportation Fee Program Report

**Attachment A**  
**2015-16 Mandatory Student Fees**

**Summary of Current and Proposed Mandatory Student Fee Levels**

It is proposed to increase one of the seven mandatory student fees for 2015-16 (pending legislative permission) and to re-authorize and restructure one fee. This proposal constitutes a net average increase of 0.41% for all mandatory student fees (\$2 per quarter.)

**Proposed Increases Effective Fall Quarter**

*Proposed to the WWU Board of Trustees on June 12, 2015*

Mandatory Fee	Notes	Proposed Change	Quarterly Fees				Academic Year Fees			
			Current 2014-15	Proposed 2015-16	\$\$ Change	% Change	Current 2014-15	Proposed 2015-16	\$\$ Change	% Change
<b>Services &amp; Activities (S&amp;A) Fee</b>	(1) (2)	<b>Proposed increase of \$2 per quarter (1.03%) if legislation permits.</b> RCW's limit the increase of S&A Fees to the percent increase in undergraduate tuition unless a specific exception is granted. The S&A Fee Committee plans to eliminate the reserve fund which currently has a zero balance; departments are responsible for carrying their own appropriate reserves. Fee is prorated per credit with 10+ credits paying the full fee.	\$195.00	\$197.00	\$2.00	1.03%	\$585.00	\$591.00	\$6.00	1.03%
<b>Health Service Fee</b>		<b>No proposed change.</b> Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services.	\$85.00	\$85.00	\$0.00	0.00%	\$255.00	\$255.00	\$0.00	0.00%
<b>Technology Fee</b>		<b>No proposed change.</b> 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	0.00%	\$105.00	\$105.00	\$0.00	0.00%
<b>Non-Academic Building Fee</b>		<b>No proposed change.</b> AS Facilities & Services Council proposed \$2.50/quarter increase, but AS Board voted 0-6 against. Fee is charged to students taking 6+ credits.	\$39.00	\$39.00	\$0.00	0.00%	\$117.00	\$117.00	\$0.00	0.00%
<b>Sustainable Action Fund Fee</b> (proposed renaming from "Green Energy Fee")		<b>Reauthorization of fee through Summer 2018. No proposed change in fee level for 2015-16.</b> In Spring 2015, student 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	0.00%	\$21.00	\$21.00	\$0.00	0.00%
<b>Student Recreation Fee (S&amp;A)</b>	(1)	<b>No proposed change.</b> Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain access/services.	\$99.00	\$99.00	\$0.00	0.00%	\$297.00	\$297.00	\$0.00	0.00%
<b>Student Transportation Fee</b>		<b>No proposed change.</b> 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 is \$21 and covers just the bus pass.	\$26.25	\$26.25	\$0.00	0.00%	\$78.75	\$78.75	\$0.00	0.00%
<b>Legislative Action Fee</b>	(3)	<b>No proposed change.</b> To fund student representation and advocacy efforts at the campus, local, state, and federal levels.	\$1.00	\$1.00	\$0.00	0.00%	\$3.00	\$3.00	\$0.00	0.00%
<b>Total Mandatory Fees</b>			<b>\$487.25</b>	<b>\$489.25</b>	<b>\$2.00</b>	<b>0.41%</b>	<b>\$1,461.75</b>	<b>\$1,467.75</b>	<b>\$6.00</b>	<b>0.41%</b>

**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."



**Attachment B  
2015-16 Mandatory Student Fees**

**Services & Activities Fee**

**1.03% Increase to Fee if Legislation Permits**

Proposed Distributions and 1.03% Increase to Fee (if legislation permits)

**Proposed Fee and Distribution: In the event that the S&A Fee can legally be increased, the Services & Activities Fee Committee recommends a 1.03% increase to the S&A Fee for the 2015-2016 academic year, maintaining the Summer 2016 rate at 65.15% of the academic year rate, and recommends approval of the distribution of fees for the 2015-16 academic year and Summer 2015 as outlined.**

The Committee proposes a 1.03% increase (\$2 per quarter) to the S&A Fee for the 2015-2016 year (from \$585 to \$591 for the academic year, or from \$195 to \$197 per quarter). This fee is pro-rated per credit (\$19.70 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee.

Alternative: Proposed Distributions and No Fee Increase (if an increase is not permitted)

**Proposed Fee and Distribution: In the event that the S&A Fee cannot legally be increased, the Services & Activities Fee Committee recommends approval of the distribution of fees for the 2015-16 academic year as outlined. Further, the Committee recommends maintaining the Summer 2016 rate at 65.15% of the academic year rate and distributing Summer 2015 fee revenue as outlined.**

The S&A Fee for the 2015-2016 would remain at \$585 for the academic year, or \$195 per quarter. This is pro-rated per credit (\$19.50 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
- Depart 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 constituents 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, Athletics, Campus Recreation, and Department Related Activities (DRAC). 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.

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.

**Elimination of S & A Fee Committee Reserve**

In 1992, the S&A Fee Committee established a reserve to assist constituent groups in meeting unanticipated or extraordinary expenses. Under the reserve policy adopted at that time, a minimum reserve balance of \$10,000 was required and the reserve level was not to exceed \$40,000. The S&A constituent areas have since developed their own reserves to meet unexpected expenses.

For almost two decades the reserve balance was maintained at no more than the required \$10,000 balance. Constituent areas were able to cover their unexpected expenses so the committee opted to direct all available dollars to support student programs. In the 2013-14 year the committee voted to deplete the reserve balance in order to support unexpected costs in Campus Recreation when the men's rugby team qualified for nationals.

The committee has not restored the \$10,000 reserve balance and after discussion has decided to eliminate the central S&A Fee Committee Reserve.

## 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 made at the April 22, 2015 meeting.

An overarching theme of the various requests was for expected/mandated increases in salary (some at estimated levels until the legislature passes a budget and agreements are reached with labor), minimum wage increases, travel cost increases and limited staffing/program improvements.

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

## CONSTITUENT BUDGET REQUESTS for Academic Year 2015-16

### Associated Students

The Associated Students did not request a budget increase for the 2015-1016 academic year.

### Athletics

Athletics requested an increase of \$185,548. Of this, \$57,834 was for expenses related to mandated salary increases and increased expenses for travel. Due to changes in conference schedules, travel costs are expected to be nearly \$50,000 higher next year. If the S&A Fee is allowed to increase 1.03%, then Athletics is projected to receive a 2.7% increase in funding (or \$46,456) which is 25% of their request.

### Campus Recreation

Campus Recreation did not request a budget increase for the 2015-2016 academic year.

### DRAC

Department Related Activities requested an increase of \$49,813 primarily to fund a new edition in Student Publications and increased travel and instrument repair/replacement for Music. If the S&A Fee is allowed to increase 1.03%, then DRAC is projected to receive a 2.5% increase in funding (or \$23,745) which is 48% of their request.

**2015-16 Academic Year**

**Proposed Distributions with 1.03% 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 \$15,824.
- 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 based on projected revenue. Revenue in excess of dollar allocations indicated to be distributed to constituents on a percentage basis using percentages from 2014-15 allocations.

<b>1.03% Fee Increase</b>					
	<b><u>2014-15 Actual</u></b>		<b><u>2015-16 Proposed</u></b>		<b><u>Variance</u></b>
Effective Rate of Increase				1.03% (+ \$2.00/quarter)	
Total Projected Revenue		\$ 7,062,861		\$ 7,135,608	\$ 72,747
Loan Fund (3.5%)		\$ 247,200		\$ 249,746	\$ 2,546
Music Copyright		\$ 15,824		\$ 15,824	\$ -
Housing & Dining		\$ 1,232,131		\$ 1,232,131	\$ -
<b>Subtotal for Distribution</b>		<b>\$ 5,567,706</b>		<b>\$ 5,637,907</b>	<b>\$ 70,201</b>
Associated Students	44.0%	\$ 2,449,791	43.5%	\$ 2,449,791	\$ -
Athletics	30.8%	\$ 1,714,853	31.2%	\$ 1,761,309	\$ 46,456
Campus Rec	7.9%	\$ 439,849	7.8%	\$ 439,849	\$ -
DRAC	17.3%	\$ 963,213	17.5%	\$ 986,958	\$ 23,745
<b>Total Distributed</b>		<b>\$ 5,567,706</b>		<b>\$ 5,637,907</b>	<b>\$ 70,201</b>

**2015-16 Academic Year**

**Alternative: Proposed Distributions with No Fee Increase**

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of \$15,824.
- 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 based on projected revenue. Revenue in excess of projection to be allocated to constituents on a percentage basis.

<b>Alternative: No Fee Increase</b>					
	<b><u>2014-15 Actual</u></b>		<b><u>2015-16 Proposed</u></b>		<b><u>Variance</u></b>
Effective Rate of Increase				0%	
Total Projected Revenue		\$7,062,861		\$ 7,062,861	\$ -
Loan Fund (3.5%)		\$ 247,200		\$ 247,200	\$ -
Music Copyright		\$ 15,824		\$ 15,824	\$ -
Housing & Dining		\$1,232,131		\$ 1,232,131	\$ -
<b>Subtotal for Distribution</b>		<b>\$5,567,706</b>		<b>\$ 5,567,706</b>	<b>\$ -</b>
Associated Students	44.0%	\$2,449,791	44.0%	\$ 2,449,791	\$ -
Athletics	30.8%	\$1,714,853	30.8%	\$ 1,714,853	\$ -
Campus Rec	7.9%	\$ 439,849	7.9%	\$ 439,849	\$ -
DRAC	17.3%	\$ 963,213	17.3%	\$ 963,213	\$ -
<b>Total Distributed</b>		<b>\$5,567,706</b>		<b>\$ 5,567,706</b>	<b>\$ -</b>

## S&A Summer 2016

### 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 2015-2016 academic year, the rate for Summer 2016 would increase from \$12.70 to \$12.83 per credit. If no S&A Fee increase is allowed, the Summer 2016 rate would remain at \$12.70 per credit.

## S&A Summer 2015

### CONSTITUENT BUDGET REQUESTS for Summer 2015

#### Associated Students

The Associated Students requested \$165,000 in total for Summer 2015 (an increase of \$12,404 or 8.1% from \$152,596 in Summer 2014) to cover salary and programmatic cost increases. The AS is projected to receive \$163,515 (an increase of \$10,919 or 7.2%), which is 99.1% of their request.

#### Campus Recreation

Campus Recreation requested essentially a carryforward level of \$18,604 in total and is projected to receive \$18,436, which is 99.1% of their request.

#### DRAC

Department Related Activities requested essentially a carryforward level of \$90,308 in total and is projected to receive \$89,495, which is 99.1% of their request.

### Proposed Fee Distribution

The Board of Trustees approved the Summer 2015 rate of \$12.70 per credit. It is proposed that Summer 2015 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.

<b>Summer 2015</b>					
		<b>Summer 2014 Actuals</b>		<b>Summer 2015 Proposed</b>	
Housing & Dining (bond covenant)			\$ 51,629		\$ 51,629
Associated Students	57.6%		\$ 152,596	60.2%	\$ 163,515
Campus Rec	8.0%		\$ 21,194	6.8%	\$ 18,436
DRAC	34.4%		\$ 91,133	33.0%	\$ 89,495
<b>Total Distributed</b>			<b>\$ 316,552</b>		<b>\$ 323,075</b>

TO: Tina Loudon, Chair – S & A Fee Committee  
FROM: Eileen Coughlin, Sr. Vice President – Enrollment and Student Services  
DATE: 5/29//15  
SUBJECT: Proposed S & A Fee Level and Distribution

I have received your summary of the S & A Fee Committee's recommendations for the fee level and distribution for the 2015-16 Academic Year, the Summer 2016 fee recommendation, and the fee distribution for Summer 2015.

Please convey to the committee my appreciation for the thoughtful consideration that went into the development of these proposals. As representative of the Administration, I am appreciative of the effort the members made to be conscious of fee impacts on students. The recommendation is supported.

As you stated, the S&A Fee increases are normally limited by RCW to the percent increase in resident undergraduate tuition unless a specific exemption is granted. Which of the Committee's proposals for the academic year will be allowed to be enacted by the Board of Trustees will depend, of course, on actions in Olympia.

**Attachment C**  
**2015-16 Mandatory Student Fees**  
**Health Services Fee**

**No Increase to Fee**

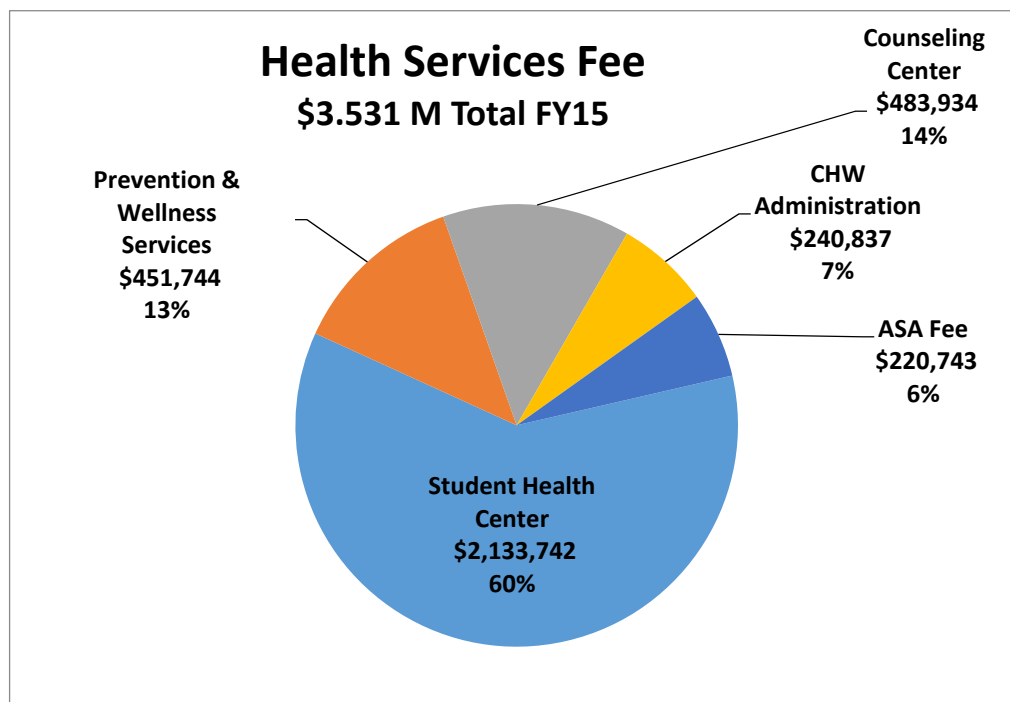
**2014-15 Program Report**

The Health Services Fee is used to establish a standard of health care for Bellingham's campus and as a contingency for emergency services. Revenue from this fee is the primary means of support for the operations and staffing of the Student Health Center, Prevention & Wellness Services and a significant part (44%) of the Counseling Center in order to provide easily accessible medical, mental health and wellness services to students, regardless of their insurance status. 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 these services.

Each of these departments provides a variety of clinical and educational services to Western's students, some of which are mandated by law. 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.

**Counseling, Health & Wellness FY15:**

- The Health Services Fee was increased from \$72/qtr. to \$85/qtr. in FY15.
- Projected Health Services Fee revenue for FY15 is 3,531,000.
- Health Services Fee Revenue supports 76% of the total \$4.63 million Counseling, Health & Wellness Services budget (\$4,013,500 Self-Sustaining & \$613,410 State funding).





**Student Health Center**

Funding previously used for contracted psychiatric consults for students was converted to establish a Staff Psychiatrist position which was filled in Fall 2014. The FY15 fee increase funded four new positions. A Patient Services Coordinator position and a Registered Nurse 2 position established in FY15 have been filled. Recruitment for a M.D. position and a Nurse Practitioner position specializing in mental health will begin soon.

**Counseling Center**

The FY15 fee increase funded two new positions. A master's level Mental Health Counselor position was filled in Fall 2014. The Doctoral Intern Program was expanded with both fee dollars and new State dollars to expand from two to three interns in Fall 2014 and from three to four interns in Fall 2015.

**Prevention & Wellness Services**

The FY15 fee increase provided funding to convert a temporary, part time position to a master's level Men's Violence Prevention/Mental Health Promotion Specialist position that was filled in Fall 2014.

**FY15 Fee Comparison to other WA state publics (fee/student/academic year)**

Washington State University	\$376
Central Washington University	\$297
Eastern Washington University	\$264
Western Washington University	\$255
The Evergreen State College	\$249

**FY16 Fee:** There is no fee increase proposed for FY16.

## Attachment D 2015-2016 Mandatory Student Fees

### Student Technology Fee No Increase to 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).

### 2014-15 Program Report

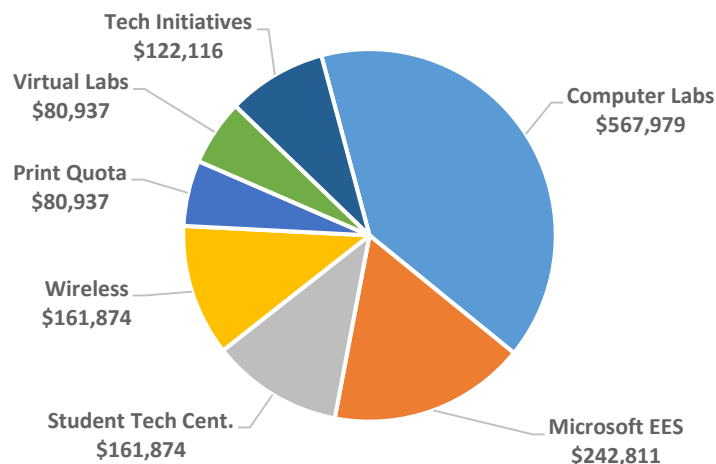
The Student Technology Fee, initially implemented in 1995, exists as an effective means of meeting the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds are inadequate to support the ongoing technological needs of students. Since the initial implementation, students have continuously renewed the fee. In spring of 2013 the fee was renewed during the student elections with 78% of students voting in the affirmative for 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 (11.43%)
- \$4 to wireless network renewal and replacement (11.43%)
- \$3 to the STF Tech Initiatives (project proposals) (8.6%)
- \$6 for the Microsoft Enrollment for Educational Solutions (EES) (17.14%)
- \$2 for the virtual labs and U-drive upgrades (5.7%)
- \$2 for a print quota with 50 prints per quarter (5.7%)

This allotment will result in the following approximate fund amounts (revenue collection continues until June 30, 2015):

### Revenue as of May 27, 2015 \$1,418,528 Total



**Technology Fee Project Proposal (Tech. Initiatives) Funding Allocations**

The Student Technology Fee (STF) Proposal Fund has the following mission:

- Broaden or enhance the quality of the student’s academic experience through the use of technology in support of the curriculum;
- Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it related to their academic endeavors;
- Increase the integration of technology into the curriculum.

For the Proposal Fund, students, faculty and staff are solicited for proposals that meet the mission of the STF. 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 and Telecommunication Services. The committee reviews each proposal, receives input from the Deans with their proposal ranking within their college, receives advice from the Faculty Senate’s Academic Technology Committee and solicits comments from the campus population. The STF Committee then makes fee allocation recommendations to the WWU President and AS President who approve or modify their recommendations.

**In 2014-15 the following proposals were funded (\$137,487 total):**

#	Project Title	Funded Amount	Partial Funding Description
1	<a href="#">Loan Pool Projection Upgrade</a> Upgrades projection to HDMI & 16x9 format for modern video.	10,544	Funded four projectors rather than eight. Full funding on remaining items.
4	<a href="#">Strength Measurement</a> Provides Biodex System 4 for Kinesiology.	25,000	Timing contingent on space availability with Carver renovation.
6	<a href="#">Humanities Seminar Workstations</a> Computers & software	2,850	Contingent on specific software and users being identified. Furniture will not be funded.
7	<a href="#">Investigative Labs on Gene Functions</a> Provides gene modification equipment	18,013	Funding ‘gene gun’ only.
8	<a href="#">Surface Analysis Capabilities</a> Upgrades critical equipment	21,858	
9	<a href="#">Experimental Earth Surface Processes</a> Upgrades to wave tank and turbidite flume	21,157	Funded priorities One and Two less the Nikon camera and GigaPan.
11	<a href="#">Field Audio Recording</a> Improves access to high quality equipment	10,048	
13	<a href="#">Chromebooks for Education</a> Equipment for teacher preparation.	6,748	
14	<a href="#">Gigapan for Place Based Learning</a> Student proposed project for high resolution digital panoramas	1,900	Contingent on being placed in Loan Pool.
15	<a href="#">WWU MakerSpace</a> Student proposed project for equipment to create a collaborative, creative space, with 3-D printing and other devices not readily available.	19,369	Contingent on space being identified.

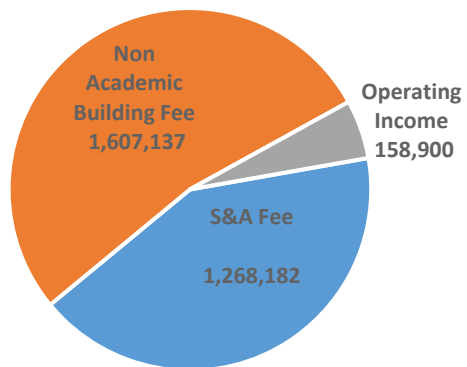
**Attachment E**  
**2014-15 Mandatory Student Fees**

**Non-Academic Building Fee**  
**No increase to Fee**

**2014-15 Program Report and 2015-16 Projections**

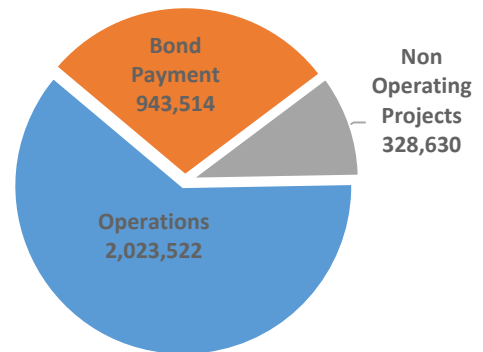
- The Non-Academic Building Fee is proposed to remain at \$39 per quarter, generating \$1.6 million.
- The fee is one of three revenue sources that support Viking Union Facilities. Other revenue sources include a funding allocation equal to Housing and Dining System's portion of the S&A Fee and operating income from service fees such as space rentals, event services fees, and Lakewood boat rentals and lessons.
- Revenues collected support the bond payment for the 2000 renovation of the Viking Union, operations and facility support for the Viking Union, the Lakewood Watersports Facility, and Viqueen Lodge on Sinclair Island.
- The Housing & Dining System's bond refunding in early 2015 reduced the annual bond payment for the Viking Union by \$110,630. These savings have been pledged toward a \$1.0 million commitment to fund a renovation of the Viking Union that will highlight the Ethnic Student Center within the building. In addition, reserve dollars will be used to augment the reprogramming, refreshing, and remodeling that will need to occur to accomplish this goal. Architects are currently being considered, so design plans and cost estimates have not yet been developed, though early estimates suggest a level of \$1.5 million or more.
- The Associated Students Facilities and Services Council voted unanimously to support a \$2.50 per quarter increase in the Non-Academic Building Fee to cover cost increases associated with increases from staff reorganization, salary adjustments and increases to operating expenses. However, following feedback from the Associated Students Board and their 0-6 vote against the increase, the Viking Union Administration has tabled the proposal. For FY 16, increased expenses will be covered through increased service fees and operating fund balance although Viking Union Facilities will have limited capacity to contribute to reserves for capital projects, ongoing facilities maintenance and upgrades, equipment amortization, etc.

FY 16 Viking Union Facilities  
Income Projections



Total Revenue: \$3,034,219

FY 16 Viking Union Facilities  
Expenditure Projections



Total Expenditures: \$3,295,666

**FY16 Projected Reserve**

- Fund Balance: \$1,392,196
- Available Balance (minus 5% outstanding bond required by covenant): \$927,591

## **Attachment F 2015-16 Mandatory Student Fees**

### **Sustainable Action Fund Fee (Formerly Green Energy Fee) Reauthorization of Fee - No Increase**

### **2014-15 Program Report on Renewable Energy Credit Purchases and Sustainability Projects**

During the Spring of 2015, Western students voted 86.2% in favor of reauthorizing the Green Energy Fee (GEF) as the "Sustainable Action Fund" (SAF). The SAF funds on-campus sustainability projects, student leadership positions, and Renewable Energy Credits to offset 100% of WWU's electricity consumption.

- Fee revenues were approximately \$300,000 in Fiscal15. With the recent campus-wide student vote, the reauthorized fee range was changed from \$0.70-\$0.90 per credit to a range of \$0.70-\$1.40 per credit, capped at a maximum of \$7.00 per quarter as it has been for the past five years. There was no sunset clause stated. The AS Board then voted 6-0 to reauthorize the fee and set the fee at \$0.70 per academic credit not to exceed \$7.00 per quarter for 2015-16 (no increase from the current year.) The document also states the fee is effective Fall 2015 and expires the end of Summer Quarter 2018. Therefore, no per credit fee increase is being proposed from the 2014-15 level.
- In future years, should the AS Board elect to recommend increasing the cost per credit from the current \$0.70 per credit to the maximum of \$1.40 per credit (while maintaining the \$7.00/quarter cap), only students taking five or fewer credits would be affected. In this scenario, an additional \$1,300 per year would be generated.

#### **Renewable Energy Credit Purchases**

- The cost of Renewable Energy Credits was \$1.25 per credit for Fiscal15.
- Western purchases 40,000 credits annually (10,000 per quarter) equivalent to 40 megawatt hours of energy.

#### **Sustainability Projects**

An update on SAF projects follows. All projects are in one of three stages:

1. Projects that have been approved for funding by the SAF Committee. These may be "Small Projects" (<\$5,000) or "Large Projects" (>\$5,000) grants.
2. Projects that have been conceptually by the SAF committee to continue on to their Final Application. All of these projects are Large Projects.
3. Projects in research and development stages, either Small or Large.

#### **Update on Large Projects Funded in 2013-14**

In the 2013-2014 school year, the Green Energy Fee Grant Program awarded funding for four large projects, all in implementation phase during 2014-15.

- **Performance Hall Overhaul:** A proposal to replace the lighting in the Performing Arts Center Concert Hall with energy efficient LED technology. A construction schedule has been set, with anticipated project completion in January 2016. Funding approved: \$293,033.

- **Driving Down Energy Consumption with Dashboards - Information is POWER!**  
Electronic dashboards to make the electricity and utility use of campus more accessible to the campus community. Facilities Management staff is working to integrate their existing building monitors with this new system. A student web design team recently completed a website where the digital dashboards can be viewed (<http://sw.cs.wvu.edu/~simsl/>). Funding approved: \$184,735.
- **Viking Cycle Fixit Stations:** A proposal to install three Dero Bicycle fixit stations around campus. One will be outside the Rec Center, one on the North side of Arntzen Hall, and one on the West side of Haggard Hall. The stations provide tools for bicyclists to perform basic repairs and maintenance. The stations are expected to be ordered and installed over Summer 2015. Funding approved: \$14,570.

### **Small Projects Funded in 2014-15**

In the 2014-2015 academic year, the Green Energy Fee Grant Program funded the following three Small Projects:

- **Campus to Compost:** This project built two large composting bins near Facilities Management to receive all the compostable organic debris accumulated from campus. Once the compost is ready, it will be applied to the landscaping on campus. The landscaping locations will have posted signs stating that the compost was from this project. This will greatly reduce the amount of organic matter that is currently hauled out of the county for processing. It will also reduce the amount of compost WWU purchases each year. Project members expect to retain 100 cubic yards of compostable material per year. Funding approved: \$4,934.
- **Aquaponics Aquarium:** Aquaponics is a hydroponic method of growing vegetables using fish, where the fish waste fertilizes the plants. This project is an outgrowth of the Hydroponics project approved in 2013-14. The team will install an aquaponics aquarium in the Environmental Studies building, and hold make-your-own mini-aquaponics workshops for students. Funding approved: \$1,169.
- **Bringing Knowledge to Plastics:** This project held a film showing of *Plastic Paradise*, a film about plastic pollution in the oceans. They flew in the director, Angela Sun, to present the film and lead a live Q+A after the film. Zero Waste Western staff also attended to educate students on proper waste sorting techniques. Funding approved: \$1,151.

### **Conceptually-Approved Large Projects in 2014-15**

In the 2014-2015 academic year, the Green Energy Fee Grant Program approved the conceptual proposal for the following two large projects. The final proposals and requests for funding for these projects are expected to go before the Green Energy Fee Committee during the final weeks of the school year and in Fall 2015.

- **Lyn Oske - Campus Electric Utility Vehicle:** A proposal for students to design and build an in-house electric vehicle for use by Facilities Management, in collaboration with the Vehicle Research Institute. Estimated cost: \$40,000.
- **Electric Bike Demonstration Project:** A proposal to explore and demonstrate the efficacy of electric bicycles in advancing university goals associated with reduced environmental impact, reduced parking demand, reduced costs, student & employee health & wellness, and commute-trip reduction. Estimated cost: \$27,200.

### **Projects in Research & Development Stages in 2014-15**

Two small grant and four large grant proposals are in various stages of completion, and are expected to have their applications reviewed and possibly approved during the final weeks of the school year and in Fall 2015.

- **Project RENT:** A small grant proposal to create a student-led program that teaches WWU students living off campus how to conserve energy at home in order to save money on their utility bills and reduce their impact on the environment. Estimated cost: \$4,850
- **FlowSource:** A small grant proposal to develop bench-scale prototypes for a proposed off-grid Sustainable Outdoor Water Refill Station utilizing rain catchment, air well, and biochar filtration technology. Estimated cost: \$3,420
- **Outback Bike Shelter:** A large grant proposal for students to design and build a secure bike shelter in the Outback Farm for use by student farm workers and community members. This project was requested by Outback Farm staff to combat current problems of theft and vandalism of bikes. Estimated cost: \$50,000.
- **REcycling Your Power:** A large grant proposal to install four energy-generating exercise bicycles in the Student Recreation Center. The team organized a demo system from a local dealer and held an awareness-building event and month-long trial to introduce students to the bikes and generate interest in the technology. Estimated cost: \$22,520
- **EarthTub Composter:** A large grant proposal to install a large-scale composting unit on campus to compost food and yard waste. The team is currently working with Facilities Management staff to solve siting and maintenance questions. Estimated cost: \$10,370
- The **Western SORTS: Structural Outdoor Refuse Transformation System** large grant is finishing their Final Application, and is expected to present to the Green Energy Fee Committee before the end of the school year. This project proposes to install four Big Belly waste-sorting stations in Red Square with paper recycling, can/glass recycling, compost, and landfill receptacles integrated into each station. Estimated cost: \$46,412.

The Green Energy Fee Grant Program has participation from students, staff, and faculty from across the university. Applications during Fiscal 2015 came from students, faculty and staff from the following departments, colleges, and clubs: Grounds Maintenance, Institute of Environmental Toxicology, College of Business and Economics, Institute for Energy Studies, Environmental Science, Office of Survey Research, The WWU Foundation, Vehicle Research Institute, Environmental Studies, Huxley College of the Environment, Facilities Management, the Sustainable Transportation Office, the Hydroponics Club, and the Net Impact Club.

The GEF Grant Program remains a highly collaborative effort. Projects are chosen by the student/staff/faculty GEF 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.

**Green Energy Fee Grant Program Website:** <http://www.wvu.edu/sustain/programs/gef>



## Attachment G 2015-16 Mandatory Student Fees

### Student Recreation Fee

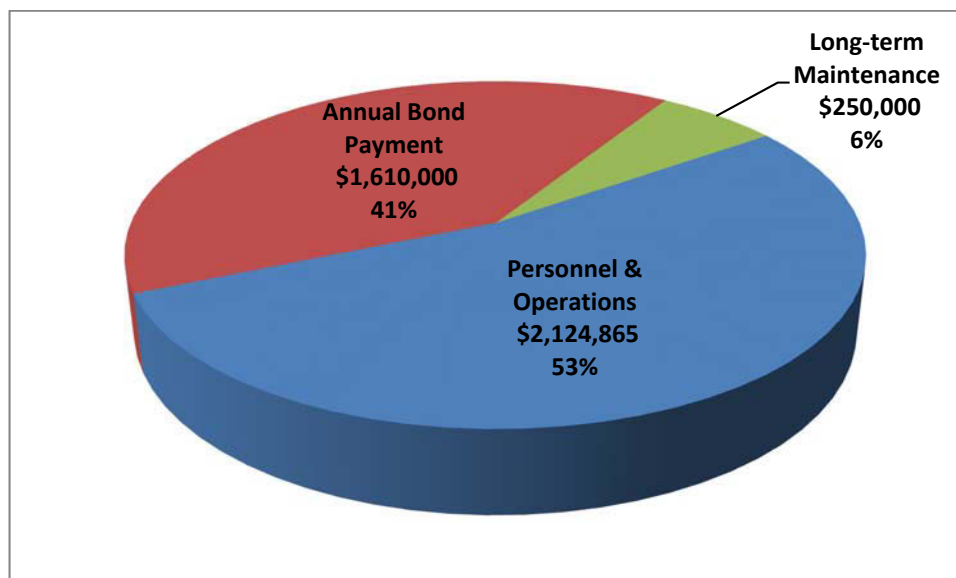
No Increase to Fee

### 2014-15 Program Report

The Wade King Student Recreation Center (the Recreation Center) is a self-supporting, auxiliary enterprise of the University. 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 the Department of Campus Recreation. The Recreation Center is supported by a \$99 per quarter service and activity fee assessed to students taking six or more credits. In addition, memberships are available for purchase by students taking less than six credits, faculty/staff, alumni, and others closely associated with WWU. The Recreation Center was one of the nation's first recreation centers designed to meet Leadership in Energy and Environmental Design (LEED).

#### **Wade King Student Recreation Center FY15:**

- The Student Recreation Fee generated nearly \$4.13 million in 2014-15, with \$3.98 million supporting the Recreation Center (net of the RCW required 3.5% student financial aid/loan fund contribution.)
- The student 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 \$500,000 assist in funding operations (not shown below).



**FY16 Fee:** There is no fee increase proposed for FY16.

## **Attachment H 2015-16 Mandatory Student Fees**

### **Student Alternative Transportation Fee No increase to Fee**

#### **2014-2015 Program Report**

- A 5% increase to the Alternative Transportation Fee was implemented Fall 2013. No changes are proposed for the 2015-2016 academic year. The quarterly fee for the academic year is \$26.25, and the summer fee is \$21.00.
- The student bus pass was made optional for two new groups of WWU students who were not formerly eligible for a bus pass:
  - Students employed on campus during the summer, who are not taking classes:  
These students asked to remain eligible for the bus pass as an economical and sustainable travel option to campus.
  - All graduate students who are within their 5-yr academic window, regardless of their actual class registration:  
Many graduate students working on campus as Teaching Assistants, or continuing work on their thesis, become ineligible for the bus pass because they are not registered for classes. However, they remain WWU students who travel to campus for work, research or interaction with their professors.
- The program continues to encode over 13,000 bus passes annually for the student body, a participation rate of 87%.
- The Student Shuttle continues to provide service from 11PM to 3AM Monday through Saturday, and 9PM to 3AM on Sunday, during the academic year. There is no shuttle service during summer session.
  - Route A shuttle service was successfully expanded to include the Happy Valley neighborhood.
  - Program reserve funds of \$50,000 - \$100,000 are earmarked for FY16 to purchase as many as 3 vehicles (two transit vehicles, and one 22 passenger shuttle) to replace the aging 1993 vehicles.
- Annual revenue and expense for Fiscal Year 2015 both approximate \$1,100,000. Payments to the Whatcom Transportation Authority (WTA), which make up the program's largest expense, have remained lower than projected over the last few years. Projections had been based on a 1.39% enrollment growth assumption with a stipulation in the WTA contract that payments be re-calculated if the growth does not occur. The Fiscal Year 2015 payment was reduced \$134,090 from the projected payment amount, and a similar reduced payment is expected for Fiscal 2016 based on static enrollment figures.
- The shuttle service contract goes to bid this summer (2015), and the WTA contract will be re-negotiated in 2017.

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
Special Meeting  
Minutes  
Monday, June 22, 2015**

**1. CALL TO ORDER**

Chair Karen Lee called the special meeting of the Board of Trustees of Western Washington University to order at 8:10 a.m., Monday, June 22, 2015 at the Washington Athletic Club, Top of the WAC, 1325 6<sup>th</sup> Avenue, Seattle, Washington.

**Board of Trustees**

Karen Lee, Chair  
Sue Sharpe, Vice Chair  
Dick Thompson, Secretary  
Betti Fujikado  
Chase Franklin  
Earl Overstreet

**Western Washington University**

Bruce Shepard, President  
Lisa Wochos, Assistant Attorney General  
Paul Dunn, Senior Executive Assistant to the President  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Jolene Koester, President Emerita, California State University, Northridge

**2. EXECUTIVE SESSION**

At 8:11 a.m. Chair Lee announced that the Board would go into Executive Session pursuant to RCW 42.30.110 (1)(i)(iii) to discuss with legal counsel potential litigation.

The Board returned to open session at 2:30 p.m. with no action to report and adjourned the meeting.

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
MEETING MINUTES  
MONDAY, July 20, 2015**

**1. CALL TO ORDER**

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 10:04 a.m., Monday, July 20, 2015 in the Board of Trustees Conference Room, Old Main 340, at Western Washington University in Bellingham, Washington.

**Board of Trustees**

Karen Lee, Chair  
Sue Sharpe, Vice Chair  
Dick Thompson, Secretary – *by phone*  
Betti Fujikado  
Chase Franklin – *by phone*  
Earl Overstreet  
Ralph Munro – *by phone*

**Western Washington University**

Bruce Shepard, President  
Brent Carbajal, Provost and Vice President for Academic Affairs  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Steve Swan, Vice President for University Relations and Community Development  
Belina Seare, Associated Students President  
Molly Ware, Faculty Senate President  
Roger Leishman, Assistant Attorney General  
Kerena Higgins, Assistant Attorney General  
Paul Cocke, Director, University Communications  
Paul Dunn, Senior Executive Assistant to the President  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Elissa Hicks, Assistant Secretary to the Board of Trustees

**2. RESOLUTION 2015-05 THANKING THE WASHINGTON STATE LEGISLATURE**

President Bruce Shepard said last summer the financial budget outlook for Washington State higher education institutions was looking bleak, with a long and difficult legislative session forecasted. He said ultimately the legislature came through for higher education in general and Western specifically by largely funding the operating budget requests and with a capital investment in Carver. President Shepard thanked the Legislature for their support of Western a resolution recognizing their efforts.

Trustee Lee asked Trustee Fujikado to read Resolution No.2015-06 Recognizing the Efforts of the Washington State Legislature.

**RESOLUTION NO. 2015 – 05**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF**  
**WESTERN WASHINGTON UNIVERSITY**  
**RECOGNIZING THE EFFORTS OF THE**  
**WASHINGTON STATE LEGISLATURE**

**WHEREAS**, the **WASHINGTON STATE LEGISLATURE** convened on Monday, January 12, 2015 to conduct the business of the people of the great state of Washington in another challenging budget year; and

**WHEREAS**, the **WASHINGTON STATE LEGISLATURE** with the 2015 – 2017 final budget compromise built upon the investments made in the previous biennium to prioritize funding for public higher education after Washington’s colleges and universities experienced some of the deepest funding cuts in the nation and throughout state government during the Great Recession; and

**WHEREAS**, the **WASHINGTON STATE LEGISLATURE** adopted a bipartisan budget with key investments in higher education that will maintain our state’s forward trajectory, grow our economy, and increase opportunities for our students and residents; and

**WHEREAS**, the **WASHINGTON STATE LEGISLATURE** has provided a level of investment that will be critical in preserving continued excellence at Western Washington University at an affordable cost to the students and families of Washington state; and

**WHEREAS**, the **WASHINGTON STATE LEGISLATURE** has provided the resources necessary for Western to reduce tuition for resident undergraduate students by a total of 20% over the 2015-16 and 2016-17 academic years, provide competitive compensation adjustments for faculty and staff, and expand Western’s academic offerings on the Kitsap and Olympic Peninsulas; and

**WHEREAS**, the **WASHINGTON STATE LEGISLATURE** also provided critical funding in the 2015-17 capital budget for the renovation and expansion of Western’s Carver Academic Facility; and

**WHEREAS**, the **WASHINGTON STATE LEGISLATURE** concluded their regular legislative session and three special legislative sessions after months of dedicated and hard work to serve the citizens and students of this great state on Friday, July 10<sup>th</sup>; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Western Washington University extends its appreciation to the **WASHINGTON STATE LEGISLATURE** for recognition of Western’s excellence and their vision for our contributions to higher education in this state, and to express our utmost gratitude for making public higher education a funding priority in the 2015 – 2017 budget.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its special meeting on July 20, 2015.

MOTION 07-01-2015: Trustee Fujikado moved that the Board of Trustees approve Resolution 2015-05 Thanking the Washington State Legislature.

Motion was approved.

### **3. 2015 – 2016 OPERATING BUDGET AND RELATED MATTERS**

President Shepard introduced the budget by reminding people that Western's budget has a yearlong, campus wide, open and transparent process for input and development. He said that this year's budget addressed the three top goals of tuition reduction, competitive compensation, equity, inclusion and diversity. Richard Van Den Hul, Vice President for Business & Financial Affairs then gave a brief summary of the attached budget details (ATTACHMENT A).

Trustees commented about the completeness of the overall process and the explanation provided in the documents. Trustees asked if there were any publicly submitted comments on the budget, to which President Shepard answered that no public comments were received. Trustees also asked about whether the late passage of the final budget from the legislature affected any projects on campus. Vice President Van Den Hul said there were minor adjustments but no major operations or programs were affected by the late legislative adoption.

MOTION 07-02-2015: Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 5.0% reduction in the 2015-2016 annual tuition operating fee rate for state-funded resident undergraduate students; and

*I FURTHER MOVE*, that the capital building fee for state-funded resident undergraduate students be held at the 2014-2015 assessed rate; and

*I FURTHER MOVE*, that the 2015-2016 annual tuition operating fees and capital building fees for the non-resident undergraduate, resident graduate, non-resident graduate and the Masters in Business Administration (MBA) rates for resident and non-resident students be raised by 2.9% respectively.

A roll call vote was performed with all Trustees present voting yes. *(Lee, Sharpe, Thompson, Fujikado, Franklin, Munro, Overstreet) (Brickey-Smith was absent)*

Trustees asked to take a moment to recognize the accomplishment of providing a 5% tuition reduction for state-funded resident undergraduate students, thanks to the support of the legislature.

MOTION 07-03-2015: Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 2015-2016 Annual State Operating Budget of \$152,395,853 consisting of a State Appropriations in the amount of \$61,942,000; Western Washington University net tuition operating fee revenue of \$86,691,399; and administrative services assessment revenue of \$3,762,454.

A roll call vote was performed with all Trustees present voting yes. *(Lee, Sharpe, Thompson, Fujikado, Franklin, Munro, Overstreet) (Brickey-Smith was absent)*

#### **4. 2015 – 2017 CAPITAL BUDGET**

President Shepard talked about the Carver Academic Building appropriation and thanked all who worked on it. He was especially grateful for the student's support of the project when speaking to legislators about how important Carver was to them. Vice President Van Den Hul provided specifics regarding the capital appropriations as seen in ATTACHMENT B. The Carver funding includes state funds but also includes a local funding element. Van Den Hul also said that there was no money included for the Science Building Pre-Design which Western had requested, but that a request will be brought forward in the next capital budget.

Trustees had questions about how the Carver project will impact the campus during construction for the next couple of years. Van Den Hul said that there will be the normal construction site impacts, but that a steering committee was formed beforehand to try and minimize those impacts and relocate those offices that would be displaced during construction.

MOTION 07-04-2015: Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, accepts the 2015-2017 Capital Budget totaling \$86,332,000 comprised of \$76,072,000 in appropriations, \$4,260,000 in reappropriations and \$6,000,000 in alternative financing (COP) and approves the distribution by major categories in accordance with the attached chart.

Further, MOVED that \$500,000 be approved for Science Building Renovation and Addition Predesign.

A roll call vote was performed with all Trustees present voting yes. (*Lee, Sharpe, Thompson, Fujikado, Franklin, Munro, Overstreet*) (*Brickey-Smith was absent*)

#### **5. CONSENT ITEMS**

Chair Lee introduced the consent items to which there were no questions.

MOTION 07-05-2015: Trustee Overstreet moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to M. A. Mortenson Company, Bellevue, WA, for the Carver Academic Facility Renovation maximum allowable construction cost (MACC, commonly referred to as guaranteed maximum price) contract amount of \$58,274,220 (plus sales tax).

The motion passed.

#### **6. PRESIDENTIAL SEARCH PROCESS**

Chair Lee started by reading a quote from a best practices book that she has focused her thoughts on since the beginning of the search process saying,

*"Few moments have more consequence to a college or university than the selection of a new president. More than other leaders, a president comes to personify an institution and*

*shape its future. A president must provide leadership in maintaining and strengthening academic integrity and reputation. He or she must build a sense of shared mission, ensure effective, competitive programs, and secure external support. A good choice can benefit a college or university far into the future. A poor one can exact a heavy and lasting toll. The process of presidential search and selection carries both enormous opportunity and considerable risk. It is crucial to get it right" (Joseph S. Johnston, Jr. & James P. Ferrare, A Complete Guide To Presidential Search for Universities and Colleges, [AGB Press, 2013] page 1).*

Chair Lee said that the selection of a president is the most important responsibility a board has and it is solely the responsibility of the governing Board. She asked Trustee Fujikado to read the charge to the Presidential Search Advisory Committee Chair to outline the beginning steps of this search process.

#### **RESOLUTION 2015-06**

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

#### **APPOINTMENT OF AND INITIAL CHARGE TO PRESIDENTIAL SEARCH ADVISORY COMMITTEE CHAIR**

**WHEREAS**, President Bruce Shepard has announced his intention to retire from the Presidency of Western Washington University after the conclusion of the 2015-16 academic year; and

**WHEREAS**, the Board of Trustees is responsible for the timely selection and appointment of an individual to replace President Shepard as president of the University; and

**WHEREAS**, the Board of Trustees wishes to formally commence a presidential search process to discharge its responsibility to select the next president of the University; and

**WHEREAS**, the Board of Trustees intends that such process be broad and inclusive,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Western Washington University as follows:

1. Vice Chair Susan Sharpe is appointed to serve as Presidential Search Advisory Committee Chair and to lead the presidential search process as Chair of the Presidential Search Advisory Committee.
2. The Chair of the Presidential Search Advisory Committee shall establish and direct the search process, in consultation with the Board and its Chair, and such other constituencies, groups and individuals as may be appropriate, including representatives of University faculty, staff and students, and external constituency groups. In so doing, the Chair of the Presidential Search Advisory Committee is authorized and directed to utilize and employ on the University's behalf a Presidential Search Advisory Committee, consultants, a staff administrator, and such other staff or University resources as may be necessary or appropriate.
3. The size and composition of the Presidential Search Advisory Committee shall be agreed to by the Board based on recommendations from the Presidential Search Advisory Committee Chair. Individual appointments to the Presidential Search Advisory Committee shall be made



by the Presidential Search Advisory Committee Chair and Board Chair following Board approval of the size and composition of the Presidential Search Advisory Committee.

4. The Chair of the Presidential Search Advisory Committee is instructed to conduct the search process in a manner that is generally similar to past presidential searches conducted by the Board; provided, however, that the Board intends that the search process retain the flexibility necessary to ensure the timely selection and appointment of the best possible candidate to serve as the next president of the University.
5. The Board intends that the presidential search be conducted on a basis that is inclusive and transparent, while maintaining appropriate candidate confidentiality. The Board intends that on-campus Presidential Search Advisory Committee members meet the following general criteria: committed to the best interests of the University; respected by colleagues and co-workers; record of active engagement in University affairs; good judgment; ability to maintain strict confidentiality; demonstrated ability to work collaboratively with others; and willing and able to devote the time necessary to this process (including meetings held mainly during evenings and weekends with possible travel to meetings held in remote locations).
6. Notwithstanding the foregoing, the Board retains all of its rights and duties, and discretion, by law, to appoint the President of the University.

MOTION 07-06-2015: Trustee Fujikado moved that the Board of Trustees approve Resolution 2015-06 Appointment of and Initial Charge to Presidential Search Advisory Committee Chair.

The motion passed.

Trustee Sharpe reaffirmed the Board's and the Presidential Search Advisory Committee's commitment to upholding, as much as possible, the transparent and inclusive campus culture throughout the entire search process.

**7. DATE FOR NEXT REGULAR MEETING:** August 20, 2015 in Anacortes, Washington at the Shannon Point Marine Center.

**8.** The meeting adjourned at 11:06 a.m.

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

**DATE:** July 20, 2015  
**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul  
**SUBJECT:** **Approval of 2015-2016 Academic Year Tuition Fees and Rates**

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**Purpose of Submittal:**

After a second special 30-day session, the Legislature and Governor have passed and signed an appropriations bill. Based on this approved bill, the Board is requested to approve the 2015-2016 Academic Year Tuition Fees and Rates. Tuition fees include both the tuition operating fee and the capital building fee for each category of student.

**Proposed Motion:**

***MOVED*, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 5.0% reduction in the 2015-2016 annual tuition operating fee rate for state-funded resident undergraduate students; and**

***FURTHER MOVED*, that the capital building fee for state-funded resident undergraduate students be held at the 2014-2015 assessed rate; and**

***FURTHER MOVED*, that the 2015-2016 annual tuition operating fees and capital building fees for the non-resident undergraduate, resident graduate, non-resident graduate and the Masters in Business Administration (MBA) rates for resident and non-resident students be raised by 2.9% respectively.**

**Supporting Information:**

Please see attached supporting information, including charts detailing proposed dollar and percent increases for 2015-2016 tuition fees and comparison data to other institutions of higher education.

**Additional Information:**

The 2015-2016 annual operating budget plan which relies on tuition operating fee revenue generated by the tuition changes proposed under this submittal, will also be presented at the July 20, 2015 Board meeting.

Attachment:

*Memo of Supporting Information on Setting 2015-2016 Academic Year Tuition Fees and Rates*

**WESTERN WASHINGTON UNIVERSITY  
SUPPORTING INFORMATION  
SUBMITTED TO THE BOARD OF TRUSTEES**

**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard  
**DATE:** July 20, 2015  
**SUBJECT:** **Supporting Information on Setting 2015-2016 Academic Year Tuition Fees and Rates**

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In an effort to reduce financial barriers to public higher education, the Legislature included historic tuition reductions in the appropriations bill for 2015-2017. The Legislature defines “tuition” as the tuition operating fee and the capital building fee. The operating fee contributes to day-to-day operations of the University and supports Western’s annual operating budget plans. The Legislature provided funding to offset a 5.0% reduction in the operating fee for state-funded resident undergraduate tuition for academic year 2015-2016, and an additional 15.0% reduction in academic year 2016-2017.

The Legislature did not fund any reduction to the operating fee portion of non-resident undergraduate or any graduate tuition rates, choosing instead to uphold the long-standing authority of the Board to set those rates as deemed necessary to support the ongoing needs of the institution.

**Proposed 2015-2016 Tuition Rates**

It is recommended that Western reduce the state-funded resident undergraduate operating fee by 5.0%, as required by the Legislature in the 2015-2017 Operating Budget bill, and hold the capital building fee for this student category at the 2014-2015 annual rate. After review by the campus, and upon the recommendation of the Vice Presidents and Deans, it is recommended that tuition fees for non-resident undergraduate, resident graduate, non-resident graduate, and Masters of Business Administration (MBA) rates for resident and non-resident students be raised by 2.9% respectively.

Table 1 below details proposed 2015-2016 tuition fees (tuition operating and capital building fees). As required by law, proposed capital building fee percentage increases are equivalent to the tuition operating fee percentage increases for each student category, with the exception of the resident undergraduate category where it is held at the 2014-2015 level.

Table 1

<b>TOTAL TUITION (Operating Fee and Capital Building Fee)</b>	2014-15	2015-16	\$ Change	% Change
<b>Resident Undergraduate</b>	<b>\$7,503</b>	<b>\$7,143</b>	<b>-\$360</b>	<b>-4.8%</b>
Non-Resident Undergraduate	\$18,945	\$19,495	\$550	2.9%
Resident Graduate	\$8,469	\$8,714	\$245	2.9%
Non-Resident Graduate	\$18,182	\$18,709	\$527	2.9%
Resident MBA	\$9,798	\$10,082	\$284	2.9%
Non-Resident MBA	\$19,562	\$20,129	\$567	2.9%

*5% Resident Undergraduate Tuition reduction is applied to operating fee only; therefore total tuition is reduced slightly less than 5%.*

*Please see Attachment A detailing percentage and dollar increases for breakout of tuition operating fee and capital building fee components.*

### **Resident Undergraduate Tuition**

The majority of Western's students are resident undergraduates, making up approximately 88.0% of the headcount for the 2015 academic year. A decrease of 5.0% in the operating fee component of the tuition fees is recommended for this student group, equating to an annual decrease of \$360.

- While the WSAC data shows this classification to be 14.1% higher than the national average, the study did not account for differentiation such as Carnegie classification, institution size, scope or type of degrees produced in the compilation of the national average.
- Both the University of Washington and Washington State University undergraduate rates are approximately 40.0% higher than Western.
- Comparing the Global Challenge States Peer List, 46.0% of Western's peer group fall at or below Western's undergraduate 2014 tuition and fees.
- With regards to the Board-approved Peer List, 75.0% of Western's peer group fall at or below Western's undergraduate 2014 tuition and fees.

### **Non-Resident Undergraduate Tuition**

Non-resident undergraduate students represented approximately 8.8% of Western's 2015 academic year headcount. The proposed tuition increase for non-resident undergraduate students is 2.9%, equating to an annual increase of \$550.

- Tuition increases for this classification for the past two years were 3.0% and 3.0% as compared to resident undergraduate increases of 0.0% and 0.0% respectively.
- The WSAC data shows Western closer in this category than resident tuition at 13.3% over the computed national average.
- University of Washington non-resident undergraduate tuition is 62.0% higher than Western.
- Comparing the Global Challenge States Peer List, 27.0% of Western's peer group fall at or below Western's non-resident undergraduate 2014 tuition and fees.
- With regards to the Board-approved Peer List, 70.0% of Western's peer group fall at or below Western's non-resident undergraduate 2014 tuition and fees.

### **Resident Graduate Tuition**

Resident graduate students represented 2.8% of Western's 2015 academic year student headcount. The proposed tuition increase for resident graduate students is 2.9% equating to an annual increase of \$245.

- Tuition increases for this classification for the past two years were 3.0% and 3.0% as compared to resident undergraduate increases of 0.0% and 0.0% respectively.
- This classification is the closest to the WSAC computed national average at 11.0% over average.
- UW resident graduate tuition is 60.0% higher than Western.
- Comparing the Global Challenge States Peer List, 29.0% of Western's peer group fall at or below Western's resident graduate 2014 tuition and fees.
- With regards to the Board-approved Peer List, 64.0% of Western's peer group fall at or below Western's resident graduate 2014 tuition and fees.

### **Non-Resident Graduate Tuition**

Non-resident graduate students represented less than 1.0% of Western's 2015 academic year student headcount. The proposed tuition increase for non-resident graduate students is 2.9%, representing an annual increase of \$527.

- Tuition increases for this classification for the past two years were 3.0% and 0.0% as compared to resident undergraduate increases of 0.0% and 0.0% respectively.

- The WSAC study shows non-resident graduate tuition as 15.3% over the national average.
- University of Washington non-resident graduate tuition is 41.0% higher than Western.
- Comparing the Global Challenge States Peer List, 51.0% of Western's peer group fall at or below Western's non-resident graduate 2014 tuition and fees.
- With regards to the Board-approved Peer List, 75.0% of Western's peer group fall at or below Western's non-resident graduate 2014 tuition and fees.

**Masters in Business Administration (MBA)**

The MBA tuition rate is currently the only differentiated tuition Western charges. Approved by the Board of Trustees during the 2011-2013 biennial tuition setting process as part of a long-term strategy to price the MBA program appropriately in the marketplace, MBA resident and non-resident students are annually assessed 16.0% and 8.0% higher than other resident and non-resident graduate students, respectively. The proposed tuition increase for both resident and non-resident MBA students is 2.9%, representing an annual increase of \$284 and \$567 respectively, to continue this long-term strategy.

Attachments:

- Attachment A** *Proposed Western Tuition Dollar and Percentage Increases 2015-2016*  
**Attachment B** *WSAC 2013-2014 Tuition and Fee Report Comparison of WA Institutions*  
**Attachment C** *Global Challenge States Peer List and Board-approved Peer List Comparison Chart*

Western Washington University Proposed 2015-2016 Tuition Rates (Operating Fee and Capital Building Fee)				
TUITION FEES				
	2014-15	2015-16	\$ Change	% Change
<b><u>Operating Fee</u></b>				
<b>Resident Undergraduate</b>	<b>\$7,209</b>	<b>\$6,849</b>	<b>-\$360</b>	<b>-5.0%</b>
Non-Resident Undergraduate	\$18,194	\$18,722	\$528	2.9%
Resident Graduate	\$8,250	\$8,489	\$239	2.9%
Non-Resident Graduate	\$17,630	\$18,141	\$511	2.9%
Resident MBA	\$9,564	\$9,841	\$277	2.9%
Non-Resident MBA	\$18,977	\$19,527	\$550	2.9%
<b><u>Capital Building Fee</u></b>				
<b>Resident Undergraduate</b>	<b>\$294</b>	<b>\$294</b>	<b>\$0</b>	<b>0.0%</b>
Non-Resident Undergraduate	\$751	\$773	\$22	2.9%
Resident Graduate	\$219	\$225	\$6	2.7%
Non-Resident Graduate	\$552	\$568	\$16	2.9%
Resident MBA	\$234	\$241	\$7	3.0%
Non-Resident MBA	\$585	\$602	\$17	2.9%
<b><u>TOTAL TUITION (Operating Fee and Capital Building Fee)</u></b>				
<b>Resident Undergraduate</b>	<b>\$7,503</b>	<b>\$7,143</b>	<b>-\$360</b>	<b>-4.8%</b>
Non-Resident Undergraduate	\$18,945	\$19,495	\$550	2.9%
Resident Graduate	\$8,469	\$8,714	\$245	2.9%
Non-Resident Graduate	\$18,182	\$18,709	\$527	2.9%
Resident MBA	\$9,798	\$10,082	\$284	2.9%
Non-Resident MBA	\$19,562	\$20,129	\$567	2.9%

Tuition reduction is applied to operating fee only; therefore total tuition is reduced slightly less than 5%. Differences on change percentages to capital building fee rates due to rounding dollar changes to whole dollars.

**Western Washington University  
2013-14 Tuition and Fee Rates\* for Washington Universities  
Compared to National Averages  
WSAC 2013-14 Tuition and Fee Report**

	Undergraduate		Graduate	
	Resident	Nonresident	Resident	Nonresident
<b>Western Washington University</b>				
Tuition and Fees	\$8,863	\$19,752	\$9,582	\$19,542
National Average	\$7,766	\$17,427	\$8,632	\$16,950
Dollar +/- National Average	<b>\$1,097</b>	<b>\$2,325</b>	<b>\$950</b>	<b>\$2,592</b>
Percent +/- National Average	<b>14.1%</b>	<b>13.3%</b>	<b>11.0%</b>	<b>15.3%</b>
<b>University of Washington</b>				
Tuition and Fees	\$12,397	\$31,971	\$15,303	\$27,552
National Average	\$9,946	\$26,042	\$11,469	\$24,589
Dollar +/- National Average	<b>\$2,451</b>	<b>\$5,929</b>	<b>\$3,834</b>	<b>\$2,963</b>
Percent +/- National Average	<b>24.6%</b>	<b>22.8%</b>	<b>33.4%</b>	<b>12.1%</b>
<b>Washington State University</b>				
Tuition and Fees	\$12,327	\$25,409	\$12,627	\$26,059
National Average	\$9,946	\$26,042	\$11,469	\$24,589
Dollar +/- National Average	<b>\$2,381</b>	<b>(\$633)</b>	<b>\$1,158</b>	<b>\$1,470</b>
Percent +/- National Average	<b>23.9%</b>	<b>-2.4%</b>	<b>10.1%</b>	<b>6.0%</b>
<b>Eastern Washington University</b>				
Tuition and Fees	\$7,961	\$19,931	\$10,924	\$24,570
National Average	\$7,766	\$17,427	\$8,632	\$16,950
Dollar +/- National Average	<b>\$195</b>	<b>\$2,504</b>	<b>\$2,292</b>	<b>\$7,620</b>
Percent +/- National Average	<b>2.5%</b>	<b>14.4%</b>	<b>26.6%</b>	<b>45.0%</b>
<b>Central Washington University</b>				
Tuition and Fees	\$8,976	\$20,502	\$9,909	\$20,886
National Average	\$7,766	\$17,427	\$8,632	\$16,950
Dollar +/- National Average	<b>\$1,210</b>	<b>\$3,075</b>	<b>\$1,277</b>	<b>\$3,936</b>
Percent +/- National Average	<b>15.6%</b>	<b>17.6%</b>	<b>14.8%</b>	<b>23.2%</b>
<b>The Evergreen State College</b>				
Tuition and Fees	\$8,574	\$20,661	\$8,905	\$21,055
National Average	\$7,766	\$17,427	\$8,632	\$16,950
Dollar +/- National Average	<b>\$808</b>	<b>\$3,234</b>	<b>\$273</b>	<b>\$4,105</b>
Percent +/- National Average	<b>10.4%</b>	<b>18.6%</b>	<b>3.2%</b>	<b>24.2%</b>

*\*Note: Tuition and Fees for Washington's 4-year institutions includes the institution's operating fee, capital building fee, and all mandatory fees*



# Western Washington University

## FY 2014 Comparison of Tuition and Mandatory Fees Global Challenge States - WWU Peer Group

	WWU Tuition and Fees (FY 2014)	Global Challenge States (60th Percentile)	\$ Difference	% Difference	Percentile Rank
Resident Undergraduate	\$ 8,863	\$ 8,981	\$ (118)	-1.3%	46%
Nonresident Undergraduate	\$ 19,752	\$ 20,196	\$ (444)	-2.2%	27%
Resident Graduate	\$ 9,582	\$ 9,990	\$ (201)	-2.0%	29%
Nonresident Graduate	\$ 19,542	\$ 20,486	\$ (362)	-1.8%	51%

	WWU Tuition and Fees (FY 2014)	WWU Peer Group (60th Percentile)	\$ Difference	% Difference	Percentile Rank
Resident Undergraduate	\$ 8,863	\$ 8,489	\$ 374	4.4%	75%
Nonresident Undergraduate	\$ 19,752	\$ 18,798	\$ 954	5.1%	70%
Resident Graduate	\$ 9,582	\$ 9,303	\$ 279	3.0%	64%
Nonresident Graduate	\$ 19,542	\$ 19,021	\$ 521	2.7%	75%

**NOTE:**

- A) The Global Challenge States peer group is comprised of 11 institutions (see the Budget Office website for list).
- B) WWU Peer Group is comprised of 25 institutions (see the Budget Office website for list).
- C) "Percentile Rank" represents WWU's relative position to the peer group. For example, a 60% percentile rank indicates that 60% of the peer group are at or below WWU tuition and fee rate.

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

**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul  
**DATE:** July 20, 2015  
**SUBJECT:** Approval of 2015-2016 Annual Operating Budget  
**PURPOSE:** Action Item

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### **Purpose of Submittal:**

Based on the conference committee budget passed during the third 2015 special session of the Legislature, and as signed by the Governor, the Board is now asked to approve the 2015-2016 State Operating Budget for Western Washington University.

In addition, the Board will be asked to approve 2015-2016 tuition rate increases at its July 20, 2015 meeting, providing revenue necessary to support the 2015-2016 annual operating budget.

### **Proposed Motion:**

***MOVED*, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 2015-2016 Annual State Operating Budget of \$152,395,853 consisting of a State Appropriations in the amount of \$61,942,000; Western Washington University net tuition operating fee revenue of \$86,691,399; and administrative services assessment revenue of \$3,762,454.**

### **Supporting Information:**

See attached memo on the 2015-2016 Operating Budget.

### **Source of Funding:**

State appropriations (general fund-state, education legacy trust funds, and capital projects account); net tuition operating fee revenue; and administrative services assessment revenue.

### **Attachment:**

*Memo of Supporting Information for Board Approval of the 2015-2016 Annual Operating Budget*

**WESTERN WASHINGTON UNIVERSITY  
 SUPPORTING INFORMATION  
 SUBMITTED TO THE BOARD OF TRUSTEES**

**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul  
**DATE:** July 20, 2015  
**SUBJECT:** **Supporting Information for Board Approval of the  
 2015-2016 Annual Operating Budget**

**Schedule of Approvals for 2015-2016 Annual Operating Budgets**

On July 20, 2015, the Board will be requested to approve tuition rates for all student categories for the 2016 academic year. At this same meeting, the Board will be asked to approve the 2015-2016 Annual Operating Budget, which relies on the projected tuition operating fee revenues generated from these tuition rate proposals.

**Introduction**

In order to fund the basic instructional academic support missions of the institution, the President is proposing, for Board approval, a 2015-2016 budget for state funded operations which reflects revenue and expenditure estimates available for university operations from state appropriations, net tuition operating fees, and the administrative services assessment.

**Proposed FY 2015-2016 Annual Operating Budget**

A summary of all revenue sources is included in the table below. Please note that tuition operating fee revenue is presented net of tuition waivers and Western's student loan/grant fund.

<b>2015-16 Fiscal Year</b>		
<b>WWU State Operating Budget</b>		
<b>by Funding Source</b>		
<b>Funding Source</b>	<b>Proposed for Board Approval FY 2016</b>	<b>% of Budget</b>
<i>State Appropriations</i>	\$61,942,000	41%
<i>Net Tuition Operating Fees</i>	\$86,691,399	57%
<i>Administrative Services Assessment</i>	\$3,762,454	2%
<b>State Operating Budget</b>	<b>\$152,395,853</b>	<b>100%</b>

Western's state operating expenditures have been historically supported by a combination of state appropriations and tuition operating fees. In the 2014-2015 budget, state appropriations represented 35.0% of WWU's state operating budget compared to 62.0% in net tuition operating fees, so progress was made this Legislative session to move back toward a goal of a 50.0%-50.0% split.

### **Western's Student Loan/Grant Fund**

Gross tuition operating fees collected are currently subject to a 4.0% minimum set-aside for the WWU student loan and grant fund. The capital building fee (part of tuition) and student activities fee are assessed at 3.5%. For the 2015-2016 fiscal year, Western will allocate close to \$4.9 million to this form of financial aid.

### **Western's Budget Process**

While Western's request for new biennial funding was submitted to the Governor's office in September 2014, Western's transparent, bottom-up budget building process started in earnest in January. Campus Planning Unit Leaders submitted proposals for new campus initiatives and funding requests for the 2015-2017 operating budgets. Proposals and presentations were made by Deans and Vice Presidents to the campus via audiocast meetings of the University Planning and Resources Council (UPRC). Feedback for improvements was solicited from the campus, proposals were voted on by the UPRC, and top priorities were recommended to the President and Vice Presidents.

### **Budget Recommendation Detail**

This extended Legislative session ended with an infusion of new funding for higher education, including replacement funding to reduce state-funded resident undergraduate tuition by 5.0% in the 2015-2016 academic year and an additional 15.0% in the 2016-2017 academic year, nearly \$9.9 million in salary increase funding for all employees, and \$1.5 million to extend Western's Cyber Security Program to Olympic and Peninsula Colleges.

The culmination of six months of deliberations on campus produced a recommendation from the Vice Presidents and the Deans for the utilization of these new funds. Please see Attachment A for a copy of this recommendation. The version with active hyperlinks may be reviewed at the following web page: <http://www.wvu.edu/upb/1617AOB/1617buddoc.pdf>

The President now recommends the Board of Trustees approve the state operating budget in the amount of \$152,395,853 for the 2015-2016 Fiscal Year.

Attachment A

July 10, 2015

Colleagues:

Western's proposed 2015-17 Operating Budget is now ready for your review. It has been an extraordinarily long road. Thank you for your patience. And, for the involvement of so many of you in what, as always, has been a bottom up, open, and transparent year-long process.

Building upon that broad and thoughtful involvement, the deans, vice presidents and I have put together a penultimate budget draft for one final campus review prior to action by our Board of Trustees.

[That proposal is available here.](#)

A long process, yes. But, as the budget narrative develops, one that ended with far better outcomes than those dire prospects with which we began. And, that did not just happen. Your engagement in the political process was critically important. And most effective.

Again, thank you for your patience, for your engagement in the budget process, and for standing up for Western and the state funding essential to sustain our excellence.

Best,



Bruce Shepard  
President

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

**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul  
**DATE:** July 20, 2015  
**SUBJECT:** 2015-2017 CAPITAL BUDGET  
**PURPOSE:** Action item

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**Purpose of Submittal:**

Implementation of the 2015-2017 Capital Budget.

**Executive Summary:**

Western Washington University submitted a state capital budget request of \$129,553,000 of which \$123,259,000 was related to new appropriations and \$6,294,000 to reappropriations.

Western received \$76,072,000 in new appropriations, \$4,260,000 in reappropriations and \$6,000,000 in alternative financing for a total budget of \$86,332,000. Of the \$76,072,000 in new appropriations, the State Building Construction Account (general obligation bonds) provides \$62,172,000. \$13,900,000 is generated as Local Funds through the University from the Normal School Fund (timber sales) and the portion of tuition and fees dedicated to construction. Alternative financing in the form of a Certificate of Participation (COP) was authorized for Carver Academic Renovation in the amount of \$6,000,000.

The attached chart compares Western's 2015-2017 capital budget request, Governor Inslee's proposed budget and the legislative proposed and final budget.

Most of the funding received in the final Capital Budget is for the Carver Academic Renovation. The legislature reacted favorably to all of the pleas for sufficient funding to complete this project by awarding a total of \$70,000,000 for the Carver project construction. Of the \$70,000,000 awarded, \$58,600,000 is State bond funding, \$5,400,000 is from Western's Local Building Fund and \$6,000,000 is in the form of a COP.

The Science Building Renovation and Addition Predesign was removed during the process. This is a critical item to get underway so we are ready to request design funds in the FY2017-2019 capital budget. We recommend this item be self-funded with one-time University funds.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, accepts the 2015-2017 Capital Budget totaling \$86,332,000 comprised of \$76,072,000 in appropriations, \$4,260,000 in reappropriations and \$6,000,000 in alternative financing (COP) and approves the distribution by major categories in accordance with the attached chart.

Further, MOVED that \$500,000 be approved for Science Building Renovation and Addition Predesign.

WESTERN WASHINGTON UNIVERSITY

2015-2017 CAPITAL REQUEST

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

Capital Budget 7/1/15

PROJECT LISTING		WWU Request 19-Sep-14	Gov. Inslee Budget 18-Dec-14	House Budget 27-Mar-15	Senate Budget 8-Apr-15	Final Budget 30-Jun-15
1	MINOR WORKS - Preservation	14,955,000	11,921,000	11,921,000	8,458,000	8,458,000
2	MINOR WORKS - Program	12,904,000				
3	CARVER ACADEMIC RENOVATION	73,000,000	65,213,000	65,213,000	70,000,000	70,000,000
	TOTAL					
	State Funds	73,000,000	48,903,000	48,903,000	58,600,000	58,600,000
	Local Funds	-	-	-	5,400,000	5,400,000
	COP	-	16,310,000	16,310,000	6,000,000	6,000,000
4	SCIENCE BUILDING RENOVATION & ADDITION*	8,800,000	500,000	500,000		See note below
5	IT NETWORK UPDATE	4,000,000				
6	2015-17 CLASSROOM & LAB UPGRADES	4,900,000	4,400,000	4,400,000		
7	CAMPUS WIRELESS UPGRADE	4,700,000				
8						
9						
10						
11						
12						
	Preventive Facility Maintenance & Repairs		3,614,000	3,614,000	3,614,000	3,614,000
	Sources of Funding: State Bonds	110,359,000	56,438,000	56,438,000	62,172,000	62,172,000
	Local Funds	12,900,000	12,900,000	12,900,000	13,900,000	13,900,000
	Subtotal - Non COP Funds	123,259,000	69,338,000	69,338,000	76,072,000	76,072,000
	Certificate of Participation(COP)	-	16,310,000	16,310,000	6,000,000	6,000,000
	<b>BIENNIUM TOTAL - ALL FUNDS</b>	<b>123,259,000</b>	<b>85,648,000</b>	<b>85,648,000</b>	<b>82,072,000</b>	<b>82,072,000</b>

\* Science Building Renovation & Addition request included \$500,000 for predesign, \$8,300,000 for design. Not financed in capital budget; University to self-finance.

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

**TO:** Members of the Board of Trustees

**FROM:** Bruce Shepard, President

**DATE:** August 20, 2015

**SUBJECT:** **Public Comment Period**

**PURPOSE:** Information Item

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**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 12:45 – 12:55 p.m. the day of the Board of Trustees meeting. The signup sheet will be given to the Board Chair at 1:00 p.m.



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

**TO:** Members of the Board of Trustees  
**FROM:** President Bruce Shepard  
**DATE:** August 20, 2015  
**SUBJECT:** **Recognitions**  
**PURPOSE:** Information Item

---

President Bruce Shepard will recognize the following person for their outstanding achievements and service to the University.

- Lisa Wochos, Legal Counsel, Assistant Attorney General

**Lisa Wochos, Legal Counsel, Assistant Attorney General**

Assistant Attorney General Lisa Wochos has served as Western's legal advisor, providing counsel to the Board of Trustees, president, vice presidents, faculty, and staff since 2001. Her duties over the years have included providing education legal services at the State Attorney General's Bellingham Regional Division, which includes WWU, Whatcom Community College, Bellingham Technical College, and Skagit Valley College. Wochos retired as of July 10, 2015 after 14 years of service to Western.

**RESOLUTION NO. 2015-02  
A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WESTERN WASHINGTON UNIVERSITY  
RECOGNIZING THE SERVICE OF ASSISTANT ATTORNEY GENERAL**

***Lisa Wochos***

**WHEREAS, LISA WOCHOS**, General Counsel and Assistant Attorney General for the Washington State Office of Attorney General, served as legal counsel for Western Washington University from October 2001 through July 2015; and

**WHEREAS, LISA WOCHOS** served under Washington state Attorneys General Christine Gregoire, Rob McKenna and Bob Ferguson; and

**WHEREAS, LISA WOCHOS** provided legal counsel to the Attorney General's Office Education Division, providing tireless service to the following institutions of higher education: Western Washington University, Skagit Valley College, Bellingham Technical College, and Whatcom Community College; and

**WHEREAS, LISA WOCHOS** served with distinction as legal counsel for Western Washington University for over 13 years, with concern for the best interests of all in the Western community; and

**WHEREAS, LISA WOCHOS** has served Western Washington University's Board of Trustees with the goal of minimizing risk, ensuring timely legal compliance of state and federal laws, and doing so in an ethical, cordial, efficient, and reliable manner; and,

**WHEREAS,** the Board of Trustees gratefully acknowledges General Counsel Wochos' dedicated and thoughtful oversight of numerous activities and decisions affecting the University;

**NOW, THEREFORE BE IT RESOLVED,** by the Board of Trustees of Western Washington University that **LISA WOCHOS** be and is hereby honored for outstanding service to the University;

**AND NOW, THEREFORE BE IT FURTHER RESOLVED,** that **LISA WOCHOS** is extended the gratitude and best wishes of the entire University community.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on June 12, 2015.

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

**TO:** Members of the Board of Trustees  
**FROM:** Karen Lee, Chair, Board of Trustees  
**DATE:** August 20, 2015  
**SUBJECT:** **Board Chair Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

Board Chair Karen Lee will report to members of the Board and President Shepard and his staff on topics related to the Board of Trustees.

- Resolution No. 2015 - 03 Recognizing the Service of Trustee Ralph Munro
- Resolution No. 2015 - 07 Welcoming Student Trustee Seth Brickey

RESOLUTION NO. 2015 – 03

A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF

***TRUSTEE RALPH MUNRO***

**WHEREAS**, on October 1, 2009, Governor Christine Gregoire appointed Ralph Munro of Olympia, Washington, to serve on the Western Washington University Board of Trustees through September 30, 2015; and

**WHEREAS, RALPH MUNRO** a native of numerous western Washington towns and communities, earned his bachelor's degree in Education and Political Science from Western Washington University in 1966 and was recognized by Western as a Distinguished Alumnus in 1989; and

**WHEREAS, RALPH MUNRO** brought to his appointment as a trustee a long and distinguished record of public service in Washington and the nation, including 21 years of service as Washington's longest serving Secretary of State, a job to which he was elected by the citizens of Washington five times; and

**WHEREAS, RALPH MUNRO** has brought to his appointment as a trustee a leadership and sponsorship role in the Munro Institute for Civic Education which promotes civic educational training, events and programs for the public and especially social studies and civics educators around the state; and

**WHEREAS, RALPH MUNRO** contributed to the increased stature and future potential of Western Washington University through his service on numerous local, national and international boards and commissions including the Board of Directors of several domestic corporations, such as Prepared Response, Thurston First Bank of Puget Sound, Panorama Retirement Center, The Squaxin Island Tribal Museum and History Link; as well as past president of organizations as Seattle Rotary Club and the National Association of Secretaries of State; and

**WHEREAS, RALPH MUNRO** has shown a true dedication to the public good by participating in public service opportunities such as legislation for disabled resident rights and eliminating architectural barriers in state designs, preserving historic landmarks throughout the state and his work as co-chair of the Washington State Centennial Committee, numerous wildlife protection efforts including the Orca Conservancy and Bald Eagle Preserve on the Skagit River, honoring and assisting military and veteran's groups, and his work in Africa with the Rotary International Organization with Polio eradication and vaccinations to children, providing access to clean water and building better schools; and

**WHEREAS, RALPH MUNRO** has brought to his appointment as a trustee numerous awards and recognitions including the Association of Washington Businesses C. David Gordon Award for Outstanding Civic Achievement, the Order of Civil Merit awarded by King Juan Carlos of Spain, the Order of Friendship awarded by Boris Yeltsin, former president of the Russian Federation, the League of Women Voters Executive Leadership Award, the Rotary International Board of Directors Service Above Self Award, the Puget Sound Energy Pioneer Award, the Seattle Biomedical Research Institute Advancing Global Health Award, and the World Affairs Council World Citizen Award; and

**WHEREAS, RALPH MUNRO** has demonstrated throughout his service on the Board, wisdom and respect, and has served with commitment and distinction as a trusted member of the Western Washington University Board of Trustees; and

**NOW, THEREFORE BE IT RESOLVED**, that **RALPH MUNRO** has exemplified what community services means as an engaged citizen, public servant and trustee; and

**NOW, THEREFORE BE IT FURTHER RESOLVED**, by the Board of Trustees of Western Washington University that **RALPH MUNRO** 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 August 20, 2015.

**RESOLUTION NO. 2015-07**

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

**WELCOMING TRUSTEE**

***SETH BRICKEY***

**WHEREAS**, on July 1, 2015, Governor Jay Inslee appointed **SETH BRICKEY** of Juneau, Alaska to serve a one-year term ending on June 30, 2016 on the Western Washington University Board of Trustees; and

**WHEREAS**, **SETH BRICKEY** is a student in good standing at Western Washington University pursuing a bachelor's degree in political science with a minor in geology; and

**WHEREAS**, **SETH BRICKEY** brings to his appointment as a trustee dedication to the campus community through his work as a resident advisor and an assistant resident director with Western's Office of Residence Life; and

**WHEREAS**, **SETH BRICKEY** brings to his appointment as a trustee passion for his academic success as a member of the national Political Science Honor Society, Pi Sigma Alpha, an All Nations Louis Stokes Alliance for Minority Participation Scholar, a recipient of the Western's Native American Academic and Leadership Scholarship, and a 2012 Marine Science Scholar; and

**WHEREAS**, **SETH BRICKEY** brings to his appointment as a trustee dedication to his community through his participation with Western's Campus Christian Fellowship as a student leader, as a program director for Rainbow Glacier Camp, president for the United Youth Courts of Alaska Board of Directors, and as a legislative intern for Alaska state Rep. Beth Kertula; and

**WHEREAS**, **SETH BRICKEY** was nominated by an Associated Students committee to serve as a student member of the Western Washington University's Board of Trustees; and

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

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

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its meeting on August 20, 2015.

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

**TO:** Members of the Board of Trustees

**FROM:** Bruce Shepard, President

**DATE:** August 20, 2015

**SUBJECT:** **President's Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

President Shepard 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:** President Bruce Shepard on behalf of the Associated Students

**DATE:** August 20, 2015

**SUBJECT:** **Associated Students**

**PURPOSE:** Associated Students Report

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**Purpose of Submittal:**

AS President, Belina Seare, will brief the Board of Trustees on current activities of the Associated Students.

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard on behalf of the Faculty Senate, Molly Ware, President

**DATE:** August 20, 2015

**SUBJECT:** Faculty Senate

**PURPOSE:** Information Item

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Molly Ware, Faculty Senate President, will brief the Board on major activities of the Faculty Senate in AY 2014-2015, and projected areas of focus for AY 2015-2016.

RE: Faculty Senate Agenda for AY 2015-2016

The overarching focus for the coming year will be to broaden and strengthen faculty input, engagement and participation in shared governance at WWU. Senators want all faculty to have meaningful and substantive ways to participate in creating a culture of success, - one where all faculty, students, administration, staff, and other personnel thrive. This was identified as a top priority in faculty & student dialogues on inclusive excellence during AY 2014-2015. Building a culture of success will require us, as faculty, to more clearly articulate what we mean by “quality education” within the current context of higher education, - a multicultural, globally interconnected, highly technological, and dynamic context. How can the current landscape of higher education help us, as faculty to strengthen and refine what we mean by quality? And how can this help us create a powerful niche for ourselves, - that builds on our assets and makes us uniquely attractive?

The agenda for the coming year will be collaboratively developed and will emerge throughout the year as specific campus challenges and needs surface. I expect the following to be critical contexts where we will explore the themes & questions above:

- Refining shared governance structures & processes to leverage 21<sup>st</sup> century technologies and achieve increased engagement.
- Improving communication between and among college and university governance bodies.
- Participating in the ongoing Presidential Search
- Strengthening collaborations with students around critical campus issues
- Taking practical actions in response to inclusive excellences dialogues in AY2014-2015.
- Ongoing work around Enrollment Planning on campus
- Ensuring the GUR program will meet standards of accreditation and intentionally using the accreditation process as a catalyst for clarifying our sense of purpose around the GUR program.



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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard

**DATE:** August 20, 2015

**SUBJECT:** **Consent Items**

**PURPOSE:** Action Items

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**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 Summer Quarter Degrees
- Consultant Contract for Architectural and Engineering Service for Ridgeway Gamma Renovation, PW695
- Consultant Contract for Science Building Renovation and Addition - Predesign

**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 Bruce Shepard by Provost Brent Carbajal  
**DATE:** August 20, 2015  
**SUBJECT:** **Approval of Summer Quarter Degrees**  
**PURPOSE:** Action Item

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**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 Summer Quarter 2015, effective August 22, 2015.

**Supporting Information:**

Lists on file with the Registrar and Graduate Dean.

<b><i>Students</i></b>	<b><i>August 2015</i></b>	<b><i>Comparison: August 2014</i></b>
<i>Undergraduates</i>	369	337
<i>Masters</i>	45	66

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul

**DATE:** August 20, 2015

**SUBJECT:** **Consultant Contract for Architectural and Engineering Services for Ridgeway Gamma Renovation, PW695**

**PURPOSE:** Action Item

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**Purpose of Submittal:**

Approval of a consultant contract for architectural and engineering services for Ridgeway Gamma Renovation. Award following Board action. Services to start on August 31, 2015.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a consultant contract to Studio Meng Strazzara, Seattle, Washington, for a fee of \$470,951 (including reimbursables), to provide architectural and engineering services for the renovation of Ridgeway Gamma. Scope of the construction project will include hazardous material abatement, building envelope renewal, seismic upgrades, and upgrades to architectural finishes.

**Supporting Information:**

Studio Meng Strazzara was selected from seven (7) teams responding to the Request for Proposals, following review of all firms' proposals and interviews with the four highest scoring (\*) proposals.

The firms responding to the Request for Proposals included:

- Mithun, Seattle
- Studio Meng Strazzara, Seattle\*
- GGLO, Seattle
- HKP, Mount Vernon\*
- SHKS, Seattle
- King Architecture, Bellingham\*
- RMC Architects, Bellingham\*

The Consultant Selection Committee was composed of the following members:

- Scott Leppla, Assistant Director, Residence Life
- Sandy Fugami, Mechanical Engineer Sr., Facilities Development & Capital Budget
- Terence Symonds, Associate Director - Facilities, University Residences
- John G. Treston, Project Manager Architect, Facilities Development & Capital Budget
- Devin Walker, ACHUI Student Intern, University Residences
- Megan Winter, ACHUI Student Intern, University Residences

**Source of Funding:** Housing & Dining System - Non-appropriated

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul

**DATE:** August 20, 2015

**SUBJECT:** **Consultant Contract for Science Building Renovation and Addition – Predesign**

**PURPOSE:** Action Item

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**Purpose of Submittal:**

Approval of a consultant contract for predesign services for the Science Building Renovation and Addition. Award following Board action. Services to start in August 2015.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a consultant contract to THA Architecture, Portland, Oregon, for a fee of \$430,215 (including reimbursables), to provide predesign for the Science Building Renovation and Addition project.

**Supporting Information:**

THA Architecture was selected from 14 teams responding to the Request for Proposals. The firms responding to the Request for Proposals included:

- Flad Architects, Seattle\*
- GGLO Design, Seattle
- HKP Partnership, Mount Vernon\*
- Integrus Architecture, Seattle
- LMN Architects, Seattle\*
- Mahlum Architects, Seattle\*
- McGranahan Architect, Tacoma
- Miller Hull Partnership, Seattle\*
- NAC Architecture, Seattle
- NBBJ, Seattle
- Rolluda Architects, Seattle
- SHKS Architects, Seattle
- Sundberg Kennedy Ly-Au Young Architects, Seattle
- THA Architects, Portland\*

(\*) THA Architects was recommended following review of all firms' proposals and interviews with the six highest scoring proposals.

The Consultant Selection Committee was composed of the following members:

- Steve Hollenhorst, Dean, Huxley College of the Environment
- Catherine Clark, Dean, College of Science & Engineering
- Francis Halle, Director, Space Administration
- John Furman, Director, Facilities Management
- Rick Benner, Director, Office of Facilities Development & Capital Budget
- Ed Simpson, Assistant Director, Office of Facilities Development & Capital Budget

**Source of Funding:** University Funding – Non-appropriated

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul

**DATE:** August 20, 2015

**SUBJECT:** **2016 SUPPLEMENTAL OPERATING BUDGET REQUEST**

**PURPOSE:** Action item

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**Purpose of Submittal:**

In preparation of the 2016 legislative session, Western must submit its supplemental operating budget request in early October. This is a request for Board approval to submit a \$2,374,762 decision package to expand support for Degree Completion and Student Success, and a \$2,200,000 decision package to Update and Improve Western's IT Data Network and Wireless Capacity.

**Proposed Motion:**

Moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves a \$2,374,762 decision package to expand support for Degree Completion and Student Success, and a \$2,200,000 decision package to Update and Improve Western's IT Data Network and Wireless Capacity.

**Supporting Information:**

See attached supporting information.

**WESTERN WASHINGTON UNIVERSITY  
SUPPORTING INFORMATION  
SUBMITTED TO THE BOARD OF TRUSTEES**

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul

**DATE:** August 20, 2015

**SUBJECT:** **Supporting Information for Board Approval of the  
2016 Supplemental Operating Budget Request**

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**Overview**

Western's priorities include a focus on student success and achievement as measured by retention and graduation, operational efficiencies, and campus safety. This focus aligns well with the state of Washington's achievement measures and priorities expressed during this past legislative session.

The two proposals pending approval by the Board of Trustees to be submitted to the Office of Financial Management (OFM) for the 2016 Supplemental Operating request are:

1. Degree Completion and Student Success
2. Updating and Improving Western's IT Data Network and Wireless Capacity

**Proposal #1 – Degree Completion and Student Success**

The demographics of the state of Washington are changing with rapid growth of K-12 students within groups who have not typically enrolled in higher education. Many of these academically bright and capable students will require and deserve increased support necessary to provide mentoring, advising, and counseling that ensures their success. In the most recent biennial legislative session, Western submitted the Degree Completion and Student Success decision package, and while the other regional institutions received funding for student success initiatives Western did not. Western remains committed to the success of all students and is again requesting an investment which is proven to work. At the core of Western's concerns and priorities is the ability to provide quality academic advising, tutoring and retention services, leading ultimately to successful degree completion. This ability is currently overwhelmed by an increased demand on services.

Specifically Western intends to invest in:

- Student Advising / Outreach / Mentoring
- Academic Tutoring Support
- Mental Health Support
- disAbility Support for Students
- Destination Graduation

Delayed major declaration and excessive changes in major are among the most significant factors contributing to graduation delays. Demand for tutoring services has increased by nearly 200% over the past six years without a commensurate increase in resources. The Counseling Center and the Student Health Center continue to see a growing trend in both the number of students seeking mental health services, and an increase in the severity of their mental health needs. Since 2009, disAbility Resources for Students (DRS) has experienced a 77% growth in the number of students who qualify for accommodation services with a staffing level that has not kept pace (429 students in 2009 to 758 student in 2014). Finally, Destination Graduation promotes simplifying the process for former students to return and allows them to concentrate on their studies by providing graduation and application assistance, fee waivers for those financially qualified, personalized academic advising, and financial aid resources and scholarship assistance.

In order to expand the capacity to support student success, retention, and degree completion, Western is requesting \$1,187,381 annually, or \$2,374,762 per biennium, to hire additional exempt professional staff and graduate assistants.

### **Proposal #2 – Updating and Improving Western’s IT Data Network and Wireless Capacity**

Western installed its core IT equipment over eight years ago, and it is reaching both the end of its vendor-supported life and its functional life, with the data bottlenecks and data security issues that older data network equipment bring. During the past seven years our bandwidth has grown nine-fold, resulting in slowness in response times and potential loss of data. Closely affiliated with the core data network is the need for expanded wireless access. In years past, Western has only been able to provide wireless capacity on a very small and sporadic scale, mainly funded by the Student Technology Fee (a limited, student approved fee) that has focused on student gathering places, although some departments have funded their own wireless access points for administrative use. While there may be some wireless in most buildings, it is completely inadequate for the number of devices and throughput required for many areas, currently meeting only 20% of the actual need. This 20% is spread out over campus which severely limits many areas, providing inadequate density and coverage, and resulting in slow or dropped connections and lost productivity.

Major issues due to Western’s aged equipment and limited wireless capacity include:

- Negative impact on institutional operations
- Increased repairs and/or service interruption
- Significant health, safety and code issues

The University’s computing infrastructure is essential to the University’s mission. Most, if not all, of Western’s academic and administrative workload uses the data network at some point, and the proliferation of mobile devices and the need for wireless connectivity is one of the fastest growing areas of technology in the world today. Mobile devices have expanded exponentially with many employees bringing a smartphone to work, and students often bring a smartphone, tablet, and portable computer to campus. Large data sets, including high-bandwidth-consuming

images and video, are required in classes throughout the campus. Research and teaching labs require the ability to exchange, compile and store ever expanding volumes of work on the computer network. As we continue to move software services off-campus to the Cloud, the bandwidth usage will increase at a rate not readily predictable. Additionally, employee productivity will also suffer if email is slowed and access to files stored in Office 365 is hampered.

Western's equipment is at its end-of-life, which means that the vendor will no longer update or support it. While every effort is made to prevent interruptions to the core IT systems, end-of-life presents significant data security implications if the firewalls are not updated. Additionally, because Western's current wireless network is not adequate, non-institutional wireless devices are sometimes attached to the network. These "rogue" devices are often not compatible with the network, offer unsecured access, and cause interference with nearby legitimate access points, resulting in data security breaches or network outages. This currently requires employees to spend time looking for rogue access points to shut them down. With a ubiquitous wireless network, the need for individuals to add these rogue access points would significantly decrease, providing at least four hours per week for network technicians to focus on other important responsibilities.

Federal law requires timely notification of emergencies on campus, and our Public Safety Department utilizes our network both for internal communication and for connections to state and federal law enforcement resources. Emergency messages are broadcast over the network directly to devices, and to our emergency vendor for SMS (text) messages. Wireless coverage and capacity is equally important to our emergency responders in response to fires, active shooters, seismic events, and traffic issues. Responders depend on an ability to send and receive information as fast as possible via portable devices to inform the public and themselves of conditions "on the ground", and to develop strategic responses.

The estimated cost to update and improve Western's IT data network and wireless capacity is \$10,000,000. Western is proposing the use of a certificate of participation (COP) through the State Treasurer's Office to finance the project. Using historic rates obtained from the State Treasurer's Office and the State's capital asset class codes and useful life schedule, the debt service on this financing mechanism would approximate \$2,200,000 per year over the estimated maximum life of five to six years.

With the Board's approval, Western will move forward on these proposals to the Office of Financial Management in the October 2015 Supplemental budget process.



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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul

**DATE:** August 20, 2015

**SUBJECT:** **2016 SUPPLEMENTAL CAPITAL BUDGET REQUEST**

**PURPOSE:** Action item

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### **Purpose of Submittal**

Western has three critically needed projects for consideration in the 2016 Supplemental Capital Budget Request Cycle, totaling \$9,350,000:

1. DisAbility Resources for Students Area Expansion (DRS) - \$3,500,000
2. Improving Emergency Response through Upgraded Building Access Control, Phase 1 - \$4,850,000
3. Improving Emergency Response through Upgraded Outdoor Annunciation - \$1,000,000

Two of the three requests, Disability Resources for Students Area Expansion, and Improving Emergency Response through Upgraded Outdoor Annunciation, were initially submitted as part of the Minor Works Program omnibus request in the 2015-2017 Capital budget. The Legislature did not appropriate any funding to Western for the Minor Works Program and, because of the increasing importance of these programs, we have reformulated the requests and are requesting funding in the supplemental budget as stand-alone projects.

The third project, Improving Emergency Response through Upgraded Building Access Control, is a project that Western has on its ten-year plan to ask for in the 2017-2019 Capital Budget Request. A phased approach would be much more efficient and cost effective, and allow the University to start putting this critically needed access control security in place this biennium. The second phase would be requested during the 2017-2019 request cycle.

### **Proposed Motion**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves a 2016 Supplemental Capital Budget Request for \$9,350,000 from State-appropriated funding sources.

### **Supporting Information**

See attached supporting information.

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Vice President Richard Van Den Hul

**DATE:** August 20, 2015

**SUBJECT:** **2016 SUPPLEMENTAL CAPITAL BUDGET REQUEST**

**PURPOSE:** Action item

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**Supporting Information:**

This supplemental request is composed of three critically needed projects:

**1. DisAbility Resources for Students Area Expansion (DRS) - \$3,500,000**

DRS has seen over 70% growth in the last 10 years (18% just last year) and anticipates continued growth in serving the State's and Western's commitment to expanding student access and diversity. The demand for services can no longer be accommodated within the existing confines of the Old Main basement.

The best option is a location within the Library Learning Commons. DRS is a member of the Learning Commons, along with the Center for Instructional Innovation, the Tutoring Center, the Writing Center, the Media Commons, the Center for Service Learning, and the Student Technology Center, amongst others.

The Library location (at Haggard Hall, 3rd floor) will provide DRS with a larger space that is better able to respond to the needs of students with disabilities. It is envisioned as an integral component of the Library Learning Commons, operating during regular week-day office hours with extended hours during finals week. After hours, much of the space will be open and available for use by Library patrons.

The former DRS space in Old Main will be used to address a need for administrative offices.

**2. Improving Emergency Response through Upgraded Building Access Control, Phase 1 - \$4,850,000**

With an increasing concern for safety and emergency response, this project proposes to improve safety and enhance the University's emergency response capabilities through replacement of the existing electronic access control system, and expansion of the system to include all exterior doors on buildings. The proposed new access controls system shall provide the capability to control locks of exterior doors, which would allow for campus-wide lockdown capability to be initiated by Public Safety.

**3. Improving Emergency Response through Upgraded Outdoor Annunciation - \$1,000,000**

In a companion request to the upgraded building access control, this project would increase the University's ability to notify students, visitors, faculty and staff located outside of facilities when emergency situations occur and provide them with direction to safety. Currently, the University has three outdoor speaker locations to notify people of emergency events. This project will expand on those locations, as well as upgrade and expand our current "Blue Light" emergency phone locations to include outdoor speaker capabilities.

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by:  
Richard Van Den Hul, Vice President for Business and Financial Affairs

**DATE:** August 20, 2015

**SUBJECT:** **Emergency Management Preparation Update**

**PURPOSE:** Discussion Item

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A presentation will be given to update Trustees on the Campus Active Shooter Exercise and Drill Preparations.

Presenters:

- Richard Van Den Hul, Vice President for Business and Financial Affairs
- Darin Rasmussen, Chief of Police / Director for Public Safety
- Sue Sullivan, Director, Environmental Health and Safety

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard on behalf of Vice President Eileen Coughlin

**DATE:** August 20, 2015

**SUBJECT:** **Assessment and Planning for On Campus Student Housing**

**PURPOSE:** Information Item

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As reported to the Board in June, the University has continued working on its assessment and plans for adding up to 150 apartment-style suites on campus. The following is an update of the various planning components along with the anticipated schedule for Board of Trustees actions:

**Update of Planning Components**

**Housing Demand**

- University Residences has been assessing its capacity to meet growing demand, especially with regard to returning students and growth in numbers of out-of-state and international students. Returning students clearly prefer apartment-style accommodations with shared living/kitchen spaces, but with a high degree of bedroom/bathroom privacy and separation. International and out-of-state students often desire year-round accommodations with full kitchens as well.
- University Residences has hired a consulting firm to assess in more detail the market for student housing and the associated demand for on-campus housing, including type/number of units and amenities. This study is intended to inform the Housing System's long-term capital and fiscal plans which incorporate periodic renovations of existing buildings. The consultant's off-campus market study will be complete before the Board's October 2015 meeting and student surveying/focus groups for additional information will be underway.
- The University has long aimed to provide housing for about 1/3 of students at the main campus. In recent years, between 28% and 29% have been housed in both residence halls and apartments. Of these, approximately 12.3% (or 500) live in Birnam Wood Apartments which are more popular with returning students.

**Site Location**

- The Ridgeway location above the Wade King Recreation Center was planned for a new residence hall a number of years ago and is a likely site. An alternative site just north of Buchanan Towers is within the context of the Campus Master Plan and is being considered as well. Both sites have advantages that will be carefully weighed.
- A geotech study exists for the Ridgeway site. A second geotech study is underway for the Buchanan Towers site. These studies will help inform any potential significant differences in constructability cost variances between the two options.

## **Bond Market Assessment and Fiscal Planning**

- University Residences has been working with the University's Financial Advisor, Susan Musselman of the PFM Group, to review the current bond market, existing Housing System debt and potential structures for additional debt.
- The goal is to maintain a solid fiscal position while keeping room and board rates competitive (e.g. in the 4% - 5% range) and investing in the infrastructure of our facilities.

## **Planned Alternative Delivery Method - Design/Build**

- If the assessment suggests additional housing is needed, the intent is to plan for a Fall 2017 occupancy. Because of the tight timeline, the University would plan on utilizing the Design/Build process for procurement of design and construction services. This method can be utilized to shorten the project schedule, benefit from contractor expertise during design, and provide a single point of responsibility for design and construction. This approach could also provide a guaranteed maximum project cost earlier in the process.
- Both the University of Washington and WSU have used alternative delivery methods (Design/Build and GC/CM). WSU has used the Design/Build method for student housing.
- WWU's Office of Facilities Development & Capital Budget and Mahlum Architects are working with Enrollment and Student Services to develop a project and program description for the potential apartment complex. Design/Build requires the following:
  - Obtain State approval to use the Design/Build method (September).
  - Advertise an RFQ for Design/Build services to narrow the bidding architect/contractor teams who will respond to the RFP (October).
  - Confirm moving forward and issue the RFP which includes great specificity for project program details and performance requirements (November).
  - Architect/contractor bidding teams each submit a proposal package that's similar in detail to the schematic design phase, along with its project cost (November/December).
  - Select the successful bidder and negotiate contract (January 2016).
  - Present Design/Build contract for Board approval (February 2016).
- If the project is approved, the successful team would then complete its design and construction (concurrently) with opening in Fall of 2017.

## **Anticipated Schedule for Board of Trustees Information &/or Action**

### **Information - October 2015**

- Receive recommendation from consultant reviews:
  - Initial Consultant feedback from Study on Market Demand & Long Term Housing Needs
  - Updated fiscal projections with our Financial Advisor incorporating planned bond issue and estimates from Facilities Conditions Assessment
  - Introduction of Bond Resolution with planned terms and structure
- Receive results of application to the State for Design/Build alternative delivery met

**Assuming the project proceeds, the following actions would be requested of the Board:**

**Action - December 2015**

- Authorize Bonds (Approve Bond Resolution)
  - WWU would complete bond rating process in January 2016
- Approve Successful Architect/Contractor Team
  - WWU would complete contract in January 2016
  - Architect/Contractor team would begin work in February 2016 with project completion by Fall 2017

**Action - February 2016**

- Approve Bond Sale with proceeds available by March 2016

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Stephanie Bowers, Vice President for University Advancement and Executive Director of the WWU Foundation

**DATE:** August 20, 2015

**SUBJECT:** **Campaign Update**

**PURPOSE:** Discussion Item

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**Purpose of Submittal:**

Stephanie Bowers, Vice President for University Advancement and Executive Director of the WWU Foundation, will provide an update to the board on the Western Washington University campaign.



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

**TO:** Members of the Board of Trustees  
**FROM:** Karen Lee, Chair, Board of Trustees  
**DATE:** August 20, 2015  
**SUBJECT:** **Board Audit Committee Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

Board Chair Karen Lee 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:** Sue Sharpe, Chair, Board Governance Committee  
**DATE:** August 20, 2015  
**SUBJECT:** **Board Governance Committee Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

Chair Sharpe 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:** President Bruce Shepard by Provost Brent Carbajal

**DATE:** August 20, 2015

**SUBJECT:** **Academic Report: New Tenure Track Faculty**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

During the past academic year, Western Washington University successfully recruited a number of well-qualified new tenure track faculty. This report provides the Board of Trustees with information about the tenure track faculty members who were hired last year and who will begin teaching at Western during the 2015/16 academic year.

# New TT Hire Fall 2015 - Educational Attainment Spreadsheet

Prepared by - Austin Cooper and Shannon Peterson

Date - August 6, 2015

SEQ	Name	WWU College	WWU Department	WWU Specialization	Terminal Degree	University	Graduation
1	Zenghui Liu	CBE	Accounting	Accounting	PhD, Financial Accounting	Drexel University	2015
2	Hanmei Chen	CBE	Accounting	Accounting	PhD, Accounting	Arizona State University	2008
3	Reid Dorsey-Palmateer	CBE	Economics	Energy	PhD, Economics	University of Michigan	2015
4	Christopher Califf	CBE	Management	Management Information Systems	PhD, Business Administration and MIS	Washington State University	2015
5	Lisa Turner	CFPA	Art	Print and Digital Media	MFA, Printmaking	University of Alberta	2008
6	Monique Kerman	CFPA	Art	Art History	PhD, African Art History with Contemporary Black British Art Specialization	University of London	2008
7	Kevin Woods	CFPA	Music	Instrumental Jazz	MM, Jazz Performance and Pedagogy	University of Colorado	2008
8	Evan Mueller	CFPA	Theatre and Dance	Acting	MFA, Theatre Arts: Acting	Rutgers University	2000
9	Darren McCroom	CFPA	Theatre and Dance	Lighting Design	MFA, Theatre Lighting Design	University of Illinois	2011
10	Harsh Buddhadev	CHSS	Health and Human Development	Kinesiology/Neuromotor	PhD, Kinesiology	Iowa State University	2015
11	Jessyca Arthur-Cameselle	CHSS	Health and Human Development	Kinesiology/Sport Psychology	EdD, Counseling Psychology with an Emphasis in Sports Psychology	Boston University	2007
12	Melissa D'Eloia	CHSS	Health and Human Development	Recreation/Therapeutic	PhD, Parks, Recreation, and Tourism	University of Utah	2010
13	Brian Bowe	CHSS	Journalism	Journalism	PhD, Media and Information Studies	Michigan State University	2014
14	Eduardo Engelsing	CHSS	Modern and Classical Languages	Classical Studies	PhD, Classics	Universidad de Cadiz	2010
15	Patrick Gillham	CHSS	Sociology	Criminology and Social Theory	PhD, Sociology	University of Colorado	2003
16	Marc Muniz	CSE	Chemistry	Chemical Education (SMATE)	PhD, Chemistry	North Carolina State University	2014
17	Margaret Scheuermann	CSE	Chemistry	Inorganic Chemistry	PhD, Chemistry	University of Washington	2013
18	Moushumi Sharmin	CSE	Computer Science	Computer Science	PhD, Computer Science: Human Computer Interaction	University of Illinois	2013
19	Filip Jagodzinski	CSE	Computer Science	Computer Science	PhD, Computer Science	University of Massachusetts	2012
20	Shameem Ahmed	CSE	Computer Science	Computer Science	PhD, Information Science	University of Illinois	2015
21	Anna Lees	CSE	Elementary Education	Early Childhood Education	EdD, Curriculum and Instruction	Loyola University	2015
22	Sean Mulcahy	CSE	Geology	Mineralogy / Petrology	PhD, Geology	University of California	2009
23	John Misasi	CSE	Health and Human Development	Plastics and Composite Engineering	PhD, Polymer Science and Engineering	University of Southern Mississippi	2015
24	Rachael Welder	CSE	Math	Mathematics Education	PhD, Mathematics with Mathematics Education Specialization	Montana State University	2007
25	Mark Miyake	FAIR	Fairhaven College	Music and Society	PhD, Ethnomusicology	Indiana University	2009
26	Andrew Brown	FAIR	Fairhaven College	Performance Arts	PhD, Performance Studies	Northwestern University	2015
27	Kate Darby	HUX	Environmental Studies	Environmental Studies	PhD, Anthropology: Environment, Technology, and Society	Arizona State University	2010
28	Tamara Laninga	HUX	Environmental Studies	Environmental Studies	PhD, Planning and Design	University of Colorado	2005
29	Aaron Perzigian	WCE	Leadership	Special Education	PhD, Special Education	University of Wisconsin	2015

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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard by Provost Brent Carbajal

**DATE:** August 20, 2015

**SUBJECT:** **Quarterly Report on Grants and Contracts**

**PURPOSE:** Informational Item

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**Purpose of Submittal:**

Information from the Office of Research and Sponsored Programs concerning grant awards for the period April 1, 2015 – June 30, 2015 and fiscal year 2014/15.

**Supporting Information:**

- Grant awards/totals for the period 4/1/15 – 6/30/15
- Grant awards for the fiscal year 2014/15

Grant Awards for the Period 04/01/15 – 06/30/15

The total amount of grants and contracts received this period was \$1,367,771.78. This includes both new awards and additions to existing awards.

<b>Department</b>	<b>Award Total</b>	<b>Awards</b>	<b>Additions</b>
AMSEC	240,216.00		2
Anthropology	8,100.00	1	
Biology	23,165.00	1	
Canadian American Studies	111,716.00	1	
Chemistry	320,000.00	1	
Elementary Education	8,580.00	1	
Engineering Technology	166,027.00	1	
Environmental Sciences	143,879.78	4	3
Environmental Studies	2,000.00		1
Environmental Toxicology	20,067.00	1	
Geology	21,040.00	2	
Library	2,220.00	1	
Mathematics	105,419.00	1	
Modern & Classical Language	1,000.00	1	
Shannon Point Marine Center	82,342.00		1
University Relations/SBDC	112,000.00	1	
<b>Total</b>	<b>1,367,771.78</b>	<b>17</b>	<b>7</b>



Research and Sponsored Programs

TO: Kathleen L. Kitto  
 FROM: Rebecka Striggow  
 July 02, 2015

SUBJECT: YTD Grant Awards

Department	7/1/14- 9/30/2014	10/1/14- 12/31/2014	1/1/15- 3/31/2015	4/1/15- 6/30/2015	Fiscal Year 2014-15
AMSEC	218,883.00			240,216.00	459,099.00
Anthropology	11,955.00			8,100.00	20,055.00
Biology	52,501.69		120,917.00	23,165.00	196,583.69
Border Policy	14,001.00	6,883.00			20,884.00
Campus Compact					-
Campus Police					-
Canadian/American Studies	24,400.00			111,716.00	136,116.00
Chemistry	645,000.00		166,602.00	320,000.00	1,131,602.00
Child Development					-
Communication Science		28,038.00			28,038.00
Computer Science			84,757.00		84,757.00
Economics			1,230.00		1,230.00
Engineering Tech	114,600.00		80,705.00	166,027.00	361,332.00
Environmental Sciences	65,537.00		47,340.00	143,879.78	256,756.78
Environmental Studies	305,353.00	59,825.00		2,000.00	367,178.00
Environmental Toxicology				20,067.00	20,067.00
Facing the Future	97,278.00		42,995.93		140,273.93
Geology	106,186.00		129,225.00	21,040.00	256,451.00
History	477,992.00				477,992.00
Institute for Energy Studies	55,448.00				55,448.00
Library				2,220.00	2,220.00
Mathematics		287,808.00		105,419.00	393,227.00
Modern & Classical Language				1,000.00	1,000.00
Philosophy					-
Physical Education, Health & Rec			32,769.00		32,769.00
Physics/Astronomy	319,880.00		89,806.00		409,686.00
Political Science					-
Psychology	577,120.00		408,346.00		985,466.00
Science, Math & Tech Education			70,760.00		70,760.00
Shannon Point Marine Center	1,244,711.00		16,924.00	82,342.00	1,343,977.00
Small Business Development Center			225,000.00	112,000.00	337,000.00
Student Life					-
Woodring College of Education	396,460.00	683,050.00	5,000.00	8,580.00	1,093,090.00
<b>Total</b>	<b>4,727,305.69</b>	<b>1,065,604.00</b>	<b>1,522,376.93</b>	<b>1,367,771.78</b>	<b>8,683,058.40</b>





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

**TO:** Members of the Board of Trustees

**FROM:** President Bruce Shepard on behalf of Vice President Eileen Coughlin

**DATE:** August 20, 2015

**SUBJECT:** **Admissions and Enrollment Summary**

**PURPOSE:** Information Item

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### **Fall 2015 Enrollment Update**

We anticipate 2,760 - 2,775 new freshman and 1,015 - 1,030 new transfer students for Fall 2015 and are on track for total enrollment to be trending up slightly higher than last year. As of the day of this writing (Aug. 3), confirmations among freshman and transfer students of color are both up: freshman up by 4% at 893 compared to 854 at the same time last year and transfers up by 18% at 301 compared to 255 at the same time last year.

Transitions 2015 was held July 23, 24 and 27 with an estimated 89% of anticipated fall transfer students attending. This compares to 85% of students who attended Transitions last summer who enrolled for Fall 2014.

Eight two-day sessions of Summerstart 2015 are being held throughout the month of August. An estimated 91% of anticipated freshman students have registered for Summerstart, the same percentage as last year.

### **International Recruitment Update**

We are currently partnered with 16 community colleges to offer guaranteed admission to international students who complete approved transferable associate degrees and meet our international admission requirements. Most recently, we added Bellevue College, Cascadia College, and Clark College to our Community College Global Partner List and are actively in discussion with additional schools, including the Spokane community colleges. In August, we will host a visit from advisers from Spokane Community College and Peninsula College to better familiarize them with Western and discuss further opportunities for collaboration.

### **Western Scholars Invitational**

Western's undergraduate Admissions office kicked off recruitment of high-achieving students for 2016-2017 with the ninth annual Western Scholars Invitational, held July 16-18, 2015. Fifty (50) prospective, high-achieving students from Washington, Alaska, Oregon, and Idaho joined Admissions on campus. These students cumulatively had a GPA of 3.7.

Western Scholars Invitational is a targeted recruitment program that provides participants with the opportunity to experience college life on Western's campus and learn about our academic offerings. Over half of WSI attendees typically end up enrolling at Western. Sitting through mock classes taught by professors, students had a chance to learn about topics such as leadership, chemistry, design, mathematics and marketing. They also had a chance to explore a bit of Bellingham by going to Mallard's Ice Cream downtown and walking to Boulevard Park to watch the sunset over the bay. The students are

invited to join a Facebook group so that they can stay connected with each other and our staff throughout the next year.

Student quote: "I had so much fun and it really opened my eyes to college, the admission process, and Western! I had an amazing time, made a bunch of new friends, and came out of this event way more pumped (and less nervous) for college than I have ever been! I think that the program was great and did exactly what it set out to do. You and your staff made the trip so much more comfortable and were so easy to approach with all of my college questions. It was a great experience!"

### **Increase in Response Rate from Prospective Freshman Students**

In June, Admissions launched the "Search" campaign, whereby we communicate in print and electronically with 76,038 rising seniors in Washington and our secondary markets in the West (ID, OR, CO, MT, HI, AK, NV, UT, CA, AZ & NM) whose names we have purchased from the College Board, based on their PSAT and SAT information. These communications invite them to join our mailing list to learn more about Western, visit campus and apply for admission. Currently our response rate for this campaign has surpassed previous years with more students opting in to our mailing list. Overall, our number of recruit records are up 16% over this point the same time last year – meaning we have more students who, through all means of connecting with us, have requested to be on our mailing list.

### **Other Admissions Activities**

Earlier this summer Admissions hosted ACE (Achievers College Experience, June 23-25) and GEAR Up (Gaining Early Awareness and Readiness for Undergraduate Programs, June 28-July 1) conferences on campus to showcase Western's academic programs and related support services. On Aug. 12-14, Admissions sponsored another such program, Quickstart to College, in partnership with Futures Northwest on campus. Quickstart is a 3-day camp for approximately 40 rising seniors from underserved populations in the local Whatcom and Skagit counties.

September kicks off travel season for Admissions. From September to November, Admissions recruiters attend over 60 national and regional college fairs, visit over 400 high schools and school and community-sponsored college events and information programs. Using a territory management approach to recruitment and admissions, Admissions is assessing efforts from a data-driven perspective within each territory, recognizing the unique characteristics of that market. Travel, outreach, application review, follow up and spring travel and yield events are all determined territory by territory in an effort to efficiently and effectively manage limited resources.

In addition to Admissions visits to high schools and community colleges, on September 24 local area high school and college counselors will attend the Washington Council Fall Counselor Workshop on campus. Approximately 75 counselors will receive updates from all of the colleges and universities across the state while spending the day on Western's campus, part of a 9-day tour across our state.

### **Financial Aid Recalculations**

Recalculating the aid offers of 3,160 freshman and transfer student aid offers was a necessity this year, in light of the reduction in undergraduate tuition.

### **Increase in Washington State Need Grant Initial Allocation**

Although Financial Aid was bracing for a possible reduction in initial Washington State Need Grant allocation, our allocation ended up increasing slightly from last year, from \$14.5 million in 2014-2015 to \$14.8 M in 2015-2016. This is reflective of the increased proportion of needy, resident students who are enrolling at Western.

# UNIVERSITY ADVANCEMENT REPORT

AUGUST 2015



We've enjoyed a wonderfully busy early summer, filled with exciting activities and events, both on campus and off, and can measure their success not only through our online and social media engagement, but through the ongoing stream of supportive gifts and scholarships that continue to flow in via our Western Stands for Washington campaign.

This month features our popular 1893, President's and Old Main Societies' summertime Salmon Barbeques – one in Seattle, one in Bellingham – a wonderful way to celebrate and reflect as we gear up to welcome our students back to campus in September.

## CAMPAIGN RESULTS THROUGH JUNE 30, 2015



## ADVANCEMENT FAST FACTS

MAY 1– JUNE 30, 2015

Over the past two months, we secured **ten** major gifts totaling **\$3,411,096.45**, **three** major pledges adding **\$141,709** towards our campaign goal and **two** estate bequests increasing our current total by **\$1,100,000**.

Our current **Alumni Association membership** stands at **2,517**.

Gifts through the Annual Fund since the beginning of May totaled **\$456,509.65**.

In May and June, **45** Phonathon students made **49,760** phone calls, securing **311** pledges totaling **\$13,825.00**.

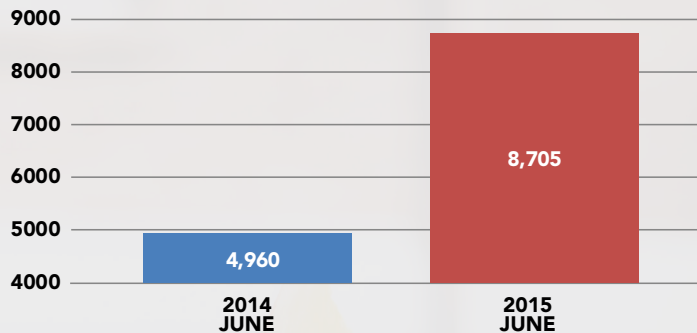
**Eleven** Alumni Association events on land and sea, brought together **3,521** WWU alums, community members and supporters.

Our major gift officers engaged in **502** interactions with donors and potential donors via in-person visits, phone conversations and email correspondence.

# GROWING AWARENESS

June's website numbers show an impressive 75% increase year over year, pushing our cumulative numbers to record-breaking limits! WWU division of advancement set a very aspirational goal to increase our website traffic by 20%, aiming to reach 100,000 visitors in one year. We are proud to say we had a 31% increase and ended the year with 105,558 combined visits to the WWU Alumni and Western Stands for Washington websites from our various email, promotion and advertising efforts. More people than ever before learned about Western's story through our online content, events and programs this year.

## ALUMNI & CAMPAIGN WEBSITE VISITS



## ENGAGEMENT METRICS

   
OVER THE PAST  
**11 YEARS,**  
THE SEATTLE LEADERSHIP  
FORUM HAS RAISED  
**\$1.26**  
**MILLION**  
FOR STUDENT SCHOLARSHIPS  
AND PROGRAM SUPPORT

OUR FIRST  
**BELLINGHAM  
BELLS**

EVENT HIT A HOME RUN WITH

**365**

WWU ATTENDEES



# ENGAGEMENT EVENTS FROM MAY-JULY

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WWU's Blue Group, a club/resource for HB1079 students – students of undocumented status – worked with the Annual Fund to craft a fundraising letter in support of the Guadalupe and Tom Nerini Sr. Scholarship, a scholarship which assists students of color and undocumented status. They conducted peer-to-peer fundraising and community outreach, surpassing their \$1,000 goal – plus a matching donation from the Nerinis' son, Tom.

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During Back2Bellingham, WWU Alumni Association Board members surveyed participants to determine ways in which the association can better serve our constituencies and become a major asset for Western. Board members then held informal lunches on May 20 and June 3, inviting faculty, staff and community members to contribute their input.

These "Vikings Want to Know" events will continue throughout the year as we reach out to determine the best programs, benefits and value we can provide in support of Western.

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On June 5, WWU's Psychology department held its annual PsychFest event in the Wilson Library Skybridge, starting with a welcoming reception during which scholarship donors met with their recipients.

More than 150 students, current and retired faculty, alumni, parents and donors participated throughout the day, viewing poster presentations of student research, enjoying the keynote speech by University of Washington's Dr. Andrea Stocco – psychology research assistant professor as well as co-director of the Cognition and Cortical Dynamics Laboratory – and celebrating the announcement of the department's scholarship award winners.

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ALPHA LAB: Fred Kaiser and Grace Borsari, front & center, celebrating the new engineering laboratory dedication with WWU Institute for Energy Studies faculty members.

Faculty, students, staff and donors mingled at the June 9 dedication of the Alpha Technologies Electrical Engineering Laboratory in the Ross Engineering Technology building. Established with a \$1 million gift from Alpha Technology's Fred Kaiser and Grace Borsari, the state-of-the-art facility supports WWU's Institute for Energy Studies.

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On June 12, the Alumni Association added an extra highlight to the Annual Outstanding Graduate Awards Ceremony (see p. 4), inviting all previous WWU Outstanding Grads to campus for a 40th Anniversary Outstanding Grad Luncheon.

A whopping 116 guests attended the luncheon from Outstanding Grad alumni and their guests to college deans and members of Western leadership. "The celebration was absolutely amazing and everything you did for us all was more than I'd have ever expected," said Paula Rippe ('75 and '77). "I wore my honor cord to the school where I teach on Monday and everyone was impressed. I wore a royal blue silk shirt with my Viking emblem attached as well and let everyone

know how proud I am to be a WWU alumna."

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WWU's Whale Watching adventure out of Anacortes on June 28 drew so much demand that we had to reserve twice as many tickets as originally planned. Sixty guests spent five hours sailing around the San Juan Islands observing harbor seals, bald eagles and other birds, dolphins and – most spectacularly of all – five transient Orca whales! The whales performed their "happy dance" by breaching and flipping out of the water backwards, providing quite a show for our group.

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Most recently, 13 Vikings in the greater Washington D.C. area met for a post-work happy hour at Scion Restaurant. Most of the guests were young alumni interested in networking and connecting with the growing number of Western alumni and supporters in D.C. This July 15 event was accompanied by three days of personal visits to alumni and supporters by Alumni Association executive director Deborah DeWees.

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# ENGAGEMENT CONTINUED...



OUTSTANDING! The honorees and their mentors.

On June 12, Western Washington University faculty honored 48 students with the distinction of Outstanding Graduate of their respective departments at WWU's 40th Annual Outstanding Graduate Awards Ceremony. Friends and family gather to attend this celebration of some of Western's most impressive, inspired and inspiring students.

Here are just a few excerpts from the faculty mentors' various presentations:

McNeel Jantzen on Rebecca Scheurich (Outstanding Graduate, Behavioral Science):

*Becca is by far one of the most impressive young individuals I have ever met and by far the most impressive woman I have ever encountered outside, I think, of my mother. I appreciate all that she has done both for myself personally and for Western, as well as for all of those that she will interact with in the future. Thank you so much, Becca, and congratulations.*

Marion Brodhagen on John Levy (Outstanding Graduate, Biology):

*John is good at reading people and bringing out their best. His sunny, laidback personality belies the intensity and depth of his keen intellect. I speak for the entire*

*faculty when I say we see in John the potential for very great things and we will be proud to call him an alumnus. When he's famous, we'll say we already knew he would be when we chose him to be our outstanding graduating senior.*

Ying Lin on Isaiah Ryan (Outstanding Graduate, Electronics Engineering Technology):

*Isaiah is passionate about outreaching and inspiring young students to pursue science and engineering and technology. Last year, during the Compass 2 Campus event, he helped to host lab tours to several groups of fifth graders and Isaiah showed them the fancy engaging course project he has done in his courses and you can tell from the youngsters when they look at what Isaiah was showing them they were like, "Wow! How did you make that happen? Can I try this?" I'm sure ten years later I'm going to see some of those young faces in my courses at Western.*

Mark Staton on Hannah Ricker (Outstanding Graduate, Finance and Marketing):

*Hannah has the two qualities that I value most in people: she is interesting and interested. Graduation does not intimidate her. She knows that the world is a*

*big exciting and, yes, interesting place, and her professors here know that having adventures will enrich her and make us proud. Thank you, Hannah, for choosing Western – and good luck.*

Paqui Paredes on Giselle Alcantar-Soto (Outstanding Graduate, Spanish):

*Giselle's a double major in Spanish and French with a minor in education and social justice. Her professors will tell you about her work ethic, her enthusiasm, her talent for analyzing literature and cultural artifacts in an in-depth and meaningful way and her ability to ask provocative questions and to open up dialogue. Indeed, she's an outstanding scholar. And yet, however great her research work and her presence in our classrooms has been, that is not the reason why most of us will remember Giselle. Her professors will tell you about how her constructive criticism has repeatedly made us better teachers, but, really, the one thing that sets Giselle apart and that makes her truly outstanding in our mind, is the fact that she's never as interested in her own success as she is in facilitating the success of others. We know that she will go on to bigger and better things and, knowing Giselle, they will be big – and they will make things better.*

# UPCOMING EVENTS

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**AUGUST 20** – Senior Celebration on Campus

**AUGUST 22** – Graduation on Campus

**AUGUST 23** – Play & Dinner: *To Kill A Mockingbird* in Olympia

**AUGUST 30** – WWU Day @ Tacoma Rainiers

**SEPTEMBER 1** – WWU BBQ for Grays Harbor County Students

**SEPTEMBER 9** – 8th Annual Get Your Blue On BBQ on Campus

**SEPTEMBER 19** – Salmon & Bald Eagles Nature Walk Adventure along the Nooksack River

**OCTOBER 4** – WWU Day @ The Sounders vs. L.A. Galaxy

**OCTOBER 6** – Athletic Scholarship Dinner at the Bellingham Golf and Country Club

**OCTOBER 10** – Western in Portland @ Portland Art Museum

**OCTOBER 11** – Oregon Birding Event in Portland

**OCTOBER 15** – 1893 Society Gala Dinner in Bellingham

**OCTOBER 17** – Reception and docent-led tour of Impressionism Exhibit at Seattle Art Museum

**OCTOBER 22** – 1893 Society Gala Dinner in Seattle

**NOVEMBER 7** – Curling in Canada

**NOVEMBER 7** – Wine-tasting in Issaquah

**NOVEMBER 8** – Lunch & Play: *My Fair Lady* in Issaquah

# WHY WE DO WHAT WE DO...

On May 29, the 18th Western Leadership Forum in Seattle featured a high-octane panel discussion moderated by WWU alumna and King 5 News anchor Joyce Taylor ('84). Julie Larson-Green ('86), chief experience officer for the Applications and Services Group, Microsoft; Leslie Feinzaig, VP digital, Julep; Kieran Snyder, co-founder and CEO, textio; and Barry Steinglass, VP Client Software, Hulu, discussed trends in technology and how companies use analytics to stay competitive. They also advised students in the audience on the best way to present and market themselves to prospective employers. The event raised more than \$90,000 for student scholarships in no small measure due to an inspiring speech by Matte Bailey ('15).

Bailey, a computer science major, phonathon caller and student ambassador was, as a Freshman, awarded Western Leadership Forum's Oles Morrison Rinker & Baker Scholarship, as well as The President's Scholarship and has already started his new job with the Seattle-based global logistics company Expeditors. His speech encompassed heartfelt acknowledgment of his own transformative scholarship experience as well as enthusiastically encouraging attendees to support scholarships for Western into the future:

"When I was a caller at the WWU Phonathon, each and every day I asked people to make donations to Western," said Bailey. "I talked to recent grads, parents, long-time donors and friends of



**HIGH IMPACT:** Scholarship recipient Matte Bailey with Sam Baker, Oles Morrison Rinker & Baker partner and scholarship donor, at this year's Western Leadership Forum in Seattle.

Western. While I did have the occasional individual who was less than enthusiastic to be called during the dinner hour, one thing that has always stuck with me is how almost everyone I talked to was excited about our school and saw its obvious value.

Although I no longer work at the Phonathon, in some way I consider talking to all of you today as my final solicitation call. As such, I'm going to go ahead and ask you to reaffirm your support for Western today by using that envelope on your table to make a donation to fund student scholarships. Western has had a massively positive impact on my life, but the truth is that I am only one of thousands of other

students who all have their own stories... there are many other students who could have been chosen to speak today, and I can guarantee that they could tell you all about the many ways attending Western has changed their lives for the better. Ask the student at your table today and I am certain they will tell you what an amazing experience they are having....

Over the past few years, I've talked to countless donors who have generously provided their support for Western's programs, and I continue to be blown away at every event I attend by the passion so many people have for enabling people my age to thrive and achieve their dreams."

## NEW FACES IN ADVANCEMENT

Tim Szymanowski joins us in the newly-created role of associate vice president for development and leadership giving. A veteran of both the private and public sectors, Tim's professional career has spanned 30 years in multiple industries including

business development and higher education fundraising. Most recently he served as the executive director of development at the University of Hawaii Foundation; previously, Tim was on the development team at Eastern Washington University.

His marketing, sales and leadership experiences have been highly transferable into

seeking and gaining private donor partnerships and leading campaign initiatives, while also coaching fundraisers in relationship management, pipeline assessment and making the Ask, and Tim finds great satisfaction in the "triple win" that comes from financially supporting higher education: the donor wins, the university wins and the students win.





**Capital Program Report  
Board of Trustees  
August 20, 2015**

**MAJOR/INTERMEDIATE CAPITAL PROJECTS**

• **Carver Renovation**

The Carver Academic Renovation project's building permits were issued by the City of Bellingham. The General Contractor/Construction Manager (GC/CM) contractor, Mortenson Construction, is releasing subcontractor packages for pricing, half of the packages have opened. Mechanical (Diamond B) and electrical (VECA) subcontractors are retained as Mechanical Contractor/Construction Manager (MC/CM) and Electrical Contractor/Construction Manager (EC/CM).

Mortenson has received their notice-to-proceed and has started mobilizing on site. A fence now surrounds part of Carver Field and around the Carver building. Demolition starts mid-August in the central section of the building.

The University relocated programs and individuals as required to establish temporary offices, laboratories and activity spaces in locations across campus in order to empty the building for construction. Substantial completion is scheduled for April 2017.

• **Nash Hall Renovation**

CDK Construction Services, Inc. is working on Phase 2 of the project that started on June 15, 2015. Construction is addressing the renovations of the fourth through the seventh floors. Work includes selective demolition, hazardous material abatement, installation of new fire suppression systems and automatic central fire alarm systems, seismic upgrades, and new construction in student areas and dorm rooms. The project is scheduled to be substantially complete for occupancy Fall Quarter 2015.

• **Classroom and Lab Upgrades – Phase 2**

There are two remaining components to this work:

1. PW679 Classroom and Lab Upgrades – Phase 2: Regency NW started construction on March 23, 2015. This project includes upgrades to rooms in Performing Arts, Bond Hall, Fine Arts, Fairhaven Academic, and Ross Engineering Technology. Scope of work includes media equipment, interior finishes and furnishings, electrical, mechanical and plumbing, and fire alarm and suppression. Work was completed and operational by Summer Quarter 2015 in most rooms, except work in Fairhaven Academic which will be complete in late August.
2. The final component, PW681 Haggard Hall Media Commons and Parks Hall Finance and Learning Lab: This project will renovate Haggard Hall rooms 245 and 246 to create a multi-disciplinary digital media center to be used for teaching and student work. The project also includes work in Parks Hall to develop a mediated finance and learning lab (mock trading floor). Construction is scheduled to be completed in Parks Hall by the middle of Summer Quarter 2015 in August. Construction started in Haggard Hall in June 2015 and is scheduled to be completed by the middle of Fall Quarter 2015.

- **Performing Arts Center Exterior Renewal - Roofing**

CDK Construction Services, Inc. started work on June 15, 2015. The scope of work included the demolition of the existing roof assemblies above the Music Library, and their replacement with a single-ply roofing assembly. The project was substantially completed in July 2015 ahead of schedule and the contract is being closed out.

- **North Campus Utility Upgrade**

The North Campus Utility Project has reached substantial completion and the contract with Dutton Electric is being closed out.

- **Ridgeway Kappa Renovation**

Dawson Construction, Inc. continues to work on the project. Construction is addressing demolition, hazardous material abatement, installation of new fire suppression and automatic central fire alarm systems, seismic mitigation, and replacement of interior finishes. The project is scheduled to be substantially complete for occupancy Fall Quarter 2015.

- **New Student Housing**

Enrollment and Student Services (ESS) has identified the need for more apartment-style housing units on campus. The Office of Facilities Development & Capital Budget is working with ESS to develop a project that would add up to 150 beds in apartment-style housing. With the intent to meet a Fall 2017 occupancy, the University is planning on utilizing the Design/Build process for procurement of design and construction services. The schedule calls for obtaining State approval to use the Design/Build method in September 2015, advertising for Design/Build services in October 2015, with final selection and contract negotiation being completed in January 2016. A design/build contract would be presented at the February 2016 Board of Trustees meeting.

- **Science Building Renovation & Addition Predesign**

The Board is requested to approve a contract at the August 2015 meeting to hire THA Architecture to complete this predesign. Completion is scheduled for June 30, 2016.

- **Performing Arts Center Renovation & Addition Predesign**

Opsis Architecture, LLP has been retained to execute this predesign. Completion is scheduled for June 30, 2016.

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 Bruce Shepard by Steve Swan, V.P. for University Relations and Community Development

**DATE:** August 20, 2015

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

**PURPOSE:** Information Item

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## **Purpose of Submittal:**

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

## **Supporting Information:**

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

### REPORT FROM THE VICE PRESIDENT TO THE BOARD OF TRUSTEES

#### COMMUNICATIONS AND MARKETING

Our skilled professionals worked hard on a wide range of online, print, social media, video and graphic design communications and marketing, which included:

- Our office assisted with communications planning and implementation for the announcement of **President Bruce Shepard's** retirement at the end of the next academic year. In addition to targeted campus communications, the announcement led to prominent stories in the Seattle Times (see: <http://www.seattletimes.com/seattle-news/education/western-washington-universitys-president-to-retire>); and Bellingham Herald (<http://www.bellinghamherald.com/news/local/article23772868.html>). An Associated Press story on the announcement ran in media throughout the state and region.
- Other media stories included Western's successful efforts to secure funding for the **Carver academic facility**, which resulted in a prominent story in the Bellingham Herald (<http://www.bellinghamherald.com/news/local/article26189092.html>). The research of **Shannon Point Marine Center scientist Jennifer Purcell** on large jellyfish blooms in Puget Sound was featured on KING 5 TV

(<http://www.king5.com/story/tech/science/environment/2015/08/05/jellyfish-ecology-noaa-puget-sound/31194035/>).

- Video journalist **Rhys Logan** continues to produce compelling video and photos that highlight Western's excellence, including this video for the Alumni website: <http://alumni.wvu.edu/s/1710/start.aspx?sid=1710&gid=2&pgid=61>
- Planning has begun on a number of **marketing initiatives**, most notably expansion of the office's **Spanish-speaking outreach pilot project**. The pilot outreach effort led by **John Thompson**, assistant director and manager of marketing, underwrote a number of weekday and weekend morning radio shows in the Skagit and Yakima valleys with messages in Spanish. The messages promoted Spanish-speaking tours of Western, which are now offered by the WWU Admissions office in an effort to better reach and recruit this underserved student population.
- New Media Coordinator **Matthew Anderson** reports that the **overall social media numbers** show positive growth in every area.
- Publications Editor **Mary Gallagher** is developing stories for the next edition of **Window magazine**. Watch for items about **Assistant Psychology Professor Jeff Carroll** and his scientific and outreach work on Huntington's Disease, a genetic brain disorder for which he, too, carries the gene; a look at the work faculty and alumni are doing in the field of earthquakes – studying them, preparing for them, recovering from them; and a chance to set the record straight on what happened to former WWU President Charles Fisher. We also are gathering information for the back-to-school edition of the **Soundings family newsletter**.
- We sent out press releases about all of our **Presidential Scholars** and **Outstanding Graduates**, which resulted in stories in numerous small daily and weekly newspapers, including the Redmond Reporter, Ballard News-Tribune, Port Townsend Leader, and Peninsula Daily News.
- **Graphic design projects** by **Chris Baker** and **Derek Bryson** with campus offices included: template design for a Drupal website for the College of Business and Economics; media guides for fall sports including Volleyball, Men's Soccer and Women's Soccer; Human Resources website design including the Work at Western website homepage and job announcement template; International Opportunities Fair posters; Parking Map updates; Bike Map Updates; design assistance on student publication Occam's Razor; design of postcard, certificates and program for Opening Convocation; and numerous other design projects for offices, departments and colleges across campus.

## GOVERNMENT RELATIONS

### State Relations

The 2015 legislative session—the longest in the history of the state of Washington—ended on July 10, 2015, following a regular 105-day session that began January 12<sup>th</sup>, two 30-day special sessions, and a third special session that lasted 13 days. Despite the lengthy process, in the end, state legislators successfully passed a \$38.2 billion biennial state operating budget with over 9 percent (\$3.5 billion) dedicated to higher education.

For the first time in the state's history, tuition for resident undergraduate students will be reduced from current levels, providing financial relief for students and their families. Tuition cuts for resident undergraduates at Western will be phased in over the next two years, with a 5 percent reduction this fall, followed by an additional 15 percent reduction for fall 2016. The budget also includes funding for competitive compensation adjustments throughout higher education, providing state funding for cost of living adjustments for state employees for the first time since 2008. The Legislature provided about 90 percent of the funding needed for all Western employees to receive a 3 percent salary increase in 2015-16 and a 1.8 percent increase in 2016-17. Compensation for classified employees also included a salary

survey that will support market-based adjustments for many positions. Additionally, Western received funding for the development of a Bachelor of Science degree program in Computer and Information Systems Security (CISS) at Peninsula and Olympic Colleges to begin during the 2016-17 academic year.

The 2015-17 capital construction budget authorized a total of \$70 million for the renovation and expansion of the Carver Academic Facility, which has been Western's top capital budget priority for several years. Funding was also provided in the 2015-17 capital budget for the preservation of capital minor works projects on campus.

Several policy bills with direct impact to Western also passed the legislature this session, including legislation related to campus sexual violence prevention, mental health in higher education, need-based financial aid, and tuition and registration benefits for veterans, service members and their families.

The upcoming 60-day supplemental legislative session is scheduled to begin on January 11, 2016.

A copy of the complete 2015 legislative report is available by accessing this [link](http://www.wvu.edu/wlr/2015/july1-2015.shtml) (<http://www.wvu.edu/wlr/2015/july1-2015.shtml>).

### **Federal Relations**

A team from the office of U.S. Senator Patty Murray visited the Western campus on August 11<sup>th</sup> to meet with Associated Student's leadership and to receive briefings on a number of WWU programs. Senator Murray's Northwest Regional Representative Ann Sebolt and U.S. Senate Health, Education, Labor, and Pensions Committee staff member Jake Cornett were introduced to Western's highly regarded Behavioral Neuroscience Program, the SMATE (Science, Mathematics and Technology Engineering) Program, and the Border Policy Research Institute.

### **SMALL BUSINESS DEVELOPMENT CENTER**

CJ Seitz has been selected as the new permanent director of the WWU SBDC, effective July 20, 2015. She has served as the interim director of the operation since January and was selected after a regional search that attracted candidates from four states.

Seitz first worked as certified business advisor for the SBDC from 2005-2009, providing counseling to more than 300 businesses, with that effort generating more than \$10 million in new investments and creating more than 300 jobs in Whatcom County.

Prior to rejoining the SBDC team, Seitz served as the Northwest Area director for the Employment Security Department (ESD), for Whatcom, Skagit, Island and San Juan counties. Serving for three years during the recent recession, Seitz was responsible for ESD's service delivery in its Bellingham, Mount Vernon and Oak Harbor centers, serving the region's job seekers and employers through the WorkSource system.

Seitz has a bachelor's degree in Accounting and a master's degree in Business Administration from Western.

## YEAR TO DATE ACTIVITIES AND OUTCOMES

DELIVERABLES	YTD 2015
Advising & Support Hours	1961
Trainings	14
Entrepreneurs Assisted	369
Capital Formation	\$2.1M
Jobs Created	19
Active Clients' Total Sales	\$96M
Active Clients' Total Jobs	2629

## Q2 – 2015 HIGHLIGHTS

- Debra Lee and CJ Seitz completed coursework for SBDC Advisor Certification, a 6-month intensive evaluation and development program
- SBDC Coordinated and supported **five** WWU CBE Entrepreneurship student projects, totaling **973.5** hours dedicated to SBDC clients.
- SBDC and SCORE collaborated to co-sponsored three events to recognize Small Business Week
  - *Buyer's Guide to Business & Franchise Ownership* by Fran/Net
  - *Government Contracting 101 and Proposal Writing* by PTAC (Procurement Technical Assistance Center)
  - *Social Media 101 & 201: Social Media for Small Business & Non-Profits* by Constant Contact
- Additional Community Presentations: Cross-Border developments and demographic shifts that could provide business opportunities, Effective Signage in partnership with the City of Blaine, Event Based Marketing and SBA loan application process.
- Hosted 5 Start Up Business Q&A Roundtables
- CSBDC and the Port of Bellingham hosted state L & I training - Hiring independent contractors & 1099 workers, risk management and Safety & health consultation

## Q2 – 2015 MEDIA FEATURES

- [SBDC director talks changes to Bellingham business since 2009](#) – The Bellingham Business Journal
- [As Whatcom economy recovers, business startups return](#) – The Bellingham Herald
- [Relying on past success: Is it costing you?](#) - Business Pulse Magazine p. 103
- [Business startups increasing in Whatcom County](#) – The Minuteman Press Franchise Review
- [As Whatcom economy recovers, business startups return](#) – The Olympian
- [WWU's Small Business Development Center and Lynden Chamber of Commerce to Host Marketing Workshop May 14](#) – Western Today
- [Small Business Development Center discusses government contracting](#) – The Western Front

## Q2 – 2015 EXAMPLES OF THE WORK WE DO

**Retail/Service, Expansion:** Market research to support loan package for expansion of building space; deal size \$450,000; loan approved

**Technology, Expansion:** HR counseling for new tech start-up, 3 new employees hired, \$600K in investment commitments secured over next 12 months

**Recreation, Startup:** Business attraction, potential new business start, potential investment of \$3-3.5 million in facility, equipment purchases

## WASHINGTON CAMPUS COMPACT

- 1) The Washington Campus Compact College Access Corps Program will place six full time College Access Corps AmeriCorps members at WWU to support college access for low income youth.
  - Woodring will receive five members
    - Learning in Communities and Schools will support WWU students work with low income 4-12 grade students to help them overcome barriers to college access.
    - Bridge Program will support WWU students provide after school support to migrant workers' children.
  - Huxley will receive one member
    - LEAD Service Learning Program will partner with the North Cascades Institute and place WWU students in K-12 schools to work with low income students and help them develop strong college readiness skills.
- 2) Four new campuses have joined Washington Campus Compact. There are 37 higher education institutions that are now members.
  - University of Puget Sound
  - Clark College
  - Renton Technical College
  - Wenatchee Valley College

## WATERFRONT DEVELOPMENT

Western Vice Presidents Steve Swan and Rich Van Den Hul met with representatives of Harcourt Development on July 6<sup>th</sup> and 7<sup>th</sup> and were briefed on the firm's latest plans for the development of the Bellingham waterfront. Harcourt was selected by the Port of Bellingham and the City of Bellingham to serve as the lead developer for the waterfront project.

The first phase of development calls for developing the 18.8 acres of the northern portion of the site, including the Grainery Building, which will be the first project in the development plan. The cleanup of the Whatcom Waterway will begin with a ribbon cutting ceremony on August 12 which President Shepard has been invited to participate in.

Initial WWU discussions with Harcourt centered around the developer's new site plan and for potential readjustments of the six acre portion of the site that has been earmarked for an expansion of the Western campus to the waterfront.

## WEB COMMUNICATION TECHNOLOGY

**College Sites.** We completed our work for the **Fairhaven** college site in June and are waiting for the college to approve it to go live. It can be viewed at <http://fairhavendev.wvu.edu>

**CBE** and WebTech have completed moving content into their new Drupal site. The site design has met with approval but has not been signed off. As soon as that is complete we will need a week or two to render the design and then the new CBE site can go live on Drupal.

**Western Today** has also been hosted on the College Drupal theme and will be going live as soon as testing is complete. This is to replace the aging Drupal 6 version that is currently hosted off campus. A total redesign of Western Today is planned for the coming year.

The **Majors pages** part of the home page site is getting a facelift and new organization as a joint effort of Admissions, Advising, and WebTech. The design is done and is being implemented by WebTech.

**Other Sites.** We launched a new marketing site called “**Working at Western**” in cooperation with HR. It draws from ideas from the Admissions site and is intended to draw top employees to Western.

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

**WordPress.** We completed a Western-branded WordPress template for departments and personal sites and it is currently available on the new Self-Service WordPress site. To provide a good example for the university we have converted the **WebTech** Department site to WordPress and it is now viewable, with the template, at <http://www.wvu.edu/webtech>

We are also in the process of moving several of the HR sites to WordPress including the main site and Professional Development.

We are delighted to announce that we have selected a new Director for WebTech, Max Bronsema, to take over when Marie Raney retires this fall. We are now searching for an ITS-3 Drupal Developer to replace Max.

## WESTERN WINDOW TV SHOW

A synopsis of the latest episode of the Western Window TV Show, which is telecast on KVOS-TV via Comcast Cable on the west side of the mountains is listed below. This student intern produced show is aired Sunday mornings at 7 a.m. on KVOS and is also televised daily in Bellingham on BTV-10. Here is a [link](#) to the archives of the shows and below is information on the three latest episodes.

**Episode 29 - August 2015** This month’s show is hosted by Chris Roselli of the WWU Alumni Association and Anna Magidson, a student at Western. Following is the story lineup for this episode.

1. Western Expands Downtown– Take a look at Western’s new downtown offices in the Herald building. The new location is designed to bring Western closer to the heart of the city and offer students, alumni, and friends of the university a new place to learn more about what is happening on campus. (1:00)
2. Communicating Without Words – Western alum Ryan Dudenbostel has returned home to become the new leader of Orchestral Studies at WWU. As the orchestra’s conductor, his job has many facets, all communicated to the group through the use of the baton. (5:45)
3. The Sea Around Us – Western Professor Emeritus Bert Webber led the charge to have the area encompassed by the Puget Sound, Strait of Georgia, and Strait of Juan de Fuca collectively named the Salish Sea. It took years of effort, but Webber says the name gives a greater understanding of the ecological and cultural roots of this precious resource. (11:20)
4. Wizards at Western – Chemistry instructor Betsy Raymond and the Western Chemistry Club recently gave a demonstration to local elementary- and middle-schoolers about how matter can change form, much to the delight of the children and parents in the audience. (16:05)



5. Two Days to Paradise– Western’s student-run broadcast studio, KVIK, hosts a two-day film festival each year, challenging students to complete a short feature film in just 48 hours. The films are then shown to a standing-room-only crowd at Bellingham’s Pickford Theater at the end of the festival. (21:47)

**Episode 28 – July 2015** This month’s show is hosted by Chris Roselli of the WWU Alumni Association and Anna Magidson, a student at Western. Following is the story lineup for this episode:

1. Road Trip on Mars – Western’s Melissa Rice is part of the NASA/Jet Propulsion Lab science team that works with the Curiosity rover on the surface of Mars, helping change our knowledge of the Red Planet on a daily basis. The underlying question it is trying to answer: did life ever exist on Mars? (1:06)

2. Engineering a Path to Success – Western students, faculty and staff are working with the “Creators and Innovators” club at Bellingham’s Kulshan Middle School, a group of more than 50 young girls interested in robotics and creative technology. (5:33)

3. Pioneering The Planet – Western’s Huxley College of the Environment’s quarterly magazine, The Planet, began as a small newsletter in 1979 and has grown into a nationally-lauded, award-winning environmental magazine today. (11:00)

4. Understanding Energy – Joel Swisher, the director of Western’s Institute for Energy Studies, discusses the formation of the institute and its collaborative mission between the Huxley College of the Environment, College of Science and Engineering, and College of Business and Economics. (17:45)

5. Catching the Beat– Western’s Music Department’s Percussion Ensemble recently hosted more than 100 high schoolers for a day of master classes and shared sounds, from drum lines to body percussion to marimba. (23:38)

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

**TO:** Members of the Board of Trustees  
**FROM:** Karen Lee, Chair, Board of Trustees  
**DATE:** August 20, 2015  
**SUBJECT:** **Presidential Search Process**  
**PURPOSE:** Discussion Item

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**Purpose of Submittal:**

Board Chair Karen Lee will invite former Trustees Phil Sharpe and Kevin Raymond to discuss the 2007 presidential search process.

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

**TO:** Members of the Board of Trustees  
**FROM:** Sue Sharpe, Chair, Presidential Search Advisory Committee  
**DATE:** August 20, 2015  
**SUBJECT:** **Presidential Search Advisory Committee Chair Report**  
**PURPOSE:** Action Item

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**Purpose of Submittal:**

Presidential Search Advisory Committee Chair Sue Sharpe will discuss her recommendations for the 2015 presidential search process.

- Memorandum Re: Recommendations Concerning Presidential Search Advisory Committee
- Resolution 2015-08 Adoption Of Presidential Search Advisory Committee Chair Recommendations And Appointment Of Trustees To Presidential Search Advisory Committee

## MEMORANDUM

**TO:** Western Washington University Board of Trustees

**FROM:** Sue Sharpe, Presidential Search Advisory Committee Chair

**DATE:** August 20, 2015

**RE:** **Recommendations Concerning Presidential Search Advisory Committee**

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At the July 20, 2015 Special Meeting of the WWU Board of Trustees ("Board") I was appointed Chair of the Presidential Search Advisory Committee ("Committee") with the specific charge to return to the board with recommendations on the size, composition and process for nominating members of the Committee. The understanding was that the final appointments will be made by the Committee Chair and Board Chair following Board approval of the recommended process. In its charge the Board also recommended that the search process be conducted in a manner that is generally similar to past presidential searches, and that the presidential search be inclusive and transparent, engaging the University community while maintaining appropriate candidate confidentiality. Given that charge, Board Chair Karen Lee and I consulted leadership of the Faculty Senate, Associated Students, Classified staff, Professional staff and executive administrators to inform the recommendations presented below.

1. **Role of Committee** - Working in consultation with a search consultant selected by the Committee Chair and Board Chair, the Committee's role is to assist the Board of Trustees in conducting a search and screen process for the position of President of Western Washington University. The Committee's role is strictly advisory to the Board. The Committee is not authorized to act on behalf of or to exercise any of the powers of the Board. Following selection of the Committee, the Board shall issue a charge to the Committee outlining its specific responsibilities and the Board's expectations with respect to the discharge of those responsibilities.
2. **Scope of Search** - The Committee is to conduct a national search that offers the Board the opportunity to consider a select group of highly qualified candidates with the qualifications and characteristics set forth in evaluation criteria established by the Board. Those qualifications and characteristics criteria will be based upon input received from faculty, staff, students, alumni and other constituencies and friends of the University. The Board is committed to a presidential search process that fully engages the Western campus community and other stakeholders with numerous and varied opportunities for involvement and participation.
3. **Criteria for Committee member selection** - In Resolution 2015-06 passed July 20, 2015 the Board asked that on campus members of the Committee meet the following general criteria:
  - committed to the best interests of the University;
  - respected by colleagues and co-workers;
  - record of active engagement in University affairs;
  - good judgment;
  - ability to maintain strict confidentiality;

- demonstrated ability to work collaboratively with others;
  - willing and able to devote the time required for this process (including attending meetings held mainly during evenings and weekends with possible travel to meetings held in remote locations)
4. **Size, Composition and Selection of Search Committee**
- **Trustees (3):** Susan Sharpe (Committee Chair), Chase Franklin, (Vice Chair) and Earl Overstreet. Board Chair Karen Lee will serve ex-officio as a nonvoting member of the Committee.
  - **Faculty Members (3):** The Faculty Senate will be asked to place in nomination the names of eight to ten faculty members who meet the above criteria.
  - **Students (2):** The Associated Students will be asked to place in nomination the names of six students, including at least two graduate students, who meet the above criteria.
  - **Professional Staff (1):** The Professional Staff Organization will be asked to place in nomination the names of four to five professional staff members who meet the above criteria.
  - **Classified Staff (1):** Representatives of the classified staff will be asked to solicit nominees and place in nomination the names of four to five classified staff employees who meet the above criteria.
  - **Academic Administrator (1):** The Board Chair and the Committee Chair will select one member of the University's academic administrative team to serve on the Committee that meets the above criteria.
  - **Community Members (2):** The Board Chair and the Committee Chair will select two members of the committee to represent the broader off-campus community of constituents including alumni and friends of Western Washington University consistent with the relevant above criteria.
  - Board Chair and the Committee Chair may also select up to two additional members to serve on the committee.

Nomination invitations will be sent to the nominating bodies no later than September 1, 2015 outlining the specific criteria and process for nominations. Nominations made by the nominating bodies and the final Committee member appointments shall be made reflecting Western's commitment to diversity in all its forms. Each nomination should be accompanied by a statement from the nominator describing why the nominee is qualified to serve on the committee based on the stated criteria. The letter should be accompanied by a background statement, resume or curriculum vitae of the nominee. The nomination letter may, but need not, be accompanied by a letter from the nominee containing any information which she or he believes may be relevant to the Board Chair and Committee Chair in considering the nomination.

All nominations must be submitted to the Chair of the Presidential Search Advisory Committee, Mail Stop 9033 or by email to [Presidential.Search@wwu.edu](mailto:Presidential.Search@wwu.edu), by the due date outlined in the nomination invitation. An opportunity for all nominees to meet with the Trustee members of the Search Committee will be scheduled before the final appointments are extended. These meetings will not be mandatory but intended simply as an informal opportunity to get to know one another. The Board Chair and Committee Chair reserve the right to select individuals who have not been nominated to serve on the committee.

5. **Composition of Staff:** In Resolution 2015-06 The Board Chair and Committee Chair were authorized to select the staff required to support the search. Paul Dunn has been appointed Special Assistant to the Presidential Search and Liz Sipes as Search Coordinator to oversee the administration of the search. It is expected that from time to time the Committee Chair or the Search Staff may call upon the services of other members of Western's faculty and staff.
6. **Selection of Search Consultant:** Consistent with the charge in Resolution 2015-06 a Request for Quotes and Qualifications for the Search Consultant has been published and a final selection will be made by the Committee Chair in consultation with the Board Chair. The Chairs may seek the advice of other campus leadership during the course of the Consultant selection process.
7. **Campus and Community Input:** The Committee will work with the Search Consultant to develop effective strategies for the Board to benefit from the views of faculty, staff, students, alumni, community members and friends of the University concerning the desired qualifications and characteristics to be sought in the next president.
8. **Search Committee Meetings:** Meetings of the Committee are not required to be open to the public and should generally be held privately to foster frank discussion and to protect confidentiality. It is expected that Committee meetings will be held on weekends and evenings. Because of the intensive commitment required of staff, faculty and students serving on the Committee, efforts to make reasonable accommodations for the additional demands on their time should be made by their colleagues, supervisors, and professors.
9. **Public Communications:** The Chair of the Committee is the only person authorized to engage in public communication concerning the search on behalf of the Committee.
10. **Confidentiality:** The Committee and its members will be required to maintain confidentiality both during and after the search. All members will be required to sign confidentiality agreements as part of the process.
11. **Committee Rules & Ethical Code:** The Board Chair and Committee Chair in consultation with Committee members and others will develop rules regarding the Committee's operations as they deem advisable.

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
RESOLUTION 2015-08**

**ADOPTION OF PRESIDENTIAL SEARCH ADVISORY COMMITTEE CHAIR  
RECOMMENDATIONS AND APPOINTMENT OF TRUSTEES TO PRESIDENTIAL  
SEARCH ADVISORY COMMITTEE**

WHEREAS, President Bruce Shepard has announced his intention to retire from the Presidency of Western Washington University after the conclusion of the 2015-16 academic year; and

WHEREAS, the Board of Trustees is responsible for the timely selection and appointment of an individual to replace President Shepard as president of the University; and

WHEREAS, the Board of Trustees, through Resolution 2015-06, appointed Vice Chair Susan Sharpe to serve as Presidential Search Advisory Committee Chair and directed her to develop recommendations to the Board related to the search process, including with respect to the size and composition of the Presidential Search Advisory Committee; and

WHEREAS, Vice Chair Sharpe has made such recommendations in a memorandum to the Board of Trustees dated August 20, 2015 and as amended at the Board of Trustees meeting on August 20, 2015,

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Western Washington University as follows:

1. The Board of Trustees hereby adopts the recommendations, including trustee appointments to the Presidential Search Advisory Committee, made by Vice Chair Sharpe in her memorandum to the Board dated August 20, 2015 and entitled "Recommendations Concerning Presidential Search Advisory Committee (Amended)." A copy of Vice Chair Sharpe's memorandum is attached hereto.
2. Notwithstanding the foregoing, the Board retains all of its rights and duties, and discretion, by law, to appoint the President of the University.

ATTEST:



\_\_\_\_\_  
Karen Lee, Chair



\_\_\_\_\_  
Dick Thompson, Secretary

**21. DATE FOR NEXT REGULAR MEETING**

- **October 8 & 9, 2015**



## **22. Adjournment**