

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
August 18, 2016**

THURSDAY, AUGUST 18, 2016

Location: Old Main 340

Time: 11:00 a.m.

1. CALL TO ORDER

11:00 a.m. – 11:05 a.m.

BREAK

Tour of Carver Academic Building and Lunch – Reconvening Meeting at 1:00 pm

Lunch Guests:

- David Schumacher, Director, Office of Financial Management
- Craig Dunn, Interim Dean of the College of Business and Economics
- Dr. John Lawson, Vice Provost for Information Technology and Chief Information Officer
- Dr. Brent Mallinckrodt, Dean, College of Humanities and Social Sciences
- Greg Smith, Interim Vice Provost for Information Technology/Chief Information Officer

2. APPROVAL OF MINUTES

1:00 – 1:05

- a. Board of Trustees Special Meeting, May 10, 2016
- b. Board of Trustees Meeting, June 9 & 10, 2016

3. PUBLIC COMMENT

1:05 – 1:15

4. PRE-LEGISLATIVE SESSION PREVIEW OF THE 2015 – 17 STATE OF WASHINGTON BIENNIAL BUDGET

1:15 – 2:00 Presentation: David Schumacher, Director, Office of Financial Management
Discussion

5. BOARD CHAIR

2:00 – 2:10

- Resolution No. 2016 - 07 Welcoming Student Trustee Abby Ramos

6. UNIVERSITY PRESIDENT

2:10 – 2:20

7. ASSOCIATED STUDENTS

2:20 – 2:25

8. FACULTY SENATE

2:25 – 2:30

ACTION ITEMS

9. CONSENT ITEMS

2:30 – 2:35

- Approval of Summer Quarter Degrees
- Expedited Rule Change to WAC 516-04-010 – Regular Meetings

10. EMERGENCY RULE CHANGE TO CHAPTER 516-21 WAC, STUDENT RIGHTS AND RESPONSIBILITIES CODE

2:35 – 2:50 Presentation: Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services

11. APPROVAL OF 2017-19 BIENNIAL BUDGET REQUEST

2:50 – 3:20 Presentation: Sabah Randhawa, President
Richard Van Den Hul, Vice President for Business and Financial Affairs
Linda Teater, Director, Budget Office

Discussion

BREAK: 10 min break

DISCUSSION ITEMS

12. WASHINGTON CAMPUS COMPACT – STRENGTHENING COMMUNITIES THROUGH EDUCATION AND CIVIC ENGAGEMENT

3:30 – 3:55 Presentation: Steve Swan, Vice President for University Relations & Community
Development

Jennifer Hine, Executive Director, Washington Campus Compact

Discussion

13. WESTERN IN THE PENINSULAS UPDATE

3:55 – 4:20 Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
Earl Gibbons, Vice Provost for Extended Education

Discussion

14. AUDIT COMMITTEE REPORT

4:20 – 4:25 Presentation: Betti Fujikado, Chair, Board Audit Committee

15. INFORMATION ITEMS

4:25 – 4:35

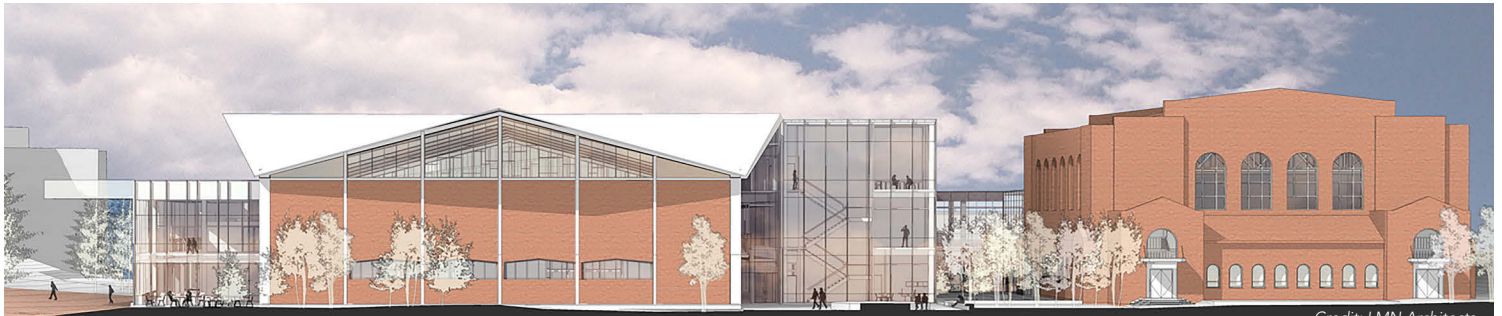
- a. Academic Affairs Report
- b. Annual & Quarterly Grant Report
- c. Admissions and Enrollment Report
- d. University Advancement Report
- e. Capital Program Report
- f. University Relations and Community Development Report

16. DATE FOR NEXT REGULAR MEETING: October 13 & 14, 2016

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

4:35 – 5:00 pm

18. ADJOURNMENT



Credit: LMN Architects

CAPITAL PROJECT: CARVER ACADEMIC RENOVATION

Carver Academic Facility supports students studying in the fields of:

- Community Health
- Pre-Physical Therapy
- Pre-Health Care Professions
- P-12 Teacher Education
- Physical Education, Health, & Recreation
- Sports Psychology

278 academic classes are taught per year in Carver, with enrollments of 7,677 students.

Carver Academic Facility is home to departments with nearly 800 majors (8.5% of all majors at Western).

The Carver Academic Renovation project will add additional classrooms which will support 185 new graduates per year.

The renovation will:

- Provide urgently needed seismic reinforcement.
- Provide critically needed classroom and lab spaces.
- Create about 780 jobs on-site and in the community.
- Reduce deferred maintenance costs by \$10.8 million by replacing outdated mechanical, electrical and life safety systems.
- Ensure ADA access to all levels.
- Meet LEED Silver or higher certification.

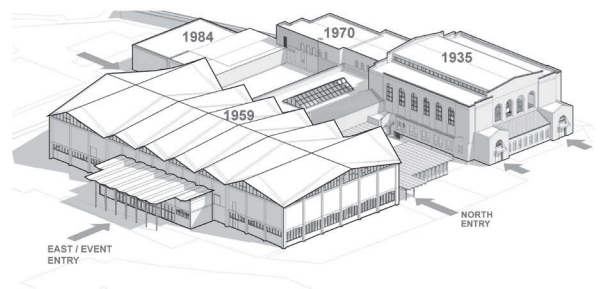
The project is currently about 50% through construction with a scheduled completion date in April 2017.

State funds for the project total \$71,365,000, with an additional \$6,000,000 in COP funding.

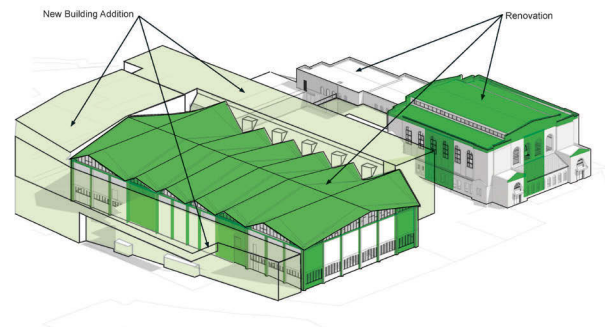
The project is 80,918 SF of renovation, 25,019 SF of replacement and 57,885 SF of new addition for a total building area of 163,822 SF.

- Architect: LMN Architects
 GCCM: Mortenson Construction
 MCCM: Diamond 'B' Constructors
 ECCM: VECA Electrical
 Structural Subcontractor: Dawson Construction

EXISTING CARVER ACADEMIC FACILITY



COMPLETED CARVER ACADEMIC PROJECT
 RENOVATION & NEW BUILDING ADDITION



LEARN MORE:

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: August 18, 2016

SUBJECT: **Recognitions and Introductions**

PURPOSE: Information Item

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

- David Schumacher, Director, Office of Financial Management
- Craig Dunn, Interim Dean of the College of Business and Economics
- Dr. John Lawson, Vice Provost for Information Technology and Chief Information Officer
- Dr. Brent Mallinckrodt, Dean, College of Humanities and Social Sciences
- Greg Smith, Interim Vice Provost for Information Technology/Chief Information Office

David Schumacher, Director, Office of Financial Management

David Schumacher was appointed director of the Office of Financial Management (OFM) by Governor Jay Inslee in January 2013. He has 20 years of experience in budgeting and policy development. David joined the Inslee administration after spending two years as staff director for the Senate Ways & Means Committee. He held the same position from 2003 to 2008 before serving two years as northwest government affairs director for The Boeing Company.

David holds a bachelor's and master's degree in economics from the University of Washington. He and his wife, Katy, have two sons and live in Olympia.

Craig Dunn, Interim Dean, College of Business and Economics

Craig P. Dunn has served as the Interim Dean of the College of Business and Economics at Western Washington University since 2014, his interim appointment will end September 1, 2016. His research interests include managerial ethics and values, corporate social responsibilities, corporate governance, the meaning of work, and social entrepreneurship. Craig has served on the Advisory Committee of Washington Campus Compact, a state-wide organization dedicated to advancing service-learning within the region. He was awarded the 2013 MBA Educator of the Year at Western Washington University along with other awards throughout his career. He received his Ph. D at Indiana University.

Dr. John Lawson, Vice President for Information Technology and Chief Information Officer

Dr. John Lawson served as the Vice Provost for Information Technology and Chief Information Officer for almost 10 years at Western Washington University. His last day to hold the office was Thursday, June 30th. Lawson came to Western from Tulane University immediately in the aftermath of Hurricane Katrina. His goals included changing the culture within the various IT areas he supervised to improve communication between these areas and the campus partners they served.

Greg Smith, Interim Vice Provost for Information Technology/Chief Information Officer

Greg Smith is serving as the Interim Vice Provost for Information Technology and CIO. He began his one-year appointment on June 20th. He brings a wealth of IT leadership experience to this critical time of examining and exploring IT options and opportunities for Western.

Smith has a bachelor's degree in chemistry and master's degree in bioinformatics from Indiana University. Previously he served as chief information officer at Missouri University Science and Technology in Rolla, Missouri; CIO at George Fox University in Newberg, Oregon; and as director.

Dr. Brent Mallinckrodt, Dean, College of Humanities and Social Sciences

Brent Mallinckrodt received his Ph.D. in Counseling Psychology from the University of Maryland. He joined Western from the University of Tennessee, where he served as Associate Dean for Graduate Studies and Professor of Psychology. He has also served on the faculties of the University of Missouri and University of Oregon. He is former editor of the *Journal of Counseling Psychology*, and a Fellow of the American Psychological Association and of the American Academy for the Advancement of Science. At the University of Tennessee he coordinated a federal grant to study campus suicide prevention, and investigated the role of mental and emotional health in promoting undergraduate student retention. He is recipient of campus-wide and national awards for mentoring, for innovation in education, and as an advocate for diversity and inclusion.

1. CALL TO ORDER

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: August 18, 2016
SUBJECT: **Approval of the Minutes**
PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustees Meeting Minutes.

Proposed Motion:

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

- Approval of the Minutes of the Board of Trustees Meeting, June 9 & 10, 2016
- Approval of the Minutes of the Special Board of Trustees Meeting, May 10, 2016

Supporting Information:

Minutes of May 10, 2016
Minutes of June 9 & 10, 2016

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
TUESDAY May 10, 2016**

1. CALL TO ORDER

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 3:32 p.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair – *by phone*
Earl Overstreet, Secretary – *by phone*
Betti Fujikado – *by phone*
Chase Franklin
John M. Meyer – *by phone*
Mo West – *by phone*
Seth Brickey

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 – *by phone*
Steve Swan, Vice President for University Relations and Community Development
Molly Ware, Faculty Senate President
Melissa Nelson, Assistant Attorney General
Paul Cocke, Director of University Communications
Paul Dunn, Special Executive Assistant to the President
Barbara Sandoval, Assistant to the President and Secretary to the BOT
Elissa Hicks, Assistant Secretary to the Board of Trustees

2. EXECUTIVE SESSION: The Board will go into executive session for the purpose of personal matters pursuant to RCW 42.30.110(1)(g).

At 3:33 p.m. Chair Lee announced that the Board would convene in Executive Session for approximately 40 minutes to discuss personnel matters. The Board returned to open meeting at 4:09 p.m. with no action to report.

Chair Lee announced a 5 minute break at 4:09. The board returned and reconvened the meeting at 4:15.

3. POSSIBLE BOARD ACTION ON PRESIDENTIAL EMPLOYMENT CONTRACT FOR DR. SABAH RANDHAWA

Trustee Franklin gave a brief overview of the contract negotiation process over the past month and a half. He said the contract contains standard language that is included in other Washington State public colleges and universities presidents' contracts and in President Shepard's current contract. Trustee Lee asked for comments or concerns from other trustees, to which there were none.

MOTION 05-01-2016: Trustee Franklin moved to approve and ratify the employment contract for Dr. Sabah Randhawa appointing him fourteenth President of Western Washington University, effective August 1, 2016, at the initial salary of \$365,000 per year.

The motion passed with Trustees Franklin, Fujikado, Meyer, Overstreet, Sharpe, West and Lee voting in favor of the motion by roll call vote. Student Trustee Brickey was excused from voting pursuant to RCW 28B.50.102(2).

Trustee Lee said that she was pleased with the contract and believes that it has been fully vetted by the Trustees and lawyers, and that the contract was fair for both parties.

4. The meeting adjourned at 4:20 p.m.

**Western Washington University
Board of Trustees
Meeting Minutes
Thursday, June 9, 2016**

1. CALL TO ORDER

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 3:03 p.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary
Betti Fujikado
John M. Meyer
Mo West
Seth Brickey

Absent

Chase Franklin

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
Molly Ware, Faculty Senate President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Paul Dunn, Special Executive Assistant to the President
Barbara Sandoval, Assistant to the President and Secretary to the BOT
Elissa Hicks, Assistant Secretary to the Board of Trustees

2. WATERFRONT EXPANSION UPDATE

Steve Swan, Vice President for University Relations & Community Development, Rob Fix, Executive Director, Port of Bellingham and Kelli Linville, Mayor, City of Bellingham provided the Trustees with background concerning the waterfront efforts to date and what is planned for the future. Fix said that the plans began developing in the early 2000's and that the group Western Crossing Development was formed in 2009 to further cooperation between all the entities. He said that progress has been slow to date with the clean-up efforts not really visible to the public, but that with clean up almost complete, visible changes and development will be coming fast. Mayor Linville emphasized that the agreements and plans in place are binding and ready to move forward and that there is a lot of community support for the project. President Shepard said that Western became involved with the waterfront as a way to serve the community and take a major step towards the future of both the community and Western. Fix and Linville both stated that Western is a critical partner in the development and thanked the Trustees for their commitment to the process. Trustees thanked both for their update and looked forward to seeing the first steps of the development soon.

3. 2016 - 2017 OPERATING BUDGET AND RELATED MATTERS

a. Approval of 2016 – 2017 Academic Year Tuition Fees and Rates

Richard Van Den Hul, Vice President for Business & Financial Affairs provided background on the proposed 2016-2017 Operating Budget and recommended that Western reduce the state-funded resident undergraduate operating fee by 15.0%, as required by the Legislature in the 2015-2017 Operating Budget bill, and hold the capital building fee for this student class at the 2014-2015 annual rate. He said that after review by the campus, and upon the concurrence of the Vice Presidents and Deans, it is recommended that tuition fees for non-resident undergraduate, resident graduate, nonresident graduate, and Masters of Business Administration (MBA) rates for resident and nonresident students be raised by 2.9% respectively.

Trustees asked if there was any campaign money reflected in this budget. Van Den Hul and Stephanie Bowers said that some campaign money is supplementing certain programs but that it does not show in the budget. He said that the budgeting process does not mix campaign money and state money.

Trustees also asked how Western compared to other schools around the country. Eileen Coughlin said that without any external factors our tuition is average, but that the State Need Grant helps the university be well positioned as far as tuition costs. She also said that non-resident student enrollment continues to rise because there continues to be are more options for in-state students.

MOTION 06-01-2016: Trustee Brickey moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 15.0% reduction in the 2016-2017 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 2015-2016 assessed rate; and

FURTHER MOVED, that the 2016-2017 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.

The motion passed unanimously.

b. Approval of 2016 – 2017 Annual State Operating Budget

Richard Van Den Hul said that last year the Board of Trustees approved the first year of a two-year budget in July 2015. This spring, the budget process re-examined year two of that budget to see if there were adjustments, or “emergent issues,” that should be included in the FY2016-2017 annual operating budget. He said the President, Vice Presidents and Deans evaluated all the requests and have included the recommended budget in their materials. It includes: funding for competitive compensation for faculty and staff, the diversity initiative advancing critical cultural consciousness,

expanded funding for the Education and Social Justice minor, replacement of grant funding to continue the strides made toward suicide prevention, funding to strengthen laboratory safety practices, and funding for the enhancement of first year math instruction. Van Den Hul said the university recommends the Board of Trustees approves a state operating budget in the amount of \$160,272,642 for the 2016-2017 fiscal year. (See Attachment A)

Trustees had no questions, adding that the background information provided in the materials helped them understand the entire budget process and feel confident in their decision.

MOTION 06-02-2016: Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 2016-2017 Annual State Operating Budget of \$160,272,642 consisting of a State Appropriations in the amount of \$75,832,000; Western Washington University tuition operating fee funds of \$80,232,467; and administrative services assessment revenue of \$4,208,175.

The motion passed unanimously.

Chair Lee announced a 10 minute break at 4:00 p.m.

The board returned and reconvened the meeting at 4:10 p.m.

**4. RESOLUTION NO. 2016-05 RECOGNIZING THE SERVICE OF BRUCE SHEPARD
RESOLUTION NO. 2016-06 RECOGNIZING THE SERVICE OF CYNDIE SHEPARD**

Trustee Karen Lee started the recognition of Bruce and Cyndie Shepard by saying that both will be greatly missed, that the pair have brought many gifts to campus and to the state of Washington and that she feels the campus is losing something of tremendous value. She noted that President Shepard had assembled an outstanding leadership team and that he served as a teacher to all around him. Trustees and others in the room thanked Bruce for his leadership and recognized him for his humility, honesty, ability to listen, thoughtfulness and his ability to serve others.

Trustees also thanked Cyndie Shepard for her service as first lady and for her leadership with Compass to Campus. They recognized her for being a beautiful woman inside and out, her warm and genuine heart, community engagement and her inspirational leadership to change the lives of thousands of first generation students.

Bruce and Cyndie both thanked the Trustees for the opportunity and privilege to serve Western the past eight years.

MOTION 06-03-2016: Trustee Fujikado moved that the Board of Trustees approve Resolution 2016-05 Recognizing the Service of Bruce Shepard.

MOTION 06-04-2016: Trustee Sharpe moved that the Board of Trustees approve Resolution 2016-06 Recognizing the Service of Cyndie Shepard.

Both motions passed.

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

At 5:10 p.m. Chair Lee announced that the Board would convene in Executive Session for approximately 10 minutes to discuss legal matters.

The Board returned to open meeting at 5:34 p.m. with no action to report.

**WESTERN WASHINGTON UNIVERSITY
SUPPORTING INFORMATION
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
Linda Teater, Budget Director

DATE: June 9, 2016

SUBJECT: **Supporting Information for Approval of the 2016-2017 Annual State Operating Budget**

Schedule of Approvals for 2016-2017 Annual State Operating Budgets

At the June 9, 2016, Board meeting the Board of Trustees will be requested to approve tuition rates for all student categories for the 2017 academic year. At this same meeting, the Board will be asked to approve the 2016-2017 Annual State Operating Budget, which relies on the projected tuition operating fee revenues generated from these tuition rate proposals.

Introduction

In order to fund the basic instructional and academic support missions of the institution, the President is proposing, for Board approval, a 2016-2017 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 FY2016-2017 Annual State Operating Budget

A summary by revenue source is included in the table below. Please note that tuition operating fee revenue is presented net of tuition waivers and Western's student/loan grant fund contribution at 4.0%.

2016-2017 Fiscal Year		
WWU State Operating Budget		
by Funding Source		
Funding Source	Proposed for Board Approval FY17	% of Budget
State Appropriations	\$ 75,832,000	47%
Net Tuition Operating Fees	80,232,467	50%
Administrative Services Assessment	4,208,175	3%
State Operating Budget	\$ 160,272,642	100%

Western's Budget Process

Last year, through Western's open, transparent, and bottom up process, the campus developed an operating budget for the current biennium. The Board of Trustees approved the first year of that two-year budget at a special meeting in July 2015. This spring, the budget process re-examined year two of that budget to see if there are adjustments, or "emergent issues," that should be included in the FY2016-2017 annual operating budget for the Board to act upon.

Campus planning unit leaders submitted proposals for emergent issue requests for the FY2016-2017 operating budget in April 2016 after the legislative session ended. Proposals were presented to the University Planning and Resources Council, and audiocast to the campus with venues for feedback.

Budget Recommendation Detail

The President, Vice Presidents and Deans evaluated all the requests and recommended a budget which includes among other things: funding for competitive compensation for faculty and staff, the diversity initiative advancing critical cultural consciousness, expanded funding for the Education and Social Justice minor, replacement of grant funding to continue the strides made toward suicide prevention, funding to strengthen laboratory safety practices, and funding for the enhancement of first year math instruction.

See Attachment A for a copy of this recommendation, or the web version with active hyperlinks may be reviewed at this location:

<http://www.wvu.edu/upb/Emergent/201617emerg/201617emergnar.pdf>.

The President now recommends the Board of Trustees approve the state operating budget in the amount of \$160,272,642 for the 2016-2017 fiscal year.

Attachment:

Attachment A – Proposed 2016-17 Operating Budget

May 4, 2016

TO: Western Washington University Faculty, Staff, and Students

FROM: Bruce Shepard, President
Joined by the Vice Presidents and Deans

SUBJECT: Proposed 2016-17 Operating Budget

The university's budgeting processes are complicated: multiple processes simultaneously occurring. So, before launching into a summary of our proposed 2016-17 operating budget, I will place it in context.

There are both capital and operating budget processes. Capital budget recommendations are nearing completion. On the operating budget side, there is both a biennial budget *request* process (where we decide what to ask the State for) and an operating budget *allocation* process (how we will actually allocate funds once the State has determined appropriations for Western).

Earlier, I wrote to you seeking feedback on proposed [2017-19 budget request priorities](#). Today's subject is different: settling upon an operating budget for the fiscal year immediately ahead.

When it comes to our operating budget, there are actually two processes: a biennial operating budget process prior to the beginning of a biennium and then, embedded within it and for the second year of the biennium, a budget process where we look at possible adjustments to the second year operating budget: matters that have emerged since that original two-year operating budget was adopted.

We are now budgeting for 2016-17, the second year of the 2015-17 biennium. So, most of the heavy lifting was done last year as we, bottom up and together, developed [the 2015-17 operating budget](#). Now, it's time to "tidy up any loose ends" so that I may recommend a 2016-17 fiscal year operating budget to our Board of Trustees for their consideration at the June meeting.

Our processes for developing the 2016-17 budget, bottom up and transparently, are described [here](#). The various proposals have long been available for your critical scrutiny on the [web pages of the University's Budget Office](#) under the heading "FY17 Emergent Budget Requests by Division."

The budget requests that emerged for the 2016-17 fiscal year were considered by the widely representative [University Planning and Resources Council](#). A summary of the individual rankings of those serving on the UPRC is available [here](#). Those ranking alone understate the

benefits we have all had of sitting around the table together in UPRC meetings as the proposals were discussed. We would welcome UPRC insights and their reactions to the thinking we now share with campus as the period for further comment remains open.

The deans, vice presidents, and I met together to consider the 2016-17 operating budget. As a starting point, we used the plans for 2016-17 that were incorporated in the [2015-17 operating budget you saw last year](#).

Our first priority was to assure a fiscally sound budget: one that could be sustained in the years ahead and that would maintain the capacity to cover known expenses in the out years that we are already firmly committed to (e.g., contractual commitments regarding compensation, funding for a major portion of a substantially expanded ESC/Multicultural Services facility).

With such forward-looking fiscal integrity a given, we then gave top priority to truly “emergent” items: essential expenditures for 2016-17 that were not anticipated this time last year. As available funds permitted, we also were prepared to seriously consider moving to base funding those initiatives that had proved successful but that, as experiments, were previously funded using one-time sources.

Further, we had, as a goal, adopting a budget that would not, because of the number of emergent needs funded, require that we make cuts to divisions. That limited the number of “emergent” proposals we were able to fund and also caused us to critically examine the details of the emergent issues that, at least in part, we felt it necessary to fully fund. In so doing and trying to stretch limited dollars as far as possible, we were looking for the most essential parts of particular proposals and also looking for alternative ways to fund particular proposals.

Overview

We took a university-level view; that is, we did not get down into divisional and departmental line items. Just the proposals that have come up from departments through divisions, and to the university level. That does mean, of course, that the budget summary you are now reading does not capture all the budget adjustments made at departmental and divisional levels as needs emerge and as challenges and opportunities require response. These regular, essential, and extensive budgetary adjustments take place following the processes and procedures practiced within each division.

For that university-level view and as in years past, we adopt a sources/uses approach. This means that we focus at the margin: what additional sources are available; what new uses or needs should be considered? And, as this is a budget for the second year of the biennium, we focus on the margin in a second sense: the items being proposed are the marginal second-year budget additions that would come on top of or in addition to any allocation that was included in the already approved year-one budget.

Sources

“Sources” are where additional funds would come from to cover new “uses.” They can come from legislative appropriations, tuition revenues, investments to improve efficiency, and expanded entrepreneurial efforts. “Sources” may, and have, included program reductions or eliminations as well as budget cuts.

Sources for 2016-17 remain largely the same as was anticipated in last year’s 2015-17 budget. This is true for tuition rates, utility savings, auxiliary chargeback revenues, increases in the auxiliary chargeback rates, and state appropriations for year 2 compensation increases. As regards these matters, the numbers you saw last year for 2016-17 are what you will again see in today’s proposals.

We are also able to recommend, as we thought last year would be possible, an operating budget for 2016-17 that does not require program eliminations or cuts to the recurring budgets for divisions. That did mean, though, that only a portion of the emergent requests could be included in the proposal we are bringing to you.

The “sources” side of the budget does include an additional state appropriation of \$732,000 because, thankfully, the legislature heard and responded to our arguments that their funding of the 15% tuition buy down had been miscalculated. (Unfortunately, on the “uses” side, the legislature added three mandatory expense items not anticipated last year and totaling \$670,000 so, what one hand added, the other hand, more or less, took away.) With shifts in our enrollment profiles, we also project tuition revenues \$785,000 above the figures we were using last year.

Uses

“Uses” include budget obligations mandated by the legislature as well as needs and opportunities. In this, a “second year of the biennium” operating budget, we first considered unanticipated needs that emerged after the campus built the 2015-17 operating budget.

The “uses” proposed for the 2016-17 operating budget total \$7,916,323 (not counting the mandated tuition buy down). Included within that total are \$3,749,137 in allocations for 2016-17 that were accepted as a part of the biennial budget proposed last year. That number grew as we allocated additional funds to cover compensation increases either not anticipated or that seemed not possible last year. Of the remaining 2016-17 “emergent” proposed uses – these are the truly new items – our recommendations would cover about half the total dollars requested.

In overview, the proposed 2016-17 operating budget “uses” we would fund are:

- **Tuition Reduction:** Resident undergraduate tuition will be reduced by 15%. This is on top of last year's reduction of 5%. These are the amounts anticipated last year but, given the fiscal challenges the legislature was dealing with this year, keeping the 15% tuition "buy down" in place is a significant achievement. An expenditure of \$11,414,000, this is, by far, the single largest component of Western's 2016-17 sources/uses proposal.

- **Competitive Compensation:** This top priority was a major component of the biennial budget developed last year.
 - Salary increases over the biennium for classified colleagues averaged more than double what their counterparts in other state agencies (and universities) saw thanks to shared vision and commitments during negotiation of classified contracts at Western.
 - The faculty/university contract had not been settled when the 2015-17 operating budget was developed. The final contract takes average faculty compensation to above the 75th percentile of peers. With final contract numbers now known, this does require increasing the amount for 2016-17 faculty compensation above what had been set aside last year.
 - For professional staff, we had proposed an average salary increase of 4% for 2015-16 and 3.5% for 2016-17 during last year's biennial budget development. We have known, though, with success in funding classified and faculty salaries, our greatest shortfall when it comes to competitive compensation involves our professional staff colleagues. The vice presidents, deans, and I are pleased that, in the proposals before you, we will be able to make more progress than we thought possible this time last year: 2016-17 salary budget for professional staff is increased to 4.5% rather than 3.5%. This will provide additional funding to implement the Professional Staff Compensation Plan being finalized by PSO in partnership with Human Resources.

- **Previously Decided Initiatives:** Some of the initiatives that were included in the 2015-17 biennial budget decided last year identified additional year-two budget allocations. These are all included in the budget now being proposed. The items are: the diversity initiative advancing critical cultural consciousness, base funding for the WWU employee language program, expanded funding for the Education and Social Justice minor, additional funding for the student success/strategic enrollment management initiative, implementation of aspects of the plan for long-term repair and maintenance of parking lots, and funding of Advancement's analytical data toolset.

- **New Budget Requirements Resulting from 2016 Legislative Session:** We have no choice here: must cover unfunded benefit rate increases and that portion of the increase in employee health care insurance the state assigned to be covered by the (frozen) tuition portion of our budget.

- **Essential Infrastructure Investments:** These are, by and large, items that simply must be covered, Now. Or, risk significant failure. Included are funds to support the enterprise compute and storage infrastructure, the enterprise voice communications system, and a system for digital media management. Given the clear efficiencies that would result, we also included funding for software to improve the efficiency of our curriculum management and degree audit responsibilities.
- **Emerging and Urgent Program Needs:** Over the last year, we concluded, with some urgency, that we must change our approach to investigation of alleged sexual assaults, that we must augment the ways in which we support safe laboratory practices (remember the Chemistry Building fire?), and in improving diversity within our Honors Program. We would also place “enhanced first year math instruction” as an urgently needed academic program improvement.
- **Base Funding for Successful Initiatives:** Several initiatives, tried out using one-time funding, have proved sufficiently successful as to justify base budget funding. These are: the employee wellness match program for use of Wade King, the originally grant-funded program targeting suicide prevention, and the Front Door to Discovery program.

There were, of course, a number of proposed uses that we **do not** include. These fall into several categories:

- There are proposals that did not meet our sense of “emergent” and, instead, should become part of the 2017-19 biennial budget process. These include migration to Banner 9, the request from the Office of Sustainability, the proposal to enhance funding for Scientific and Technical Services, and the Palliative Care Institute proposal. We would encourage the consideration of these items, along with and in comparison to other opportunities, when, a year from now, Western next builds a comprehensive biennial budget.
- There were also several items we believe need to be more fully analyzed, perhaps bringing in outside advisers, to be sure we are proceeding in the most efficient and effective ways possible before we commit to further base budget funding. Included are the proposals to establish a victim advocate as part of our law enforcement resources and base funding our support for disAbility Services.
- Proposals where we propose alternative approaches. As the detailed sources/uses table will show, not all proposals were funded at the full request level. This is because – and as is explained in the detail attached to those tables – we sought alternative approaches to meeting the need or decided to concentrate on what we saw to be the most essential

and urgent of the elements covered in a proposal. This list also includes funding to cover a portion of the costs of remodeling Carver that the legislature had left to the campus. Last year, we budgeted for long-term borrowing and repayment, what are called “certificates of participation.” We now believe these obligations can be covered in a more cost-effective manner using portions of minor capital projects funds and one-time savings. Further, while we recognize that expansion of capabilities in Advancement will benefit the university in dollar and cents terms and is essential in preparing for the next campaign, we believe that Advancement will, going forward, be able to identify sources of revenue to supplement current allocations of state funding.

We did critically review the preceding preliminary assessments with the rankings provided by UPRC in mind. Looking at the top ten items in the UPRC rankings, we are agreed on seven. The three we would not fund that are in UPRC’s top ten are Banner 9 conversion, disAbility Services base funding, and future funding for Scientific Technical Services. These are three items we believe should be reconsidered as a part of a biennial budgeting process. For reasons we share in the detail attached to these items in the sources/uses table below, we continue to believe Banner 9 and disAbility Services need more careful analysis before funding needs are clear and included in the University’s base budget. Based upon the priorities assigned by UPRC, though, we did add back in funding for the STS proposal. We will return, in our conclusion, to the needs for clarity regarding just what are “emergent” items.

The Details

For each proposed use, there are detailed budget spreadsheets and a narrative. Those can be reached through the divisional links under the “FY17 Emergent Budget Requests By Division” heading on the [home page for the University Budget Office](#).

The real heart of the work we have done is found in a [2016-17 Sources and Uses Table](#). That table gives you an overview. And, from links in the table, you can drill down for more detail.

Please use the budget forums to ask questions, seek clarifications, and provide feedback. They are available from the University Budget Office [home page](#).

The period for comment remains open until May 18th. I will then finalize the recommendations I am obliged to make for consideration by our Board of Trustees at their June meeting.

A Conclusion

We have come a long way in our budgeting processes. Some of us recall back eight years ago when there simply were no transparent budgeting processes: open, bottom up, participative, strategic, or otherwise. Just none.

Every year, though, we continue to find needs to improve the process. This time around, we struggled somewhat with a matter that clearly requires reconsideration and then clarification. We have always thought of the “year 2” part of the biennial budgeting process as tying up loose ends and dealing with, as the budget instructions specify, “emergent” issues. What are “emergent issues”?

For us, “emergent” and “emergency” share more than a similarity in linguistic origin. Emergent items are items that just cannot wait until the next biennial budget cycle. It seemed, though, that the year 2 process was beginning to resemble the comprehensive biennial year 1 budget process: a chance to bring forward great ideas and important needs, emergency or otherwise.

Mixing the two types of proposals together (emergent and new ideas) may largely explain the ways in which the recommendations herein do not entirely track with the summary of rankings furnished by UPRC. We first addressed emergent items that had to be funded and then urgent infrastructure and other program needs, followed by, as funds permitted, base funding of successful experimental programs, and we set aside items that clearly could wait for the next biennial budget cycle. UPRC considered the set of items as a whole on what appeared to be an equal basis, ranking all pooled together. Quite legitimately. But, it does illustrate a need for clarification.

There is no right or wrong approach here. What is important, though, is that we are clear about the approach to be followed. Important in order to be fair to all playing by the same rules and important in order to make effective use of everybody’s time in developing proposals germane to the requirements of a particular budget process.

One approach is biennial: every two years there is a broad campus engagement in the review of the many alternatives talented and creative colleagues develop for consideration by us all. In off years, there would remain the need to do minor adjustments and attend to emergent issues that could not wait until the next biennial cycle.

The alternative is to go through the broad comprehensive review annually.

With the benefit of new presidential leadership, this will be but one of what are certain to be many opportunities for improvements to our strategic budgeting processes. But, for the record, we do conclude with this evident need to be clear on whether ours is to remain a biennial process. Or, become annual.

WESTERN WASHINGTON UNIVERSITY - 2016-17 SOURCES AND USES

	FY16-17	
	<u>Proposed</u>	<u>Decided</u>
NET (Decided Sources Minus Decided Uses)		730
SOURCES		
ITEMS RECOMMENDED AND DECIDED JULY 2015		
1 Rollover to Yr 2 of Yr 1 of under-committed (over-committed) base budget	1,031,050	1,031,050
2 Utility savings from prior conservation investment	23,955	23,955
NEW SOURCES:		
Additional Tuition Revenue		
3 Resident Undergraduate		0
4 Non-Resident Undergraduate	624,260	624,260
5 Resident Graduate	70,023	70,023
6 Non-Resident Graduate	45,808	45,808
7 College Affordability Program (Backfill 15% tuition reduction for res undergrads)	11,163,000	11,163,000
8 Tuition waiver savings due to resident undergrad tuition reduction	1,307,119	1,307,119
9 Adjustment to Tuition Revenue Estimate for 2016-17	---	785,000
Recurring Cuts to State Operating Budgets		
10 Academic Affairs		0
11 Business and Financial Affairs		0
12 Enrollment and Student Services		0
13 University Advancement		0
14 University Relations		0
Administrative Services Assessments		
15 Revenue from overhead assessment as auxiliary income has changed Increase in Auxiliaries Assessment (5%) by Division	242,295	242,295
16 Academic Affairs	65,355	65,355
17 Business and Financial Affairs	24,275	24,275
18 Enrollment and Student Services	113,796	113,796
Compensation Appropriations		
19 Classified Collective Bargaining Agreements	149,000	149,000
20 General Wage Increases - State Employees	495,000	495,000
21 Compensation State Support (backfill tuition portion of salary increases)	1,690,000	1,690,000
Total State Appropriation for Compensation	2,334,000	2,334,000
TOTAL NEW SOURCES		17,829,937

ATTACHMENT A

DRAFT MINUTES
For Approval June 9, 2016

USES

ITEMS RECOMMENDED AND DECIDED AS PART OF YEAR 1 BUDGET PROCESS

1	College Affordability Program (reduce res undergrad tuition by 15%)	11,413,929	11,413,929
2	Impact of graduate tuition increase on graduate assistant tuition waivers	74,122	74,122
3	Faculty Compensation	2,250,879	2,675,198
4	Classified Compensation	367,566	367,566
5	Professional Staff and Exec Compensation	878,048	1,128,919
6	Advancing Critical Cultural Consciousness at Western	54,539	54,539
7	WWU Employee Language Program	57,424	57,424
8	Education and Social Justice Minor Support	83,803	83,803
9	Student Success, Strategic Enrollment Management	400,000	400,000
10	Implement Parking Lot Long-Term Repair/Maintenance Stabilization Plan	7,533	7,533
11	Carver (Certificate of Participation Debt Payment)	450,000	0
12	Analytical Data Toolset for Advancement Database	32,400	32,400
<u>Institutional</u>			
13	Central Service Charge for OFM Services	91,000	
14	Legislatively unfunded benefit rate increases	579,000	579,000
15	Employee Wellness Match Program	25,000	25,000
16	disAbility Services	625,000	
<u>Academic Affairs</u>			
17	Enhancement of First Year Math Instruction	125,000	125,000
18	Title IX Investigator and Related Administrative Support	164,726	164,726
19	Migrate to Banner 9 on the XE Platform	285,697	
20	Enterprise Compute and Storage Infrastructure	56,160	56,160
21	Enterprise Voice Communications System	81,000	81,000
22	Office of Sustainability Request	181,890	
23	Creating a Sustainable Future for Scientific Technical Services (STS)	63,358	63,358
24	Honors Student Life Coordinator and Base Budget Section Funding	113,268	56,634
25	Palliative Care Institute	131,976	
<u>Enrollment and Student Services</u>			
26	Curriculog Curriculum Management	16,529	16,529
27	Degree Works: Replacement for Current Degree Auditing Platform	23,505	23,505
28	Suicide Prevention	92,366	92,366
<u>Business and Financial Affairs</u>			
29	Establishing a Victim Advocate to Enhance a Victim-centered Approach	85,037	
30	Strengthen Laboratory Safety Practices at Western	199,361	105,000
31	Talent Management Software Suite	10,911	
<u>University Advancement</u>			
32	Permanent Funding for Key Advancement Staff	199,300	
<u>University Relations & Community Development</u>			
33	Digital Asset Media Management Content System	27,000	27,000
34	Director of Front Door to Discovery Program	118,496	118,496
TOTAL RECURRING NEW NEEDS		19,365,823	17,829,207
UNFUNDED RECURRING NEEDS			1,536,616

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, June 10, 2016**

1. CALL TO ORDER

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 9:03 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary
Betti Fujikado
Chase Franklin – *by phone*
John M. Meyer
Mo West
Seth Brickey

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
Molly Ware, Faculty Senate President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Paul Dunn, Special Executive Assistant to the President
Barbara Sandoval, Assistant to the President and Secretary to the BOT
Elissa Hicks, Assistant Secretary to the Board of Trustees

Breakfast with the 2016 Presidential Scholars in the Solarium

The Trustees, President Shepard, Vice Presidents, Deans, department chairs and the faculty nominators enjoyed a breakfast with the 2016 Presidential Scholars.

- Lora Sonnen, College of Business and Economics
- Jasmine Escalante, College of Fine and Performing Arts
- Dylan Simpson, Huxley College of the Environment
- Megan Daley, Woodring College of Education
- Aarin Wright, College of Humanities and Social Sciences, Humanities
- Samantha Loch, College of Humanities and Social Sciences, Social Sciences
- Rachel Owen, College of Science and Engineering.

Trustee Lee removed the agenda item related to sculpture woods from the agenda.

There were no changes to the draft minutes as distributed.

- MOTION 06-05-2016: Trustee Overstreet moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:
- Board of Trustees Special Meeting March 30, 2016
 - Board of Trustees Special Meeting April 5, 2016
 - Board of Trustees Meeting, April 7 & 8, 2016

The motion passed.

2. PUBLIC COMMENT PERIOD

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. There were no requests for public comment.

3. RECOGNITIONS AND INTRODUCTIONS

• **Fulbright, Gilman, NOAA/Hollings, TAPIF Fellowship Award Winners**

Dr. Steven VanderStaay, Vice Provost for Undergraduate Education and 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. Moore said that Western students have received a number of national awards this year, including six Fulbright Fellowship awards, four Hollings (NOAA) awards, eleven Gilman awards, two Research Experience for Undergraduate awards and one Teaching Assistance Program in France award winners.

WWU Student Award Winners

Fulbright	Hollings (NOAA)	Gilman	Research Experience for Undergraduates	Teaching Assistant Program in France
<ul style="list-style-type: none"> • Daniel Edgel • Le'Ana Freeman • Olivia Hale • Jordan Wilhelm • Max Johnson • Nathan Drapela 	<ul style="list-style-type: none"> • Megan Boice • Hillary Thalmann • Thomas Morrissey • Raven Benko 	<ul style="list-style-type: none"> • Ani Paden • Aisha Housman • Madeline Morrow • Ani Harrison • Ashlin Green • Megan Waugman • Yamara Ruiz-Herrejon • Tristan de Rochefort • Jaiden Dokken • Tristen Johnson • Ani Mesropian 	<ul style="list-style-type: none"> • Natasha Hessami • Leah Huey 	<ul style="list-style-type: none"> • Spencer Woods

• **Resolution No. 2016-02 Recognizing the Service of the PSAC Members**

Chair Lee and Trustee Sharpe thanked everyone who worked on the Presidential Search Advisory Committee. They commented on the long hours and the tremendous patience, dedication and teamwork that existed on the committee. Committee members expressed their gratitude for being able to be part of such an open and transparent process.

PSAC Members

<ul style="list-style-type: none">• Sue Sharpe, Chair Trustee, Western Washington University Executive Director, Chuckanut Health Foundation WWU Alumna (1977, 1984)• Spencer Anthony-Cahill Professor, Chemistry• Stephanie Cheng Junior, Journalism & Public Relations• Chase Franklin Trustee, Western Washington University Startup Advisor and Investor CEO and co-founder Cloud City Labs WWU Alumnus (1986)• Jim Graham Associate Professor, Psychology• Kathi Hiyane-Brown President, Whatcom Community College• Aaron Ignac Assistant Director of Operations Academic & Career Services WWU Alumnus (1998, 2006, 2012)• Kathy Kitto Vice Provost for Research Dean of the Graduate School	<ul style="list-style-type: none">• Kim Kolb Ayre Program Manager, Dean's Office College of Humanities & Social Sciences WWU Alumna (2009)• Karen Lee (ex officio) Chair, Western Washington University Board of Trustees CEO, Pioneer Human Services• Trula Nicholas Associate Professor, Health and Community Studies WWU Alumna (1985, 1987)• Leona Oliveros Master's student, Secondary Education• Earl Overstreet Trustee, Western Washington University President and CEO, General Microsystems, Inc.• Jerry Thon Founder, Astoria Holdings Past President, WWU Foundation Board WWU Alumnus (1975)• Tyler Tran Master's student, Environmental Science
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**RESOLUTION NO. 2015-02
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF THE**

Presidential Search Advisory Committee

WHEREAS, on October 29, 2015, the Western Washington University Board of Trustees appointed a 15-member Presidential Search Advisory Committee to assist them in conducting a national search to identify candidates qualified to become the 14th president of Western Washington University; and

WHEREAS, the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** was composed of three student representatives, three faculty representatives, one professional staff representative, and one classified staff representative, all nominated by their respective governance groups, as well as one academic administrator, two community representatives, and three Trustees; and

WHEREAS, the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** played a critical role in Western's search process, attending numerous on-and off-campus listening sessions, reviewing 645 online survey responses, developing the presidential position description, screening 75 applications, personally interviewing 18 candidates, and recommending five finalist candidates to the Board of Trustees; and

WHEREAS, the herculean efforts of the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** involved more than 150 hours of evening and weekend meetings, requiring significant personal sacrifice on behalf of the University; and

WHEREAS, the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** completed its task with exceptional thoughtfulness, integrity, collegiality, and commitment to honoring the input from the Western Washington University community; and

WHEREAS, the finalist candidate, Dr. Sabah Randhawa, greatly impressed the Board of Trustees with his record of distinguished leadership, passion for student success, and commitment to the mission and core values of Western Washington University; and

WHEREAS, Dr. Sabah Randhawa accepted the appointment as the 14th President of Western Washington University, effective August 1, 2016;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Western Washington University that deep appreciation and gratitude on behalf of the entire University community be expressed to each member of the Committee, including chair Susan Sharpe, Spencer Anthony-Cahill, Stephanie Cheng, Chase Franklin, Jim Graham, Kathi Hiyane-Brown, Aaron Ignac, Kathleen Kitto, Kim Kolb Ayre, Karen Lee, Trula Nicholas, Leona Oliveros, Earl Overstreet, Jerry Thon, and Tyler Tran.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 10th day of June, 2016.

MOTION 06-06-2016: Trustee Meyer moved that the Board of Trustees approve Resolution 2016-02 Recognizing the Service of the Presidential Search Advisory Committee.

The motion passed.

- **Resolution No. 2016-03 Recognizing the Service of Dean LeaAnn Martin**

Provost Carbajal introduced Dean LeaAnn Martin who has served as Dean of Western's College of Humanities and Social Sciences since 2013. He recognized her work at the university that has included appointments as a faculty member, department chair and associate dean where she promoted the programs of her college and demonstrated her commitment to providing a safe environment for students, faculty and staff as an invaluable mentor who freely shared her expertise and wisdom. Carbajal said that Martin will be retiring as of July 31, 2016 after 25 years of service to Western. Trustees thank Dean Martin for her work over the years and wished her luck in her future endeavors.

**RESOLUTION NO. 2016-03
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF DEAN**

LeaAnn Martin

WHEREAS, in 2013, **LEAANN MARTIN** was appointed by Provost Catherine Riordan as Dean of the College of Humanities and Social Sciences at Western Washington University; and

WHEREAS, **LEAANN MARTIN** brought to her appointment as Dean of the College of Humanities and Social Sciences, twenty-two years of experience at Western Washington University, including experience as a faculty member, Department Chair and Associate Dean;

WHEREAS, **LEAANN MARTIN** received her undergraduate degree at Missouri State University, graduate degree at the University of Arizona; and her doctorate from The University of Texas; and

WHEREAS, **LEAANN MARTIN** has always been a tireless and effective advocate for students, kinesiology and physical education; and

WHEREAS, under **LEAANN MARTIN**'s leadership, the College of Humanities and Social Sciences has successfully addressed a number of significant goals, including the college's enhanced ability to address the current and future needs of Washington State in the critical fields of humanities and social sciences; and

WHEREAS, as Dean of the College of Humanities and Social Sciences, **LEAANN MARTIN** has provided vision and leadership reflected in significant accomplishments including but not limited to the Carver Renovation Project, significantly increased private fundraising for Western students and programs, and an open and transparent college bottom-up strategic planning process; and

WHEREAS, **LEAANN MARTIN** has served with commitment and distinction as Dean of the College of Humanities and Social Sciences and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, **LEAANN MARTIN** will complete her appointment as Dean of the College of Humanities and Social Sciences on July 31, 2016;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **LEAANN MARTIN** for her many achievements and for her service as Dean of the College of Humanities and Social Sciences.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 10th day of June, 2016.

MOTION 06-07-2016: Trustee Overstreet moved that the Board of Trustees approve Resolution 2016-03 Recognizing the Service of Dean LeaAnn Martin.

The motion passed.

4. BOARD CHAIR REPORT

Chair Lee and other Trustees recognized Trustee Brickey drawing attention to his tremendous contribution to the Board and his inspiration, professionalism and great insight to the specific challenges and opportunities over the past year. All wished him luck as he continues his education. Trustee Brickey thanked everyone for their support and expressed his gratitude for the experience that he gained on the Board and for the example the other Trustees set on shared governance.

- **Resolution No. 2016-04 Recognizing the Service of Board Member Seth Brickey**

**RESOLUTION NO. 2016-04
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF BOARD MEMBER**

Seth Brickey

WHEREAS, SETH BRICKEY of Juneau, Alaska has served as a member of the Western Washington University Board of Trustees from July 1, 2015 – June 30, 2016; and

WHEREAS, SETH BRICKEY has the distinction of being the eighteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, SETH BRICKEY brought to his appointment as a trustee, dedication to the campus community through his service both during his appointment and during his years as a student, in various campus service organizations and other groups throughout the greater Bellingham community and in his home state of Alaska; and

WHEREAS, SETH BRICKEY has contributed his time, commitment and valuable insight to the University at considerable personal sacrifice, while holding a job outside of school as a resident advisor and assistant resident director with Western's Office of Residence Life and pursuing a Bachelor's degree in political science with a minor in geology from Western Washington University; and

WHEREAS, SETH BRICKEY will be furthering his education by attending the University of Washington School of Law this fall to obtain his juris doctorate degree; and

WHEREAS, SETH BRICKEY contributed to the increased stature and the future potential of Western Washington University through his participation in numerous policy discussions and decisions affecting the University; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Western Washington University that **SETH BRICKEY** 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 the 10th of June, 2016.

MOTION 06-08-2016: Trustee Fujikado moved that the Board of Trustees approve Resolution 2016-04 Recognizing the Service of Board Member Seth Brickey.

The motion passed.

5. UNIVERSITY PRESIDENT

President Shepard thanked the Trustees and others for their kind words for he and Cyndie during the Thursday meeting saying they were very much appreciated. Shepard gave a brief update about the preparation that has taken place to get ready for Commencement at Civic Field since Carver Academic Building is out of commission due to the construction project.

6. ASSOCIATED STUDENTS

Chair Lee noted that Belina Seare, Associated Students President was not present at the meeting and moved on to the next agenda item.

7. FACULTY SENATE

Molly Ware noted that the Faculty Senate Social Justice and Equity Committee participated in a recent training focused on how to initiate difficult conversations which was well attended and received. Ware said that the Senate would be looking at revising the Faculty Handbook over the summer and next year and a work group will start to look at admissions and retention issues as well. She said that they are looking at possibly bringing in some "Government to Government" training for faculty and leadership over the next few months to help strengthen relationships on campus. Ware thanked the Trustees for the opportunity to work so closely with them on various campus issues this past year and with the presidential search process. Trustees thanked Ware for her dedication and assistance with both.

8. CONSENT ITEMS

Chair Lee introduced the consent items. There were no questions.

MOTION 06-09-2016: Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Approval of Spring Quarter Degrees
- August 2016 Board of Trustees Meeting Date Change
- Consultant Contract for Architectural/Engineering Services for the New Student Housing Project, PW703
- Construction Contract for Upgrade of Electronic Safety Systems for Haggard Hall and Fine Arts, PW706

The motion passed.

9. PORT INTERLOCAL AGREEMENT, MOORAGE AT POULSBO

Brent Carbajal, Provost and Vice President for Academic Affairs said that the proposed interlocal agreement between the Board of Trustees and the Port of Poulsbo, will give the University license to use a boat slip in the harbor for the purposes of mooring the boathouse associated with the new SEA Discovery Center in Poulsbo. Attorney General Kerena Higgins said that the agreement has been reviewed by all legal parties and is ready for approval.

MOTION 06-10-2016: Trustee Brickey moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the Interlocal Agreement between the Board of Trustees and the Port of Poulsbo as proposed in the attached.

The motion passed.

10. APPROVAL OF AUDIT COMMITTEE RECOMMENDATIONS

Richard Van Den Hul, Vice President for Business and Financial Affairs stated that the proposed Audit Committee recommendations align provisions of the organization of the Internal Audit Charter and assigns the Audit Committee the duty to “Review and concur with the President on the appropriate organizational structure, staffing and budget for the Office of the Internal Auditor to enable it to effectively carry out the internal audit program’s responsibilities.” Other updates to further define the Internal Auditor responsibilities are also proposed Van Den Hul said.

Trustees had questions regarding industry standards for Internal Audit offices to which Van Den Hul said that this reorganization is in line with other peer institutions. Trustees appreciated that there was due diligence in regards to a mechanism to review the structure in a year.

MOTION 06-11-2016: Trustee Fujikado moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the update of the Internal Audit Charter. The President and the Board of Trustees Audit Committee shall assess the Charter and organizational reportage in June 2017, and report back to the Board of Trustees.

The motion passed.

11. APPROVAL OF 2016 - 2018 INTERNAL AUDIT AND CONSULTING SCHEDULE

Richard Van Den Hul, Vice President for Business and Financial Affairs presented the 2016 – 2016 Internal Audit and Consulting Schedule or work plan for the upcoming year. He said that the schedule had been reviewed by the Board Audit Committee and was being brought to the full Board for approval.

Trustees asked about how the schedule was set. Van Den Hul stated that audits are selected by looking at and evaluating risk points across campus and prioritizing resources. He said this schedule assumes full staffing for the office and represents only a small percentage of the work that will actually be done.

MOTION 06-12-2016: Trustee Fujikado moved that the Board of Trustees, upon recommendation of the Board of Trustees Audit Committee and President Bruce Shepard, approves the 2016 – 2018 Internal Audit and Consulting Schedule.

The motion passed.

Chair Lee announced a 15 minute break at 10:09 am. The board returned and reconvened the meeting at 10:31 am.

12. ACADEMIC PROGRAM FEES

Brent Carbajal, Provost and Vice President for Academic Affairs said that the Other Academic Program Fees being brought forward for approval include tuition fees for Summer Session as well as a variety of programs including continuing education courses and degree programs in extended education. Other Academic Program Fees for extended education and other programs have been developed over the past few months and are now ready for Board approval. (Attachment A) Carbajal said that the annual fee increases for all of these programs are limited to projected program costs and cover a per credit charge instead of a full program charge. He stated that the proposed fees were reviewed by the Academic Fee Committee, the Budget Working Group and President's Council. Carbajal also mentioned that enrollment in extended education and at satellite campuses increased this year and these fees factor in the increase.

Trustees had no questions.

MOTION 06-13-2016: Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2016-17 Other Academic Program fee schedule.

The motion passed.

13. 2016 - 2017 STUDENT FEES

Eileen Coughlin, Senior Vice President and Vice President for Enrollment and Student Services thanked the students for all of their hard work to get the Ethnic Student Center fee approved for next year. She provided background on the recommendation for the mandatory student fee levels for 2016-17 and recommendations for revenue distributions of the Services & Activities (general S&A) Fee for academic year 2016-17 and summer 2016, and the collection of a new Ethnic Student Center/Multicultural Services Fee effective Fall 2017 for the 2017-18 year. (Attachment B)

Trustees had questions regarding how Western compared to other state schools. Coughlin said that Western is right in the middle of the fee structure compared to other Washington State schools. She also mentioned the fee committees worked very hard this year to advance priorities within their budgets and not a wish list in an effort to keep the fees as even as possible and not defer or delay investments to future students.

MOTION 06-14-2016: Trustee Brickey 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 overall 4.7% increase for 2016-17 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents:

- Services & Activities Fee (Proposed increase 4.1%)
- Student Health Service Fee (Proposed increase 12.9%)
- Student Technology Fee (No increase)
- Non-Academic Building (Proposed increase 10.3%)
- Sustainable Action Fund (No increase)
- Student Recreation Fee (No increase)
- Student Transportation Fee (No increase)
- Legislative Action Fee (No increase)

He also moved that the Board of Trustees of Western Washington University, in accordance with the passing of the Ethnic Student Center/Multicultural Referendum in Spring 2016, and as supported by the University President, approve the collection of a new mandatory Ethnic Student Center/Multicultural Services Fee effective Fall 2017 at a maximum level of \$30 per quarter for students taking 6 or more credits as proposed in the attached document:

- Ethnic Student Center/Multicultural Services Fee

The motion passed.

14. APPROVAL OF 2017 – 2027 CAPITAL PLAN AND 2017-2019 CAPITAL REQUEST

Richard Van Den Hul, Vice President for Business and Financial Affairs gave trustees an overview of the proposed 2017-2019 Capital Budget Request and on the proposed projects for the ten-year plan including the projects being requested for the 2017-2019 biennium. Van Den Hul said that after input from the Board at the April meeting some projects were rearranged to have stronger projects in the request this year. Trustees had no questions.

MOTION 06-15-2016: Trustee West moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves the 2017-27 Capital Plan which includes the 2017-2019 Capital Budget Request from State-appropriated funding sources of \$127,216,000.

The motion passed.

15. ELECTION OF BOARD OF TRUSTEE OFFICERS

Chair Karen Lee opened up discussion and nominations for Board officers pursuant to the WWU Board of Trustees Rules of Operation, Section 5(.01) Officers and Terms which states that the Board will elect a chair, vice chair, and secretary for two-year terms. She said that she has enjoyed the challenges during her tenure and working with all the Trustees. The other Trustees thanked Karen for her leadership through such a critical time for the University and appreciated all of her hard work.

MOTION 06-16-2016: Trustee Lee moved that the Board of Trustees of Western Washington University, elect new Board members as nominated: Sue Sharpe, Chair; Chase Franklin, Vice Chair and John Meyer, Secretary.
The motion passed.

16. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement and President/CEO of the WWU Foundation said that this would be the last update on the campaign, adding that the total now stands at \$63.5 million dollars with a final total coming at the end of the fiscal year.

17. GOVERNANCE COMMITTEE REPORT

Sue Sharpe, Chair, Board Governance Committee said that trustees discussed their recent trip to the annual Association of Governing Boards Conference on Trusteeship and the topics discussed included: business models for higher education, how to work with others on campus, value propositions, student success and completion, diversity and inclusion, campus safety, and the challenge of the demographics of aging boards and students. She said the committee also discussed transition planning for the incoming president.

18. AUDIT COMMITTEE REPORT

Betti Fujikado, Chair, Board Audit Committee said the committee discussed the proposed audit committee schedule and the other proposals for full board approval.

19. INFORMATION ITEMS

a. Academic Reports

Provost Carbajal provided a written report with an update on the status of the tenure-track faculty searches undertaken during the 2015-16 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 the University's housing and dining system.

20. PASSING THE GAVEL

Chair Karen Lee officially passed the meeting gavel over to new Chair Sue Sharpe.

21. DATE FOR NEXT REGULAR MEETING: August 18, 2016 in Bellingham.

22. The meeting adjourned at 11:51 am.

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: June 10, 2016
SUBJECT: Academic Program Fees
PURPOSE: Action Item

Purpose of Submittal:

Approval of Other Academic Program Fees for Extended Education Programs and Other Programs: Other Academic Program Fees include tuition fees for Summer Session as well as a variety of extended education and other academic programs. At its February 2016 meeting, the Board approved 2016 Summer Session Fees. Other Academic Program Fees for extended education and other programs have been developed over the past few months and are now ready for Board approval.

Other Academic Program Fees are fees paid by students enrolling in extended education programs primarily through Western's Extended Education (EE). Other Academic Program Fees are:

- **CONTINUING EDUCATION PROGRAMS AND COURSES** tuition and fees are assessed at a level to support these self-sustaining academic programs.
- **DEGREE PROGRAMS VIA EXTENDED EDUCATION** tuition and fees are assessed at a level to support these self-sustaining academic programs.
- **SUMMER SESSION** tuition and fee increases are limited to academic year tuition increase.

Annual fee increases for all of these programs are limited to projected program costs. These fees were reviewed by the Academic Fee Committee, the Budget Working Group and President's Council.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached *2016-17 Other Academic Program* fee schedule.

Supporting Information

Attached fee schedule

Academic Affairs: Other Academic Program Fees

FUND: Fund Title, Department						
Fee Title	2016-16 Fee	2016-17 Proposed Fee	Amount Change	Percent Change	Change Description	Fee Form Number
Academic Affairs						
25104: Elementary Education, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25107: Educational Administration, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25110: Vehicle Design, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25111: CSD - Comm. Science & Disorders, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25112: Environmental Studies, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25115: Off-Campus Student Teaching, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25120: AY Self-Sustaining Programming, University Extended Programs						
Human Services - Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25121: Nursing, Extended Education						
Undergraduate Course Fee	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25122: WWU on the Peninsula, Extended Education						
Undergraduate Course Fee, Business Degree	281.00 per credit hour	281.00 per credit hour		.00%	Other	

FUND: Fund Title, Department		2016-16	2016-17	Amount	Percent	Change	Fee Form
Fee Title		Fee	Proposed Fee	Change	Change	Description	Number
Academic Affairs							
Undergraduate Quarterly Rate, Business Degree (10-18) Credits		2,810.00 per quarter				Delete Fee	1001125
25123: Computer & Info Systems Security, Extended Education							
Undergraduate Course Fee, Computer and Information System Security		268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25201: Summer Session FTE - Odd Years, Extended Education							
Graduate Course Workshops-Non Resident		361.00 per credit	370.00 per credit	9.00	2.49%	Increase Fee	
Graduate Course Workshops-Resident		282.00 per credit	291.00 per credit	9.00	3.19%	Increase Fee	
Non-Resident Graduate course/workshop		270.00 per credit				Other	
Undergraduate Course Workshop-Non Resident		361.00 per credit	370.00 per credit	9.00	2.49%	Increase Fee	
25306: Professional Development, Extended Education							
Undergraduate Course Workshop		268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
45608: Academy for Lifelong Learning, Extended Education							
Annual Membership Dues - Individual, 1/2 year		30.00				Delete Fee	996363
Annual Membership Dues - Individual, full year		45.00	40.00	(5.00)	(11.11%)	Decrease Fee	996411

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 10, 2016
SUBJECT: 2016 – 2017 Student Fees and One New Fee Effective 2017-18
PURPOSE: Action Item

Purpose of Submittal:

To recommend mandatory student fee levels for 2016-17 for approval, to approve the recommended revenue distributions of the Services & Activities (general S&A) Fee for academic year 2016-17 and summer 2016, and to approve the collection of a new Ethnic Student Center/Multicultural Services Fee effective Fall 2017 for the 2017-18 year.

Proposed Motions:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the University President and the various constituent review committees, approve the overall 4.7% increase for 2016-17 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents:

- Services & Activities Fee (*Proposed increase 4.1%*)
- Student Health Service Fee (*Proposed increase 12.9%*)
- Student Technology Fee (*No increase*)
- Non-Academic Building (*Proposed increase 10.3%*)
- Sustainable Action Fund (*No increase*)
- Student Recreation Fee (*No increase*)
- Student Transportation Fee (*No increase*)
- Legislative Action Fee (*No increase*)

MOVED that the Board of Trustees of Western Washington University, in accordance with the passing of the Ethnic Student Center/Multicultural Referendum in Spring 2016, and as supported by the University President, approve the collection of a new mandatory Ethnic Student Center/Multicultural Services Fee effective Fall 2017 at a maximum level of \$30 per quarter for students taking 6 or more credits as proposed in the attached document:

- Ethnic Student Center/Multicultural Services Fee

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 Proposal
Attachment D: Student Technology Fee Program Report
Attachment E: Non-Academic Building Fee Proposal
Attachment F: Sustainable Action Fund Fee Program Report
Attachment G: Student Recreation Fee Program Report
Attachment H: Student Alternative Transportation Fee Program Report
Attachment I: Legislative Action Fee Program Report
Attachment J: Ethnic Student Center/Multicultural Services New Fee Proposal

**Attachment A
2016-17 Mandatory Student Fees**

Summary of Current and Proposed Mandatory Student Fee Levels

Average Increase of 4.7%

It is proposed to increase three of the eight mandatory student fees for 2016-17 and to authorize one new fee supported by student referendum that would not be collected until 2017-18. This proposal constitutes a net average increase of 4.7% for all mandatory student fees (\$23 per quarter.)

Proposed Fee Increases - Effective Fall Quarter for 2016-17 *Proposed to the WWU Board of Trustees on June 10, 2016*

Mandatory Fee	Notes	Proposed Change	Quarterly Fees				Academic Year Fees			
			Current 2015-16	Proposed 2016-17	\$\$ Change	% Change	Current 2015-16	Proposed 2016-17	\$\$ Change	% Change
Services & Activities (S&A) Fee	(1) (2)	Proposed increase of \$8 per quarter (4.1%). RCW's limit the increase of S&A Fees to the percent increase in undergraduate tuition unless a specific exception is granted. The exemption continued for 2016-17. Fee is prorated per credit with 10+ credits paying the full fee.	\$197.00	\$205.00	\$8.00	4.1%	\$591.00	\$615.00	\$24.00	4.1%
Health Service Fee		Proposed increase of \$11 per quarter (12.9% increase.) Fee is charged to students taking 6+ credits. Other students taking 3-5 credits may voluntarily pay the fee to obtain services.	\$85.00	\$96.00	\$11.00	12.9%	\$255.00	\$288.00	\$33.00	12.9%
Technology Fee		No proposed change. The full fee is charged to students taking 6+ credits. Those taking 1-5 credits are charged \$17.50. In Spring 2013, students voted 78% in favor of a 5 year renewal of this fee at the \$35 level.	\$35.00	\$35.00	\$0.00	0.0%	\$105.00	\$105.00	\$0.00	0.0%
Non-Academic Building Fee		Proposed increase of \$4 per quarter (10.3% increase.) Fee is charged to students taking 6+ credits.	\$39.00	\$43.00	\$4.00	10.3%	\$117.00	\$129.00	\$12.00	10.3%
Sustainable Action Fund Fee		Fee was recently reauthorized through Summer 2018. No proposed change in fee level for 2016-17. In Spring 2015, students voted 86.2% in favor and the AS Board voted 6-0 to recommend reauthorization of this fee at the 70 cents per credit level with a \$7 per quarter maximum. The AS Board added the sunset date. The fee funds renewable energy certificates (RECs), student leadership positions and sustainable energy projects.	\$7.00	\$7.00	\$0.00	0.0%	\$21.00	\$21.00	\$0.00	0.0%
Student Recreation (S&A) Fee	(1)	No proposed change. 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	0.0%	\$297.00	\$297.00	\$0.00	0.0%
Student Transportation Fee		No proposed change. 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	0.0%	\$78.75	\$78.75	\$0.00	0.0%
Legislative Action Fee	(3)	No proposed change. To fund student representation and advocacy efforts at the campus, local, state, and federal levels.	\$1.00	\$1.00	\$0.00	0.0%	\$3.00	\$3.00	\$0.00	0.0%
Total Mandatory Fees for 2016-17			\$489.25	\$512.25	\$23.00	4.7%	\$1,467.75	\$1,536.75	\$69.00	4.7%

Proposed New Fee - Would not be implemented until Fall Quarter of 2017-18 *Proposed to the WWU Board of Trustees on June 10, 2016*

Mandatory Fee	Notes	Proposed Change	Quarterly Fees				Academic Year Fees			
			2016-17	Proposed 2017-18	\$\$ Change	% Change	2016-17	Proposed 2017-18	\$\$ Change	% Change
Ethnic Student Center/Multicultural Services Fee	(1) (4)	In Spring, 2016, the AS Board put a referendum on the ballot and students voted 62.7% in favor of a new fee for expanded ESC/Multicultural Services Space at the Viking Union/Bookstore Complex. The fee would not be charged until 2017-18 at the earliest and would be set at a maximum of \$30 per quarter for students taking 6+ credits. This fee would be pledged to bonds and would fund a portion of the construction, maintenance, and operations of the new space.	N/A	\$30.00	\$30.00	N/A	N/A	\$90.00	\$90.00	N/A

Notes:
 (1) Fee is subject to 3.5% Student Financial Aid/Loan Fee deduction.
 (2) Bond Covenants pledge a minimum of \$32 per full-time student per quarter and \$6.40 per part-time student per quarter to the Housing & Dining System.
 (3) Mandatory \$1 per quarter billed but with the ability to "opt-out."
 (4) The new ESC/Multicultural Services Fee is a maximum amount, would be pledged to bonds and would not be charged until Fall 2017 at the earliest.

**Attachment B
2016-17 Mandatory Student Fees**

**Services & Activities Fee
4.1% Increase in Fee**

Proposed Fee and Distribution: The Services & Activities Fee Committee recommends a 4.1% increase to the S&A Fee for the 2016-2017 academic year, maintaining the Summer 2017 rate at 65.15% of the academic year rate, and recommends approval of the distribution of fees for the 2016-17 Academic Year and Summer 2016 as outlined.

The Committee proposes a 4.1% increase (\$8 per quarter) to the S&A Fee for the 2016-2017 year (from \$591 to \$615 for the academic year, or from \$197 to \$205 per quarter). This fee is pro-rated per credit (\$20.50 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee.

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

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

Background

The Services and Activities (S&A) Fee Committee operates under the authority of RCW 28B.15.045 and makes recommendations on the distribution of S&A Fees for the following 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.

Constituent Budget Requests

The constituent groups reviewed 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/activitesmeetings.shtml>. Detailed budget requests were made at the April 21, 2016 meeting.

An overarching theme of the various requests was for expected/mandated increases in salary, minimum wage increases, travel and printing cost increases, and staffing/program improvements. Some constituent groups were able to internally manage their budget changes and did not request an increase, while others requested high priority needs. Separate requests were made for the academic year and the summer quarter.

Constituent Budget Requests for Academic Year 2016-17

Associated Students

The Associated Students' internal budget process allowed each area to make "AS Decision Package Requests" which were then prioritized and finally reduced to a request for an increase of \$60,542 over the current year's actual fee revenue. The requested increase will help cover mandatory increases to professional and classified staff salaries, and to help fund a professional advisor position for the Resource and Outreach Programs.

Athletics

Athletics requested an increase of \$188,235 over the current year's actual fee revenue. This request will help cover mandatory salary increases for professional and classified staff, as well as increased appointments to reflect actual workload in various existing positions.

Campus Recreation

Campus Recreation did not request a budget increase for the 2016-2017 academic year.

DRAC

Department Related Activities requested an increase of \$41,547 over the current year's actual fee revenue. This requested increase will cover the increase in travel and publishing expenses, emerging equipment needs, and the Western Window publication (returning from hiatus).

2016-2017 Academic Year

Proposed Distributions with 4.1% 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 dollar allocations indicated to be distributed to constituents on a percentage basis using percentages from 2016-17 allocations.

4.1% Fee Increase					
	<u>2015-16 Actual</u>		<u>2016-17 Proposed</u>		<u>Variance</u>
Effective Rate of Increase			4.1%		
			(+ \$8.00/quarter)		
Total Projected Revenue		\$ 7,213,862		\$ 7,509,630	\$ 295,768
Loan Fund (3.5%)		\$ 252,485		\$ 262,837	\$ 10,352
Music Copyright		\$ 15,824		\$ 15,824	\$ -
Housing & Dining		\$ 1,244,828		\$ 1,244,828	\$ -
Subtotal for Distribution		\$ 5,700,725		\$ 5,986,141	\$ 285,416
Associated Students	44.0%	\$ 2,479,815	42.4%	\$ 2,540,357	\$ 60,542
Athletics	30.8%	\$ 1,778,627	32.9%	\$ 1,966,862	\$ 188,235
Campus Rec	7.9%	\$ 444,656	7.3%	\$ 439,748	\$ (4,908)
DRAC	17.3%	\$ 997,627	17.4%	\$ 1,039,174	\$ 41,547
Total Distributed		\$ 5,700,725		\$ 5,986,141	\$ 285,416

S&A Summer 2017

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 the proposed S&A Fee increase for the 2016-2017 academic year is approved, the rate for Summer 2017 would increase from \$12.83 to \$13.35 per credit.

S&A Summer 2016

Constituent Budget Requests for Summer 2016

Associated Students

The Associated Students requested \$163,515 in total for Summer 2016 (a 0% increase from Summer 2015.) The AS is projected to receive \$163,515, which is 100% of their request.

Campus Recreation

Campus Recreation requested \$18,436 for Summer 2016 (a 0% increase from Summer 2015). Campus Rec is projected to receive \$18,436, which is 100% of their request.

DRAC

Department Related Activities requested \$119,465 for Summer 2016, primarily for equipment replacement and personnel costs related to students' opportunities to work with professionals in all aspects of production (a 33.5% increase from Summer 2015). DRAC is projected to receive \$103,746, which is 86.8% of their request.

Proposed Fee Distribution

The Board of Trustees approved the Summer 2016 rate of \$12.83 per credit. It is proposed that Summer 2016 S&A Fee revenue be split on the following percentages after Housing & Dining receives \$32.00 per full-time student and \$6.40 per part-time student.

Summer 2016						
	Summer 2015 Actuals			Summer 2016 Proposed		
Housing & Dining (bond covenant)		\$	51,629		\$	51,629
Associated Students	57.6%	\$	163,515	57.2%	\$	163,515
Athletics	0.0%	\$	-	0.0%	\$	-
Campus Rec	8.0%	\$	18,436	6.5%	\$	18,436
DRAC	34.4%	\$	89,495	36.3%	\$	103,746
Total Distributed		\$	323,075		\$	337,326



Senior Vice President
Vice President for Enrollment and Student Services

MEMO

OM 445, MS 9001
516 High Street
Bellingham, Washington 98225
(360) 650-3839
www.wvu.edu

To: Tina Loudon
From: Eileen Coughlin
Date: May 24, 2016
Subject: Proposed S & A Fee Level

I have received your memo dated May 20, 2016, summarizing the S & A Fee Committee's recommendations for the fee level and distribution of mandatory S & A Fees for the 2016-17 Academic Year.

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

The Committee's recommendation has my support and I will bring it forward to the Board of Trustees for consideration at the June meeting. Please extend an invitation to the Committee members to attend the meeting set for June 10.

**Attachment C
2016-2017 Mandatory Student Fees**

**Health Services Fee
Proposed 12.9% Increase in Fee**

Proposed Fee & Effective Dates: The Counseling, Health & Wellness Services Committee and the Associated Students Board recommend an increase in the Health Services Fee of \$11 per quarter for students taking 6 or more credits effective Fall Quarter 2016.

Purpose of the Health Services Fee

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

This fee is the primary means of support for the operations and staffing of the **Student Health Center** and **Prevention & Wellness Services**, and in recent years some components of mental health counseling 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 the 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.

Current Fee and Proposed Fee Increase with Anticipated Annual Revenue

This proposal is to increase the Health Services Fee from \$85 to \$96 per quarter (from \$255 to \$288 per academic year) to provide ongoing funding for two years of increased expenses.

Each \$1 per quarter fee increase generates \$42,000 per year in revenue. The \$11 per quarter fee increase will generate \$462,000 per year to fund \$195,500 in FY16 salary and benefits increases which were unknown at the time that budget was set, and \$266,500 in FY17 projected salary and benefits increases. (One-time reserve funds were utilized in FY16.) Detail is provided below:

FY16 Need - \$195,500

Salaries & Benefits: Classified staff (3%), professional staff (4%), classified steps, reclassifications, salary survey and associated benefits, including a 26.9% increase in the employer cost of health care (\$2,136 increase per employee per year.). Over 80% of Health Services Fee revenue is committed to salary & benefits.

Administrative Services Fee: Increased from 5.5% to 6.0% of revenue

FY17 Need - \$266,500

Salaries & Benefits: Classified staff (1.8%), professional staff (est. 3.5%), classified steps, reclassification, and associated benefits, including a 6.4% increase in the employer cost of health care (\$648 increase per employee per year.)

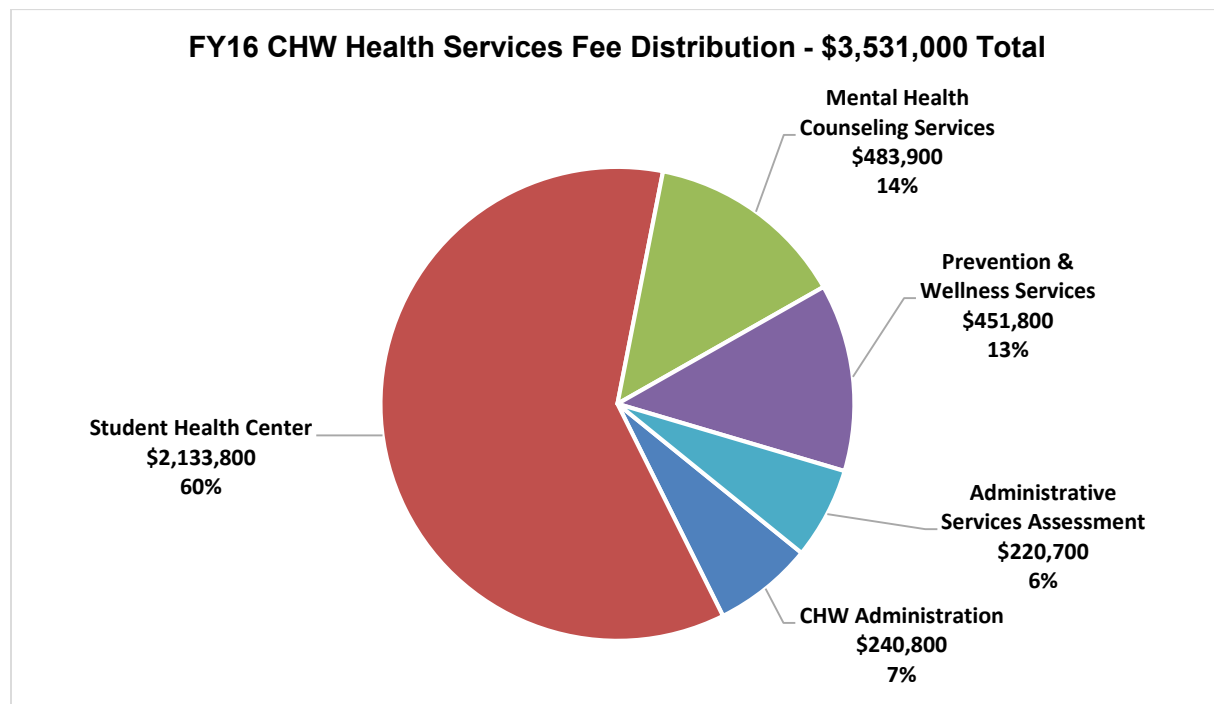
Administrative Services Fee: Increasing from 6.0% to 6.5% of revenue

If approved, the proposed increase to the Health Services Fee would allow the Student Health Center, the Counseling Center and Prevention & Wellness Services to maintain current staffing resulting in no reduction to current services. Avoiding a reduction in services is necessary as the actual demand for services at some points in the year, in some cases, already exceeds resources.

Student representatives serving on the Counseling, Health and Wellness Services Committee reviewed the budget needs and unanimously supported the \$11 per quarter fee increase. The Associated Students support the fee increase in the amount necessary to cover current service levels and mandatory salary increases. They asked for more detailed budget information to be more fully informed regarding the cost of services and programs paid by the fee. This information has been provided.

FY16 Counseling, Health & Wellness (CHW) Self-Sustaining Fund

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



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

	<u>FY16</u>	<u>FY17</u>
Washington State University	\$360	\$368
Central Washington University	\$297	\$297
Western Washington University	\$255	\$288 (proposed)
Eastern Washington University	\$274	\$285
The Evergreen State College	\$264	\$276

**Attachment D
2016-2017 Mandatory Student Fees**

**Student Technology Fee
No Increase in Fee**

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

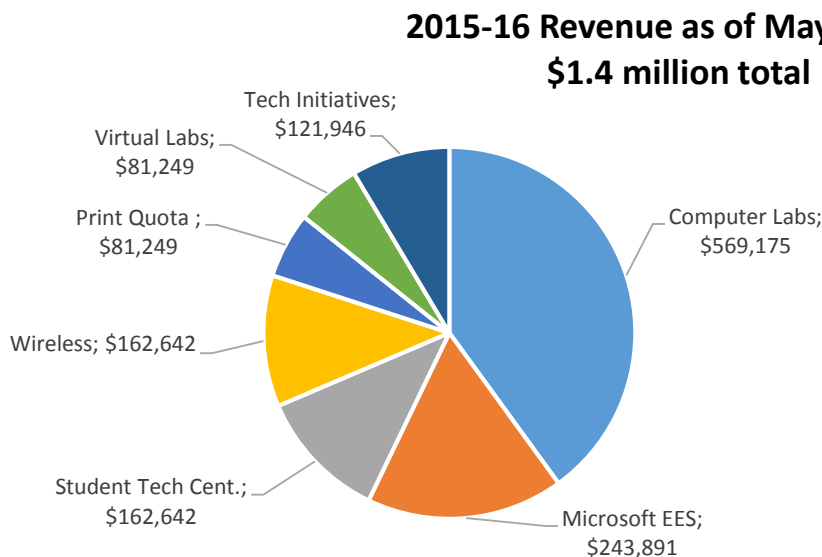
The Student Technology Fee, initially implemented in 1995, exists as an effective means of meeting the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds are inadequate to support the ongoing technological needs of students. Since the initial implementation, students have continuously renewed the fee. In spring of 2013, the fee was renewed during the student elections with 78% of students voting 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 (11.4%)
- \$4 to wireless network renewal and replacement (11.4%)
- \$3 to the STF Tech Initiatives (project proposals) (8.6%)
- \$6 for the Microsoft Enrollment for Educational Solutions (EES) (17.1%)
- \$2 for the virtual labs and U-drive upgrades (5.7%)
- \$2 for a print quota with 50 prints per quarter (5.7%)

2015-16 Fee Revenue and Distributions

A total of \$1.4 million in fees has been collected as of May 1, resulting in the following allocations to date. Revenue collection continues through June 30, 2016 and is expected to total over \$1.5 million:



Technology Initiatives - Project Proposal Funding Allocations

The Student Technology Fee Proposal Fund (Technology Initiatives Category above) is 8.6% of all fee revenues collected and 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 President and AS President who approve or modify their recommendations.

The committee recommended funding the following projects in 2015-16 (totaling \$128,529):

#	Project Title	Funded Amount
1	High Resolution Cameras for Loan Pool adds 10 full frame digital cameras to the ATUS loan pool. Cameras in the loan pool are available to all students and are heavily used.	\$26,678
2	Alternative Digital Textbooks provides for a pilot program to assist faculty in developing three open source digital textbooks. Cost savings to students could be over \$271,000 impacting 2,000 student in the first year.	\$15,000
5	3-Axis Handheld Gimbal Stabilizer a student initiated proposal for 2 high quality gimbal stabilizers designed for steady handheld video with digital cameras.	\$2,800
7	Materials Manufacturing Capability for 3-D Printing updates Engineering & Design extrusion equipment to be capable of producing high quality filament for all the 3-D printers on campus for cost savings.	\$28,267
9	Scanning Electron Microscope Western’s first SEM was funded through STF in 2003. This grant funds a portion of the \$275,000 replacement cost which will significantly improve research capability for students and faculty.	\$40,000
10	Video Equipment for Student Teachers All teacher candidates (over 400 annually) must produce video evidence of their teaching skills as a part of their state mandated performance assessment. This proposal adds 20 video cameras to the ATUS pool (available to all students) which will help meet the demand to produce the required videos.	\$15,794

**Attachment E
2016-17 Mandatory Student Fees**

**Non-Academic Building Fee
Proposed 10.3% Increase in Fee**

Proposed Fee Increase: The Associated Students Board recommends an increase in the Non-Academic Building Fee of \$4 per quarter (from \$39 to \$43 per quarter) for students taking 6 or more credits effective Fall Quarter 2016.

2015-16 Program Report and 2016-17 Projections

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

Fee Increase

The Associated Students (AS) Board of Directors and Facilities & Services Council reviewed the facility operating and non-operating budgets that support the Viking Union. The AS Facilities & Service Council approved a \$4 fee increase unanimously (5-0-0) and the AS Board also approved the \$4 increase by a vote of five (5) affirmative votes and two (2) abstentions. This increase to the Non-Academic Building Fee will generate an estimated \$160,000 in additional revenue for the following:

- Non-Operating and Capital Reserve projects that provide repair, replacement, and renewal of building components. The Viking Union renovation was completed in 2002 and now many fixtures, furnishing, and equipment have reached or are near the end of their useful life.
- A re-evaluation of the proportion of staff who support the Viking Union vs. Associated Students programs resulted in a shift of some personnel expenses to the Viking Union Budget in Fiscal 2015. This fee increase will support that shift of salaries for staff who specifically manage the Viking Union facility, including cost of living increases, classified staff grade range increases and inflationary expenses.

The Non Academic Building Fee has not increased since Fall 2011 when it rose by \$2 from \$37 to \$39 per quarter. Fixed costs have continued to increase over the past five years.

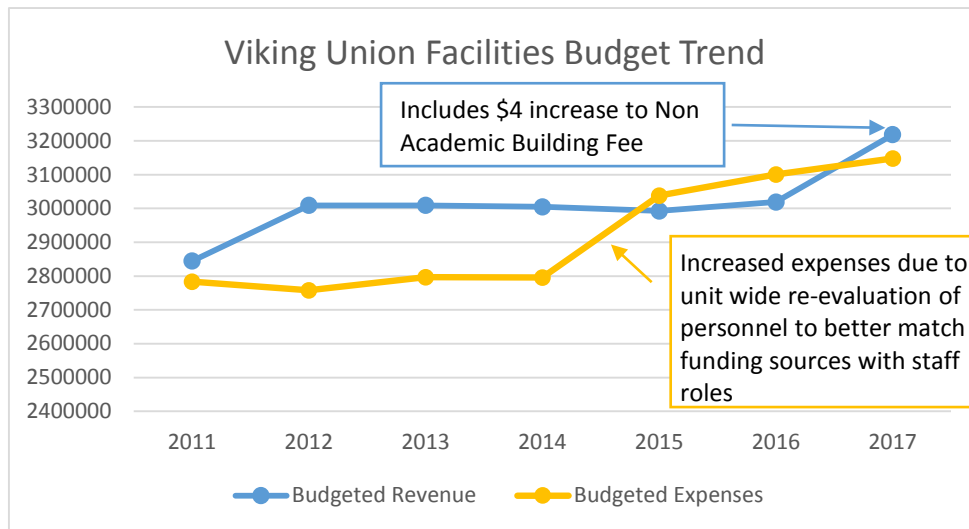
Budget & Program Report

FY17 Revenues and Expenses

- For FY17, the Non-Academic Building Fee revenue is projected to total \$1.78 million, and will provide approximately 55.5% of the revenue for the entire Viking Union budget.
- Major operating expenditures for the entire Viking Union budget include bond payments for the previous renovation of the Viking Union, repairs and maintenance, an annual commitment toward building renovation for the ESC/Multicultural Services space, and other expenses as listed below:

Expense	FY 17 Estimate
Bond Payment	\$ 943,514
Repairs and Maintenance	\$ 250,300
Building Renovation for Multicultural Services	\$ 110,630
Equipment	\$ 84,200
Utilities	\$ 308,610
Salaries and Benefits	\$ 1,228,908
Institutional Recharges	\$ 113,250
Other Operating Expenses	\$ 122,489
Estimated Total Viking Union Budget	\$ 3,161,901

The \$4 per quarter fee increase is necessary to match the rising costs associated with operating the Viking Union.



Capital Reserve and Non-Operating Projects

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

FY 17 Projects	Estimated Expense
Replacement of critical IT Infrastructure Hardware	\$120,000
Installation of ADA accessible Parking at Lakewood	\$118,000
Miscellaneous Facilities Repair and Replacement projects	\$150,000
Total Expense	\$388,000

**Attachment F
2016-17 Mandatory Student Fees**

**Sustainable Action Fund
No increase in Fee**

**2015-16 Program Report on
Renewable Energy Credit Purchases and Sustainability Projects**

Current fee level:

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

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

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

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

- Fee revenues were approximately \$300,000 in FY16.
- The cost of Renewable Energy Credits was \$1.25 per credit for FY16. Western purchases 40,000 credits annually (10,000 per quarter) equivalent to 40 megawatt hours of energy at a cost of \$50,000 per year.
- The remaining fee revenues are available for sustainability projects.

About the SAF Grant Program

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

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

Update on Projects funded in FY15

In FY15, the Sustainable Action Fund Grant Program funded the following grant projects. All projects have since been implemented and completed.

- **Concert Hall Lighting Project:** A project to replace the lighting in the Performing Arts Center Concert Hall with high-performance and energy-efficient LED technology. Before and after energy metering has already shown a 44% reduction in energy usage. In addition to the energy savings, the lights provide a vast array of new lighting capabilities for performers. Funding approved: \$293,033.
- **Viking Cycle Fixit Stations:** A project to install three bicycle FIXIT stations around campus which provide tools for bicyclists to perform basic repairs and maintenance. A campus Bicycle Educator was hired through the grant to run bicycle maintenance workshops using the new stations. The stations receive steady use and have been adopted for long-term support by the Sustainable Transportation Office. Funding approved: \$14,570.

- **Western SORTS (Structural Outdoor Refuse Transformation System):** A project to install four waste-sorting stations in Red Square with paper recycling, can/glass recycling, and compost receptacles attached to a landfill compactor. The stations receive steady use, and the Grounds Maintenance Dept. in Facilities Management is interested in buying more stations with their own funds to build on the success of the project. Initial funding approved: \$54,372. Additional award: \$5,760.
- **Aquaponics:** A project to build a small demonstration system to educate the campus community about aquaponics production (aquaponics is a method of growing vegetables using fish, where the fish waste fertilizes the plants). This project is an outgrowth of the Hydroponics project approved in FY14. Over Fall 2015 and Winter 2016, the team designed, installed, and currently maintain a homemade aquaponics aquarium on the 4th floor of the Environmental Studies building. They plan to form a club and hold make-your-own mini-aquaponics workshops for students. Funding approved: \$1,169. Additional award: \$385

Projects Funded in FY16

In FY16, the Sustainable Action Fund Grant Program funded the following grant projects:

- **Bringing Dr. Vandana Shiva to Western:** This grant brought Dr. Vandana Shiva, world renowned Indian ecofeminist and environmental activist, to Western for meetings with student groups, a workshop on her research, and an evening presentation to over 900. The event was a collaboration between the Social Resource Outreach Center, the Outback Farm, and the AS Environmental Center. Funding approved: \$5,000
- **Climatefest:** This grant helped support a daylong event at Western to engage attendees with climate action. The event included a variety of speakers and activities that displayed an array of local to global climate action examples. In addition, Climatefest provided the framework to understand the connectedness between climate, social, and racial justice and how our collective actions can make a difference. Materials and video from the event are available through Huxley College for those who were unable to attend. Funding approved: \$4,373
- **Engagement Carnival (The Fair):** Western's Office of Sustainability members created an event that connected students with local businesses and organizations that uphold sustainable practices Funding approved: \$3,301
- **OHESC Conference Scholarships:** A grant that brought twelve students and three staff to the Oregon Higher Education Sustainability Conference (OHESC), the biennial sustainability conference for Oregon higher education institutions. The conference provides a great opportunity for students to network with student advocates and employers, and be exposed to issues of social justice, environmental education, food issues, carbon emissions reductions and other themes of "sustainability". Funding approved: \$3,758
- **Portable Water Refill Stations:** This grant paid for construction of two portable water bottle filling stations to help Western meet its water bottle-free commitment during outdoor events. The ability to relocate these stations quickly and easily allows their service to be useful campus-wide. While lightweight and simple, the stations use an advanced filtration system to purify the water. The stations are ADA compliant. Funding approved: \$1,525
- **Project RENT:** A grant that funded a student-led home energy conservation program that taught 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. The project is currently being shopped around the community for continued funding. Funding approved: \$4,971

- **See and Be Seen:** A grant that funded a week-long giveaway of 1,000 free, high-quality bike lights to the campus community in order to improve safety, promote bicycling as a feasible form of transportation, and increase cyclists' confidence. Funding approved: \$4,916
- **Lyn Oske - Campus Electric Utility Vehicle:** A grant that is funding the construction of an in-house built electric utility vehicle for use by Facilities Management (FM) that is designed and built by Vehicle Research Institute students and staff. The project team has collaborated closely with FM staff to incorporate their needs into the vehicle.. Funding approved: \$45,000.
- **Electric Bike Demonstration Project:** A two-year grant that for a pilot program to 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. The grant purchased four electric bikes: three commuter bikes for short-term and long-term check out, and one cargo trike for the AS Publicity Center to make deliveries. Funding approved: \$49,391.
- **REcycling Your Power:** A grant that purchased and installed four energy-generating exercise bicycles in the Student Recreation Center. The team organized multiple events to introduce students to the bikes and generate interest in the technology, and is working with Rec Center staff to track student reception and requests for more of the bikes. Initial Funding approved: \$23,125. Additional award: \$900

Projects Submitted in FY16

Three other grants were submitted in FY16: one is finishing their Final Application, one was rejected by the SAF Committee based on cost efficiency, and one is still being developed.

- **Project Refill:** A proposal to install four outdoor freeze-resistant water bottle refill stations.. Estimated cost: \$278,620.
- **Use Resources Wisely:** A proposal to purchase and distribute 5000 customized stainless steel water bottles to new students and key stakeholders in 2016-2017 to inform students of the 11 campus water bottle refill stations and to reinforce the message "*Use Resources Wisely*". Unfortunately, the SAF Committee did not feel this was a fiscally responsible use of student fee dollars and advised looking into other options for promoting the water bottle filling stations on campus. Even though the Committee liked the overall design of the water bottle, they thought it was more sustainable to re-use water bottles that students already own. Estimated cost: \$28,550.
- **Viking Radio Theater:** A proposal for the Viking Radio Theatre club to purchase a set of Kindle Fire tablets to decrease the amount of paper used for club productions (an estimated 3000-4000 sheets or 6-8 reams per academic year). SAF Operations staff thought the same goal could be achieved more efficiently if all clubs had access to tablets, and recommended that the project team work with the AS Club Hub to investigate this opportunity. Estimated cost: \$28,550.

Attachment G
2016-17 Mandatory Student Fees

Student Recreation Fee
No Increase to Fee

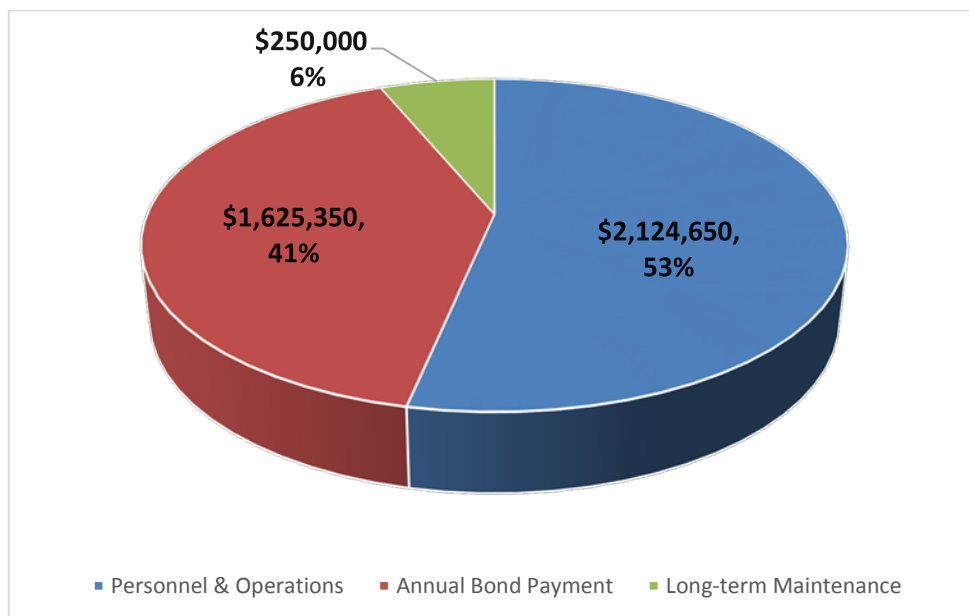
2015-16 Program Report

The Wade King Student Recreation Center (the Recreation Center) is a self-supporting, auxiliary enterprise of Western Washington 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 located on campus and is supported by a \$99 service and activity fee assessed to students quarterly. In addition, memberships are available for purchase by faculty/staff, alumni, and others closely associated with WWU.

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

Wade King Student Recreation Center FY16:

- The Student Recreation Fee generated approximately \$4.0 million in 2015-16.
- The fee funds annual bond payments, operations and long-term maintenance of the Wade King Student Recreation Center.



Note: Additional revenues (e.g. voluntary memberships, rentals, course fees) of approximately \$500,000 assist in funding operations (not shown above).

Attachment H
2016-17 Mandatory Student Fees

Student Alternative Transportation Fee
No increase in Fee

Program Report

- No changes are proposed for the 2016-2017 academic year. The quarterly fee for the academic year is \$26.25, and the summer fee is \$21.00.
- The program continues to encode over 13,000 bus passes annually for the student body, a participation rate of 87%.
- The program is currently working with Whatcom Transportation Authority (WTA) on the next evolution of the student bus pass. If successful it will allow the Western ID number to be read in the WTA fare box, allowing the student ID card to continue being used as a bus pass, while eliminating the need to manually encode a unique bus pass number onto the card.
- The Student Late Night 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.
 - Routes are being revised for Fall 2016 to improve overall service, while retaining service to the Happy Valley area.
 - Route A shuttle service was expanded to include the Happy Valley neighborhood Winter quarter 2015. Overall ridership for the 2015-2016 academic year dropped significantly, with both students and shuttle drivers identifying areas for improvement.
 - One 2008 Starcraft 20 passenger shuttle has been purchased for mid-week service, when ridership is lower, to replace one of the aging 1993 Gillig transit buses. In addition, the program continues to look for two newer transit buses (circa 2000) to replace the remaining 1993 Gillig buses for weekend use.
 - The program has a new 5 year contract with Bellair Charters/Airporter Shuttle to provide drivers and maintenance for the program vehicles.
- Annual revenue and expense for Fiscal Year 2016 both approximate \$1,150,000. Payments to the WTA, which make up the program's largest expense, continue to remain lower than projected. 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 2016 payment was reduced \$132,618 from the projected payment amount, and a reduction is expected for the Fiscal Year 2017 WTA payment, based on static enrollment figures.
- The WTA contract expires August 31, 2017, and will be renegotiated during the 2016-2017 academic year.
- The Alternative Transportation Fee is due for renewal by student vote in Spring 2017.

Attachment I
2016-17 Mandatory Student Fees

Legislative Action Fee
No increase in fee

2015-16 Program Report

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

The fee funds student representation and advocacy efforts at the campus, local, state and federal levels. Fee revenue collected in 2015-16 totaled \$41,403 and was used to support the following:

- Annual dues for AS membership in the Washington Student Association (WSA) and United States Student Association (USSA)
- Attendance by 8 students at the USSA National Student Congress in August 2015
- Attendance by 16 students at the USSA National Student Power Summit in March 2016
- Attendance by 2 students at the Oregon Students of Color Conference
- Attendance at 4 USSA Board meetings by a WWU student elected to be the People of African Descent Caucus representative on the USSA Board
- Pay for the AS Board Assistant For Viking Lobby Day to support the planning of Viking Lobby Day, which took place on Jan. 18, 2016 and was attended by 79 students who participated in meetings with 120 State Legislators and Governor Inslee
- Environmental Lobby Day on February 15, 2016, attended by 25 students
- Hosting representatives from all WSA member campuses at the December WSA Board of Directors Meeting on December 12, 2015
- Attendance of 7 students at the WSA August Board of Directors Meeting and Retreat
- Attendance by 7 students at the Washington Student Association Board of Directors Meeting and Organizing Training Weekend
- Travel expenses for a student invited to testify in front of the Washington State Legislature in January 2016, about the experience of being a homeless high school student
- Travel expenses for 3 students to attend a meeting regarding sexual assault on campus with Senator Murray in August 2015

**Attachment J
2016-17 Mandatory Student Fees**

Ethnic Student Center/Multicultural Services Fee

**Proposed New Fee
Maximum of \$30 per Quarter
Not to be charged until Fall 2017**

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

Spring 2016 Student Referendum Language:

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

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

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

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

Goals:

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

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

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

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

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

Update on Planning Process:

Funding partnership: A maximum \$30 per quarter student fee would generate approximately \$1.27 million per year. It is anticipated that the student fee will generate support of a bond issue of approximately \$10 - \$12 million for the project depending on interest rate and other assumptions - plus an annual amount for facility operations and maintenance. The University is identifying an additional approximate \$5 - \$6 million which might bring the approximate budget available to a range of \$15 - \$18 million.

Shared Input: The Associated Students has approved an Executive Committee from the ESC who will work with the University's larger planning team. Opsi Architects have been working with students to articulate program needs. Initial concept drawings are being reviewed to generate input on the best direction to proceed in adding on to the Bookstore and/or Viking Union Complex.

Next Steps: The anticipated timeline is to firm up the program outline and initial rough concept development by June 30, 2016, and then move on to an RFQ for design services by an architect under the GC/CM method of delivery. The University plans to apply for permission from the State for GC/CM delivery and to begin design work with an architect in the Fall of 2016.

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: August 18, 2106

SUBJECT: **Public Comment Period**

PURPOSE: Information Item

Purpose of Submittal:

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

Persons wishing to comment will sign in between 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 Sabah Randhawa

DATE: August 18, 2016

SUBJECT: 2017 – 2019 BUDGET UPDATE

PURPOSE: Discussion Item

Purpose of Submittal:

David Schumacher, Executive Director, Office of Financial Management, will give a presentation on the 2017-19 operating budget.

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

TO: Members of the Board of Trustees
FROM: Sue Sharpe, Chair, Board of Trustees
DATE: August 18, 2016
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

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

- Resolution No. 2016 - 07 Welcoming Student Trustee Abigail Ramos

RESOLUTION NO. 2016-07

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

**WELCOMING TRUSTEE
ABIGAÍL RAMOS**

WHEREAS, on July 1, 2016, Governor Jay Inslee appointed **ABIGAÍL RAMOS** of Sunnyside, Washington to serve a one-year term ending on June 30, 2017 on the Western Washington University Board of Trustees; and

WHEREAS, **ABIGAÍL RAMOS** is a student in good standing at Western Washington University pursuing a Bachelors in Spanish and Political Science, with a minor in English and Law, Diversity and Justice; and

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

WHEREAS, **ABIGAÍL RAMOS** brings to her appointment as a trustee dedication to her community though participation with organization such as Familias Unidas por la Justicia, the Migrant Youth Leadership Conference, and the Northwest Justice Project which provides free legal services to low-income people, farm workers and migrant populations; and

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

WHEREAS, **ABIGAÍL RAMOS** has declared her 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 **ABIGAÍL RAMOS** as he begins her term on the Board.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on August 18, 2016.

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: August 18, 2016

SUBJECT: **President's Report**

PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa on behalf of the Associated Students
DATE: August 18, 2016
SUBJECT: **Associated Students**
PURPOSE: Associated Students Report

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa behalf of the Faculty Senate

DATE: August 18, 2016

SUBJECT: Faculty Senate

PURPOSE: Information Item

Purpose of Submittal:

Kristen Larson, Faculty Senate President, will brief the Board on plans for the upcoming year of the Faculty Senate.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: August 18, 2016

SUBJECT: **Consent Items**

PURPOSE: Action Items

Purpose of Submittal:

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

Proposed Motion(s):

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

- Approval of Summer Quarter Degrees
- Expedited Rule Change to WAC 516-04-010 – Regular Meetings

Supporting Information:

Materials supporting the consent item agenda are attached.

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa by Provost Brent Carbajal
DATE: August 18, 2016
SUBJECT: **Approval of Summer Quarter Degrees**
PURPOSE: Action Item

Purpose of Submittal:

Board of Trustees responsibility to approve awarding of degrees

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Summer Quarter 2016, effective August 20, 2016.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

<i>Students</i>	<i>August 2016 Comparison: August 2015</i>	
<i>Undergraduates</i>	365	369
<i>Masters</i>	61	41

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: August 18, 2016
SUBJECT: Expedited Rule Change to WAC 516-04-010 – Regular Meetings
PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board to update WAC 516-04-010 to reflect current practice.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the expedited rule change to WAC 516-04-010 as proposed in the attached.

Supporting Information

Supporting information is attached.

AMENDATORY SECTION (Amending WSR 90-10-042, filed 4/27/90, effective 5/1/90)

WAC 516-04-010 Regular meetings. Regular meetings of the board of trustees of Western Washington University shall be held (~~(on the first Thursday of each month a meeting is held unless such date is changed by board resolution at a meeting regularly scheduled or called for that purpose. A copy of such resolution shall be filed in the president's office. The annual meeting schedule will be published in the Washington State Register prior to January each year))~~ pursuant to schedules and at locations published annually in the *Washington State Register*. Any regular meeting of the board may be rescheduled by publishing notice of the changed date and/or location in the *Washington State Register* at least twenty days in advance of the rescheduled meeting date. If twenty days advance notice of a rescheduled meeting is not given, the meeting is conducted as a special meeting under RCW 42.30.080. All such regular meetings will be conducted in conformance with the laws of the state of Washington and the bylaws of the board.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and

43.21C RCW. WSR 90-10-042, § 516-04-010, filed 4/27/90, effective
5/1/90; Order 72-10, § 516-04-010, filed 11/17/72.]

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

TO: Members of the Board of Trustees

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

DATE: August 18, 2016

SUBJECT: Emergency Rule Change To Chapter 516-21 WAC, Student Rights and Responsibilities Code

PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board of Trustees for emergency changes to the revised Student Rights and Responsibilities Code for 180 days as permitted by Washington state law.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the emergency rule change to chapter 516-21 WAC, Student Rights and Responsibilities Code as submitted.

Supporting Information:

Summary of Emergency Changes to the Revised Student Rights and Responsibilities Code
Draft Emergency Rule - Chapter 516-21 WAC with revisions marked
Draft Emergency Rule Chapter 516-21 WAC clean copy

Summary of Emergency Changes to the Revised Student Rights and Responsibilities Code
Updated July, 2016

The process to revise Western's Student Rights and Responsibilities Code renamed Student Conduct Code (hereafter referred to as "the code") began in winter 2016. Members of the revision committee included:

Student Members	Faculty / Staff Members
Caitlin Upshall, student (RHA)	Sara Wilson (Division of Enrollment & Student Affairs)
Jenny Leirness, student (RHA)	Todd Osborn (Public Safety)
A Blyth, student (AS)	Laurel Eby (University Residences)
Glen Eggers, student (AS)	Michael Sledge (conduct officer)
Maggie Stuefloten (AS)	Peggy Watt (Faculty Senate)

Additionally, staff in Equal Opportunity Office and the Assistant Attorney General office were involved in changes.

The Student Rights and Responsibilities Code exists under the Washington Administrative Code and revisions of the Code require a lengthy process including important public hearings and substantial internal review. The approval of the Emergency Code is requested in order to more immediately bring Western into compliance with updated advice from the Office of Civil Rights regarding compliance with Title IX and the Violence Against Women Act, in addition to other changes in state law, as well as an additional level of appeal of sanctions which include suspension and expulsion.

Due to the extensive process, the full review was not able to be completed prior to fall quarter. The Emergency Code allows us to make the above changes for fall quarter while we complete the full process over the next 180 days which is the maximum limit for the Emergency Code.

The proposed emergency code is a significant improvement over the current code and allows Western to improve important processes ahead of the full process of review. The Board of Trustees will approve the final code when all processes and updates have been completed.

This Emergency Code also includes the following changes

- Updated Alcohol, Drugs & Paraphernalia, and Weapons sections to better align with changes in state law;
- New section on Amnesty to clarify current practice of encouraging students to seek medical assistance without fear of punishment;
- New violation section for Notification of Criminal Arrest to match Admissions application question and comply with changing state law.

This proposed emergency code is a significant improvement and the current code and the law allows us to operate under an emergency code for 180 days. The final code will be brought forward within that timeframe.

Chapter 516-21 WAC

~~STUDENT RIGHTS AND RESPONSIBILITIES~~ CONDUCT CODE

Last Update: 12/9/11

WAC

- 516-21-010 Introduction.
- 516-21-020 Definitions.
- 516-21-030 Jurisdiction.
- 516-21-040 Student responsibility for guests.
- 516-21-050 Academic dishonesty.
- New section
- 516-21-055 Amnesty
- 516-21-060 Conduct that harms or threatens health or safety.
- 516-21-070 Disruptive behavior.
- 516-21-080 Failure to comply.
- 516-21-090 False information.
- 516-21-100 Fire safety and false alarms.
- 516-21-110 Harassment-(other than sexual harassment or discriminatory harassment).
- New Section
- 516-21-115 Discrimination and discriminatory harassment.

516-21-120 Hazing.

516-21-130 ~~Illegal possession and/or use of a~~ Alcohol.

516-21-140 ~~Illegal possession and/or use of drugs~~ Drugs and paraphernalia.

516-21-150 Interfering with the conduct process.

516-21-160 Misuse of computers, electronic data or communication systems.

516-21-170 Obstructing police and safety personnel.

516-21-180 Sexual misconduct.

New Sections

516-21-184 Dating violence.

516-21-186 Domestic violence.

516-21-188 Stalking.

516-21-190 Student violation of the law.

New section

516-21-195 Notification of criminal arrest.

516-21-200 Theft or intentional damage of property.

516-21-210 Trespassing.

New section

516-21-215 Violation of university policy, rule, or regulation.

516-21-220 Weapons and destructive devices.

516-21-230 Sanctions.

516-21-240 Student conduct system.

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516-21-250 Student rights in the conduct process.
516-21-260 Procedures for immediate interim suspension.
516-21-270 Proceedings for violations of the code.
516-21-280 Basis for review.
516-21-290 Review procedures.
516-21-300 Deviations from established procedures.
516-21-310 Confidentiality of conduct proceedings and records.

Repealer The following section of the Washington administrative code is repealed:

~~516-21-320 Relationship of the code to university residences.~~

516-21-330 Interpretation of the code.

516-21-340 Revision of the code.

516-21-350 Referenced policies and regulations in the code.

WAC 516-21-010 Introduction. Western Washington University students enjoy the same basic rights, privileges, and freedoms granted to all members of society. At the same time, acceptance of admission to the university carries with it an obligation to fulfill certain responsibilities and expectations as a member of the Western Washington University community.

As a ~~condition of enrollment at~~ member of the Western community, students must assume responsibility for their own actions and maintain

an environment conducive to ~~the~~ academic success, ~~safety, and well-being of others~~. In addition, they are expected to be truthful, respect the rights of others, and abide by all university policies and procedures, as well as all applicable local, state, and federal laws and regulations. All students are responsible for understanding and complying with the responsibilities and expectations set forth in this code both on and off campus.

The student conduct process ~~at Western~~ is ~~designed-intended~~ to be ~~a learning-educational process that promotes an understanding of students' responsibilities as members of the university community. The objectives of the student conduct system, as set forth in this code, are twofold: To ensure that students act in a manner consistent with high standards of scholarship and behavior, and to maintain while ensuring that students act in a manner consistent with high standards of scholarship and behavior, while maintaining~~ the safety and well-being of all members of the university community.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-010, filed 12/9/11, effective 1/9/12.]

WAC 516-21-020 Definitions. As used in this chapter, the following words and phrases mean:

~~(1) Appeals board. The student conduct appeals board.~~

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

(3) **Catalog.** The *Western Washington University General Catalog*.

(4) **Code.** ~~The student rights and responsibilities code~~ The student conduct code.

(4) **Board.** The review board.

(5) **Conduct hold** ~~or judicial hold~~. A block placed on a student's official university record at the request of the conduct officer or dean of students. A conduct ~~or judicial~~ hold prohibits a student from registering for classes, requesting an official transcript, or receiving a degree from the university until the hold has been removed.

(6) **Conduct officer.** The ~~student~~ conduct officer or ~~his/her~~ their authorized designee.

(7) **Dean of students.** The dean of students or ~~his/her~~ their au-
thorized designee.

(8) **Guest.** Any person who is not a member of the university community, who is on university property or attending an official university function at the invitation and/or hosting of a student.

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(9) **Member of the university community.** Any person who is a student, university official, or who is otherwise employed or contracted by the university. A person's status in a particular situation shall be determined by the dean of students.

(10) **Official university function.** Any activity, on or off campus, that is initiated, sponsored, or supervised by any entity of Western Washington University.

(11) **Preponderance of evidence.** Defined as "more likely than not," the standard of responsibility that is used when determining whether a violation of the student ~~rights and responsibilities~~ conduct code has occurred.

(12) **Student.** Any person who:

(a) Has been formally admitted to the university;

(b) Is enrolled in one or more classes at the university, including non-matriculated international students attending language institutes or foreign study programs;

(c) Is participating in a certificate, degree, distance learning, or professional enrichment program, through extended education and summer programs;

(d) Is participating in a university-sponsored study abroad program;

(e) Was enrolled in a prior quarter or summer session at the university and is eligible to continue enrollment in the quarter or summer session that immediately follows; or

(f) Withdrew from the university after an alleged violation of the code, for conduct that occurred while they were enrolled in or participating in a program offered by the university.

(13) **University.** Western Washington University and all associated programs, including those offered online and/or at off-campus program sites.

(14) **University official.** Any person employed or contracted by the university, who is performing assigned teaching, administrative, or professional responsibilities. University officials may be full- or part-time, and may include student staff members.

(15) **University property.** All land, buildings, facilities, and other property that is owned, used, leased, or controlled by Western Washington University. University property also includes adjacent streets and sidewalks.

(16) **WAC.** An abbreviation for the Washington Administrative Code. [Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-020, filed 12/9/11, effective 1/9/12.]

WAC 516-21-030 Jurisdiction. (1) The student ~~rights and responsibilities~~ conduct code applies to all conduct that occurs on university property or in connection with any official university function.

(2) Western Washington University does not act as a policing agent for students when they are off campus. However, the university reserves the right to take action if a student's conduct is determined to adversely affect a substantial university interest. Student conduct that occurs off campus may be subject to the student ~~rights and responsibilities~~ conduct code when it:

(a) Adversely affects the safety or well-being of any member of the university community; or

(b) Involves academic work or any records, documents, or identifications of the university.

In determining whether to exercise jurisdiction over such conduct, the student conduct officer shall consider the seriousness of the alleged offense, the risk of harm involved, and whether the alleged victim(s) are members of the university community. Any question of interpretation or application of jurisdiction shall be referred to the dean of students for final determination.

(3) Students are responsible for their conduct from the time they have confirmed their enrollment at Western through the awarding of their

degree. This includes conduct that occurs before classes begin, after classes end, and during periods between actual terms of enrollment. Students who are found to be in violation of the code may be subject to sanctions under the code.

(4) A student with a pending conduct violation may not avoid the conduct process by withdrawing from the university. In these circumstances, a conduct hold will be placed on the student's official record, preventing them from registering for classes, requesting an official transcript, or receiving a degree from the university. This hold will remain in place until the student has met with the conduct officer to discuss the alleged conduct violation(s).

(5) Sanctions against student organizations are decided by procedures established by the university administrative unit governing that organization's recognition. Conduct proceedings against individual member(s) of a student organization can be initiated under this code, independent of any departmental action(s) taken against the student organization.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-030, filed 12/9/11, effective 1/9/12.]

WAC 516-21-040 Student responsibility for guests. (1) Guests and visitors on university property or at official university functions are expected to comply with all university policies and procedures, as well as all applicable local, state, and federal laws and regulations.

(2) Students who invite guests into their campus residence hall or apartment, or to official university functions open only to Western students, are responsible for the behavior of their guests. As a result, a student may be held responsible for any alleged violation(s) of the code committed by their guests. See also WAC 516-24-001 Conduct of campus guests and visitors.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-040, filed 12/9/11, effective 1/9/12.]

WAC 516-21-050 Academic dishonesty. The university's policy and procedures regarding academic dishonesty are addressed in the academic honesty policy and procedure. As noted in the policy, academic dishonesty at Western Washington University is a serious infraction dealt with severely. For a list of actions that constitute academic dishonesty, refer to the academic honesty policy and procedure in the catalog.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-050, filed 12/9/11, effective 1/9/12.]

New Section

WAC 516-21-055 Amnesty. (1) In situations involving intoxication, alcohol poisoning, or drug-related medical issues, students are encouraged to seek swift medical assistance for themselves and others without fear of penalty. Students requesting and receiving medical assistance in these situations will not typically be subject to the formal student conduct process. This policy refers to isolated incidents and does not excuse students who repeatedly or flagrantly violate the alcohol or drug policy, nor does it preclude action arising from other violations of the code. Western will consider the positive impact of reporting a situation when determining any course of action.

(2) ~~Survivors~~ **Complainants** and witnesses who in good faith report sexual violence will not be subject to alcohol or drug violations of the code occurring at or near the time of the sexual violence unless their own conduct placed another person's health or safety at risk. Without imposing sanctions, Western may initiate educational remedies regarding alcohol or drug use.

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WAC 516-21-060 Conduct that harms or threatens health or safety.

~~Conduct that threatens the health or safety of any person, including oneself, is a violation of the code. Conduct that threatens health or safety includes, but is not limited to:~~ Conduct that harms, attempts to harm, or threatens the health or safety of any member of the Western Community by any means (e.g. in person, through any party, online) is a violation of the code. This includes, but is not limited to:

~~(1) Intoxication or impairment through the use of alcohol or other substances to the point that a student is unable to exercise care for his/her own safety or well-being.~~ Physical assault.

(2) Any threat, stated or implied, to the health, safety or well-being of self or others.

(3) Any contact or communication of a threatening nature that intimidates, harasses, ~~or~~ and would cause a reasonable ~~causes a~~ person to fear for their safety or well-being.

(4) ~~Incidents involving the use or display of a weapon or destructive device likely to cause bodily injury and/or damage to property.~~ Intoxication or impairment through the use of alcohol or other substances to the point that a student is unable to exercise care for their own safety or well-being.

(5) Sexual violence including sexual assault, dating violence, domestic violence, and stalking. See WAC 516-21-180 Sexual misconduct, WAC 516-21-110 Harassment (other than sexual harassment or discriminatory harassment), WAC 516-21-115 Discrimination and discriminatory harassment, WAC 516-21-188 Stalking, WAC 516-21 186 Domestic violence, WAC 516-21-184 Dating violence, and WAC 516-21-055 Amnesty.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-060, filed 12/9/11, effective 1/9/12.]

WAC 516-21-070 Disruptive behavior. Behavior that substantially disrupts, disturbs, or interferes with the ability of students to learn or university officials to perform their assigned duties is a violation of the code. Disruptive behavior includes, but is not limited to:

(1) Demonstrations or protests that substantially disrupt, disturb, or interfere with:

(a) Classroom activities or other educational pursuits;

(b) Official university activities or functions including, but not limited to, ceremonies, meetings, office functions, performances, or athletic events;

(c) Pedestrian or vehicular traffic; or

(d) The preservation and protection of university property and/or the personal property of members of the university community.

(2) Any other behavior that substantially disrupts, disturbs, or interferes with:

(a) Classroom activities or other educational pursuits;

(b) Official university activities or functions including, but not limited to, ceremonies, meetings, office functions, performances, or athletic events;

(c) Pedestrian or vehicular traffic; or

(d) The preservation and protection of university property and/or the personal property of members of the university community.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-070, filed 12/9/11, effective 1/9/12.]

WAC 516-21-080 Failure to comply. Failure to comply with the instructions or directives of any university official or other public official acting in performance of their duties, or failure to identify oneself when asked to do so by a university official or other public official acting in performance of their duties, is a violation of the code.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-080, filed 12/9/11, effective 1/9/12.]

WAC 516-21-090 False information. Providing or creating false information is a violation of the code. False information includes, but is not limited to:

(1) Forging, altering, mutilating, or destroying any university document or record, or entering false information into such documents or records;

(2) Possessing or presenting as authentic any falsified document, record, or identification;

(3) Intentionally making false accusations or charges against another member of the university community; and

(4) Knowingly providing false information or statements to any university official or other public official acting in performance of their duties.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-090, filed 12/9/11, effective 1/9/12.]

WAC 516-21-100 Fire safety and false alarms. Tampering with, altering, or disabling fire safety equipment, including emergency call devices, fire alarms, fire exits, fire extinguishers, smoke/heat detectors, or sprinkler systems; intentionally activating a fire alarm; making a false report of a fire or other emergency; or refusing to leave a building when a fire alarm sounds or when directed to by a university official or by emergency personnel are violations of the code.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-100, filed 12/9/11, effective 1/9/12.]

WAC 516-21-110 Harassment-~~(other than sexual harassment or discriminatory harassment).~~ ~~Harassment, defined as any conduct that is sufficiently severe, pervasive, or persistent to have the purpose or effect of interfering with a member of the university community's ability to work, study, or participate in their regular activities, is a violation of the code. Examples of harassment include, but are not limited to:~~

~~(1) Engaging in unwanted contact or communication, including calls, voice messages, electronic mail, text messages, social media posts or~~

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~~messages, written letters, unwanted gifts, or face-to-face contact with a member of the university community;~~

~~(2) Repeatedly following a member of the university community; waiting outside their residence, school, or place of employment; or placing them under any form of surveillance; and~~

~~(3) Engaging in any form of behavior that is meant to threaten or intimidate a member of the university community based on their membership in a protected class, including race, color, creed, religion, national origin, sex, age, disability, marital status, genetic information, status as a veteran, and/or sexual orientation.~~ Harassment is conduct by any means that is severe, persistent, or pervasive, and is of such a nature that it would cause a reasonable person in the victim's position substantial emotional distress and undermines their ability to work, study, or participate in their regular life activities or participate in the activities of the university, and/or actually does cause the victim substantial emotional distress and undermines the victim's ability to work, study, or participate in the victim's regular life activities or participate in the activities of the university.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-110, filed 12/9/11, effective 1/9/12.]

New Section

WAC 516-21-115 Discrimination and discriminatory harassment. Discrimination or discriminatory harassment on the basis of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability (including disability requiring the use of a trained service animal); marital status; genetic information; and/or status as an honorably discharged veteran or member of the military; and as defined in Western Washington University's ~~Executive~~ Policy U1600.02, which prohibits discrimination, sexual harassment, and sexual misconduct. Anyone complaining or involved in a complaint of discrimination is protected against retaliation, see definition in University Policy U1600.02 and 04.

(1) Sexual harassment is a violation of the code. Sexual harassment is unwelcome conduct of a sexual nature including unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, electronic, or physical conduct of a sexual nature, when

(a) It has a tangible impact on a student's education, including but not limited to academic grades, living environment, participation in a University activity; or

(b) It is sufficiently severe, pervasive, or persistent to interfere with a member of the university community's ability to work, study, or participate in their regular activities, or benefit from the university's programs or activities and creates a hostile environment.

~~(1) Sexual harassment is a violation of the code. Sexual harassment is:~~

~~(a) Unwelcome conduct of a sexual nature and may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, electronic, or physical conduct of a sexual nature; and~~

~~(b) Sufficiently severe, pervasive, or persistent to have the purpose or effect of interfering with a member of the university community's ability to work, study, or participate in their regular activities, or benefit from the university's programs or activities.~~

(2) Gender-based harassment includes nonsexual acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender or nonconformity with gender stereotypes, and is a violation of the code. Gender-based harassment violates this code when it

is sufficiently severe, pervasive, or persistent such that it denies or limits another's ability to work, study, participate in, or benefit from the university's programs or activities.

(3) Sexual violence includes sexual assault, dating violence, domestic violence, and stalking; see WAC 516-21-180 Sexual misconduct, WAC 516-21-060 Conduct that harms or threatens, WAC 516-21-188 Stalking, WAC 516-21-186 Domestic violence, and WAC 516-21-184 Dating violence.

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WAC 516-21-120 Hazing. Hazing, defined as any act that, as an explicit or implicit condition for initiation or admission into, affiliation with, or continued membership in a group or organization, endangers the health, safety, or well-being of any member of the university community, is a violation of the code. Examples of hazing include, but are not limited to:

(1) Requiring the consumption of any food, alcohol, drug, or other substance.

(2) Requiring forced participation in physical activities, including calisthenics, exercise, or other games or activities that entail physical exertion.

(3) Requiring exposure to weather elements or to other physically or emotionally uncomfortable situations, including sleep deprivation,

confinement in small spaces, physical bondage, and/or taking a student to an outlying area and dropping them off.

(4) Requiring conduct that can be reasonably expected to embarrass another, including the performance of public stunts or activities such as scavenger hunts.

(5) Requiring anything that would be illegal under city, state, or federal law, or in violation of any university policies or procedures, including the code.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-120, filed 12/9/11, effective 1/9/12.]

WAC 516-21-130 ~~Illegal possession and/or use of a~~Alcohol. ~~Illegally possessing, using, distributing, selling, or being under the influence of alcohol while on university property or at an official university function is a violation of the code. This includes, but is not limited to:~~

~~(1) Possession or consumption of alcohol by anyone under the age of twenty-one;~~

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~~(2) Providing alcohol to anyone under the age of twenty-one;~~

~~(3) Driving on university property while under the influence of alcohol, and~~

~~(4) Public intoxication by persons of any age. See also policy concerning alcohol and other drugs in the catalog.~~

Except as permitted by law (e.g. possession or use by a person of legal age) and/or university policy, the possession, use, distribution, or sale of alcohol while on university property or at an official university function is a violation of the code. See also *Policy Concerning Alcohol and Other Drugs in the appendices section of the university catalog.*

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[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-130, filed 12/9/11, effective 1/9/12.]

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WAC 516-21-140 ~~Illegal possession and/or use of drugs~~ Drugs and paraphernalia. ~~Illegally possessing, using, manufacturing, cultivating, packaging, distributing, selling, or providing a controlled or illegal substance, or being under the influence of a controlled or illegal substance while on university property or at an official university function, is a violation of the code. This includes, but is not limited to:~~

~~(1) Possession of drug paraphernalia;~~

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~~(2) Driving on university property while under the influence of a controlled or illegal substance; and~~

~~(3) Intentionally misusing or distributing prescription drugs. See also policy concerning alcohol and other drugs in the catalog.~~

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Except as permitted by law and university policy, the possession, use, cultivation, manufacturing, packaging, distribution, or provision of a controlled or illegal substance and the possession of drug paraphernalia while on university property or at an official university function is a violation of the code. This code violation also includes the intentional misuse or distribution of prescription drugs. See also *Policy Concerning Alcohol and Other Drugs* in the appendices section of the university catalog.

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[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-140, filed 12/9/11, effective 1/9/12.]

WAC 516-21-150 Interfering with the conduct process. Interfering with the conduct process is a violation of the code. This includes, but is not limited to:

(1) Giving a false report or claim;

(2) Attempting to influence the impartiality of witnesses or ~~appeals~~ peals-review board member(s);

(3) Participating in or encouraging ~~retribution~~ retaliation against complainants or witnesses;

(4) Threatening, harassing, or intimidating complainants or witnesses;

(5) Disrupting or interfering with the orderly conduct of a hearing or meeting; and

(6) Failing to comply with any sanction(s) imposed as the result of a code violation.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-150, filed 12/9/11, effective 1/9/12.]

WAC 516-21-160 Misuse of computers, electronic data or communication systems. Misuse of computers, electronic data, or communication systems is a violation of the code. This includes, but is not limited to:

(1) Unauthorized entry into a file, web page, e-mail account, or online profile to use, download, read, transfer, or change the contents, or for any other purpose;

(2) Unauthorized use of another person's university-issued identification and password;

(3) The use of campus computing facilities, networks (including wireless networks), equipment, or services to interfere with the normal operation of the university computing system or the work of any member of the university community;

(4) The use of campus computing facilities, networks (including wireless networks), equipment, or services to "cyber stalk" another person or to send obscene, abusive or harassing messages;

(5) The use of campus computing facilities, networks (including wireless networks), equipment, or services to illegally copy, distribute, download, or upload information (including movies, music, or other digital content) from the internet or any electronic source;

(6) The use of campus computing facilities, networks (including wireless networks), equipment, or services to illegally copy, reproduce, or distribute licensed software;

(7) Attempting to modify system facilities or networks, including the introduction of electronic vandalism (e.g., "viruses," "worms," or

other disruptive/destructive programs) into university computing resources or those connected to it by the network; and

(8) The use of campus computing facilities, networks (including wireless networks), equipment or services for personal profit or for any use other than authorized university business.

Students are also responsible for reading and complying with all provisions set forth in the Western Washington University policy for responsible computing, the user agreement for WWU network and computing resources, and the using copyrighted materials policy.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-160, filed 12/9/11, effective 1/9/12.]

WAC 516-21-170 Obstructing police and safety personnel. Obstructing, interfering with, or delaying police or other fire, safety, or emergency personnel is a violation of the code.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-170, filed 12/9/11, effective 1/9/12.]

WAC 516-21-180 Sexual misconduct. ~~(1) Sexual misconduct, defined as any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, or coercion, is a violation of the code. Sexual misconduct includes, but is not limited to:~~

~~(a) Sexual harassment (e.g., engaging in unwelcome verbal, written, or physical behavior of a sexual nature that is directed at another person or group, based on that person or group's sex, gender, or perceived sex or gender);~~

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~~(b) Sexual intimidation (e.g., engaging in any behavior, either verbal or nonverbal, that has the effect of subjecting another person to humiliation, embarrassment, or discomfort because of their sex, gender, or perceived sex or gender);~~

~~(c) Sexual coercion (e.g., engaging in the use of pressure, alcohol or drugs, or force to compel or persuade another person to engage in sexual activity);~~

~~(d) Sexual exploitation (e.g., engaging in voyeurism or peeping, distributing intimate or sexual information about another person without that person's consent, knowingly transmitting an STD or HIV to another~~

~~person, or engaging in any behavior that takes sexual advantage of another person without that person's consent);~~

~~(c) Sexual assault (e.g., engaging in actual or attempted sexual touching, genital-oral contact, penetration, and/or intercourse without consent);~~

~~(2) Consent for all sexual activity must be given free of force, threat, intimidation, or coercion. At the time of the sexual activity, actual words or conduct demonstrating freely given agreement must occur; silence or passivity do not imply consent. Activity of a sexual nature is considered nonconsensual when:~~

~~(a) An individual is asleep, unconscious, or otherwise physically unable to communicate his or her willingness or unwillingness to engage in sexual activity;~~

~~(b) An individual lacks the ability, at the time of sexual activity, to be able to understand the nature or consequences of the activity, whether due to illness, impairment, the influence of alcohol, drugs, or medication; or another cause; or~~

~~(c) An individual is not of legal age to give consent.~~

~~(2) Sexual misconduct represents a range of behavior; it can occur between strangers or acquaintances, including individuals involved in an intimate or sexual relationship. Sexual misconduct can also be committed by individuals of any gender and can occur between people of the same or different sex. See also sexual misconduct policy and procedure in the catalog.~~

Sexual misconduct is a violation of the code and includes nonconsensual sexual contact, sexual exploitation and sexual violence (sexual assault, dating violence, domestic violence and stalking). See also WAC 516-21-110 Harassment (other than sexual harassment or discriminatory harassment), WAC 516-21-115 Discrimination or discriminatory harassment, WAC 516-21-060 Conduct that harms or threatens, WAC 516-21-188 Stalking; WAC 516-21-184 Dating violence, and WAC 516-21-186 Domestic violence.

(1) Consent to any sexual activity must be clear, knowing, and voluntary. Anything less is equivalent to a "no." Clear, knowing, and voluntary consent to sexual activity requires that, at the time of the act, actual words or conduct demonstrate clear permission regarding willingness to engage in sexual activity and the conditions of such activity. Silence or passivity is not consent. Consent is ongoing and

can be withdrawn at any time. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:

(a) Force or coercion is threatened or used to procure compliance with the sexual activity;

(i) Force is the use of physical violence, physical force, threat, or intimidation to overcome resistance or gain consent to sexual activity.

(ii) Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to obtain consent from another. When an individual makes it clear through words or actions that they do not want to engage in sexual contact, want to stop, or do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive. Other examples of coercion may include using blackmail, extortion, or a position of power to overcome resistance or gain consent to sexual activity.

(b) The person is asleep, unconscious, or physically unable to communicate their unwillingness to engage in sexual activity; or

(c) The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, the influence of alcohol

or another substance, or some other cause. When alcohol or drugs are involved, a person is considered incapacitated or unable to give valid consent if they cannot fully understand the details of the sexual interaction (i.e., who, what, when, where, why, and how), and/or they lack the capacity to reasonably understand the situation and to make rational, reasonable decisions.

(2) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by one person against another person's intimate parts (genitals or genital area, breast or buttock (clothed or unclothed)). This includes any intentional bodily contact of one's own intimate area with another person.

(3) Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses explained above.

(4) Sexual assault is attempted or actual non-consensual penetration, no matter how slight, of another's vagina, anus or mouth by a penis; or the vagina or anus by any body part or object.

(5) Use of alcohol or other drugs is not a valid defense to a violation of this policy.

(6) Sexual misconduct represents a range of behavior; it can occur between strangers or acquaintances, including individuals involved in an intimate or sexual relationship. Sexual misconduct can be committed by individuals or groups of individuals directed to one or more people and can occur between people of the same or different sex. See also *University Policy U1600.04 Preventing and Responding to Sex Discrimination, Including Sexual Misconduct.*

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[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-180, filed 12/9/11, effective 1/9/12.]

New Sections

WAC 516-21-184 Dating violence. Conduct by a student who is or has been in a romantic or intimate relationship with another that intentionally, or recklessly, causes bodily injury or places another in reasonable fear of serious bodily injury is a violation of the code. The nature of the relationship is determined by the length, type, and frequency of interaction between them. Sexual violence includes sexual assault, dating violence, domestic violence, and stalking. See also WAC 516-21-180 Sexual misconduct, WAC 516-21-110 Harassment (other than sex-

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ual harassment or discriminatory harassment), WAC 516-21-115 Discrimination or discriminatory harassment, WAC 516-21-060 Conduct that harms or threatens, WAC 516-21-188 Stalking, and WAC 516-21-186 Domestic violence.

WAC 516-21-186 Domestic violence. Conduct by a current or former spouse or intimate partner (including between two people that share a child in common) that intentionally, or recklessly, causes bodily injury, or causes another to be in reasonable fear of serious bodily injury is a violation of the code. Sexual violence includes sexual assault, dating violence, domestic violence, and stalking. See also WAC 516-21-180 Sexual misconduct, WAC 516-21-110 Harassment (other than sexual harassment or discriminatory harassment), WAC 516-21-115 Discrimination or discriminatory harassment, WAC 516-21-060 Conduct that harms or threatens, WAC 516-21-188 Stalking, and WAC 516-21-184 Dating violence.

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WAC 516-21-188 Stalking. Engaging in a course of unwelcomed conduct (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property) directed at a specific person that would cause a reasonable person to fear for their safety, or the

safety of others, or suffer substantial emotional distress, is a violation of the code. Stalking includes but is not limited to conduct occurring in person, electronically, and/or through a third party.

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WAC 516-21-190 Student violation of the law. Students are expected to abide by all local, state, and federal laws while on campus or at official university functions. Failure to comply with these laws is a violation of the code.

While Western does not act as a policing agent for students when they are off campus, the university reserves the right to take action if a student's conduct is determined to adversely affect a substantial university interest. ~~See also~~ As set forth in WAC 516-21-030 Jurisdiction.

Proceedings under the code may be carried out prior to, simultaneously, or following civil or criminal proceedings in the courts. Since the standard of proof under the code (preponderance of evidence) differs from that of criminal law, decisions made through the student conduct process are not subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced by a court of law.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-190, filed 12/9/11, effective 1/9/12.]

New Section

WAC 516-21-195 Notification of criminal arrest. Failure by the student to notify the dean of students of any off-campus felony arrest, or when the arrest is for an offense that is violent, weapons-related, involves kidnapping, or requires that the student register as a sex offender by any legal authority within the U.S., is a violation of the code. The university may send a letter to the student requiring that they make an appointment for an interview. During this interview, the dean of students or their designee shall discuss with the student:

(1) The facts involved in the student's arrest;

(2) The student's obligation to keep the university informed of the progress of any criminal charge(s); and

(3) The student's obligation to advise the university of the final disposition of any criminal charge(s); and

(4) Whether the behavior falls under jurisdiction of the student code.

The university will cooperate with law enforcement and other agencies administering a corrective or rehabilitative program for the student. See also POL-U5620.02 Notifying Campus Community About Sex and Kidnapping Offenders.

WAC 516-21-200 Theft or intentional damage of property. Theft or intentional damage of property is a violation of the code. Theft includes, but is not limited to, attempted or actual theft of university property or services or the property or services of any member of the university community, visitors, or guests. It is also prohibited to possess stolen property or to intentionally damage, destroy, or vandalize the property of the university or others.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-200, filed 12/9/11, effective 1/9/12.]

WAC 516-21-210 Trespassing. Trespassing is a violation of the code. Trespassing includes, but is not limited to:

(1) Unauthorized entry into, occupation, or use of any university-owned or controlled property, equipment, or facilities;

(2) Unauthorized entry into, occupation, or use of any restricted areas of the campus, including research areas and utility tunnels;

(3) Unauthorized possession, duplication, or use of keys, including cards or alphanumeric pass-codes, to any university-owned or controlled property, equipment, or facilities; and

(4) Remaining in or on university-owned or controlled property after permission to remain has been revoked by any university official, including university police.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-210, filed 12/9/11, effective 1/9/12.]

New Section

WAC 516-21-215 Violation of university policy, rule, or regulation.

Violation of any published university policy, rule, or regulation is a violation of the code.

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WAC 516-21-220 Weapons and destructive devices. Possession, use, unauthorized storage, or manufacture of firearms, ammunition, explosives, or other weapons or destructive devices capable of causing bodily injury or damage to property, on university property or at official university functions, is a violation of the code. Weapons and destructive

devices include, but are not limited to the unauthorized use or possession of:

(1) Firearms or projectile devices of any kind, including BB, pellet, paintball, and airsoft guns, bow and arrow, and sling shots;

(2) Martial arts weapons of any kind, including nunchucks, swords, or throwing stars;

(3) Fireworks of any kind, ~~including firecrackers, cherry bombs, or homemade explosives;~~

(4) ~~Projectile devices of any kind, including catapults or sling shots~~ Dangerous chemicals;

(5) Any knife with a blade longer than three inches (excluding kitchen utensils); and

(6) ~~Any object that can be used as a weapon to cause bodily injury or damage to property~~ Weapons classified as dangerous in RCW 9.41.250.

This does not include the lawful possession of any personal protection spray device authorized under RCW 9.91.160.

See also WAC 516-52-020 Firearms and dangerous weapons.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-220, filed 12/9/11, effective 1/9/12.]

WAC 516-21-230 Sanctions. Sanctions serve many purposes including, but not limited to, educating students about the seriousness of their actions; reinforcing the high standards of scholarship and behavior expected of Western students; promoting student development; and maintaining the safety and well-being of members of the university community. When a student admits responsibility or is found in violation of the code, the conduct officer or dean of students may impose one or more of the sanctions listed in this section. This list of sanctions is not meant to be exclusive. Other sanctions, designed or intended to enhance the educational value of conduct proceedings, may be applied in a given case.

(1) **Warning.** A formal written notice to the student that a violation of the code has occurred, and that further violations may result in additional sanctions under the code.

(2) **Conditional status.** A probationary status imposed for a specific period of time, during which the student must demonstrate conduct that conforms to university standards. Conditions restricting the student's privileges or eligibility for activities may be imposed. Violations of any conditions specified in the notice of conditional status or violations of any other university policies or regulations during the

period of the sanction, may result in additional sanctions under the code.

(3) **Loss of privileges.** A student may be denied specific privileges (i.e., participation in specific activities, restriction from specific areas of campus, etc.) on a temporary or permanent basis. Violations of any conditions specified in the notice of loss of privileges or violations of any other university policies or regulations during the period of the sanction, may result in additional sanctions under the code.

(4) **Restriction from contacting others ("no contact" order).** A student may be restricted from direct or indirect physical, verbal, or electronic contact with another person and/or group. Indirect or direct contact made with another person or group while a "no contact" order is in place may result in additional sanctions under the code.

(5) **Educational activities.** A student may be required to engage in educational activities related to violation(s) of the code. Such activities may include, but are not limited to, required attendance at educational programs, community service, conducting research projects, writing assignments, and/or meeting with campus officials.

(6) **Assessment, counseling, or treatment programs.** A student may be required to participate in an assessment, counseling, and/or treatment program (at the student's expense), to address substance abuse,

anger issues, or other issues or types of behaviors that pose a threat to their safety or well-being or the safety or well-being of others.

(7) **Restitution.** A student may be required to provide compensation for loss, damage, or injury resulting from a violation of the code. Restitution may take the form of monetary or material replacement or appropriate service to repair or otherwise compensate for the loss, damage, and/or injury caused.

(8) **Parental notification.** Parents may be notified of conduct findings when a student under the age of twenty-one is found responsible for violations involving alcohol and/or drugs. When possible, students whose parents are to be notified will be informed before such notification occurs and given an opportunity to initiate contact with their parents.

(9) **Campus residence hall or apartment relocation.** A student's on-campus living arrangements may be transferred to another residence hall or apartment.

(10) **Termination of university residences agreement.** A student may be removed from their campus residence hall or apartment and their housing agreement terminated.

(11) **Suspension from the university.** A student may be removed from the university for a designated period of time, after which the student will be eligible to return. While suspended, the student is trespassing

from all university facilities and prohibited from participating in official university functions. Specific conditions for readmission to the university may be imposed (e.g., counseling, completion of substance abuse treatment, etc.).

(12) **Deferred suspension.** A student may receive a notice of deferred suspension from the university, with a provision that they are allowed to remain enrolled contingent on meeting specific conditions. Failure to meet any condition(s) specified in the notice of deferred suspension will result in immediate suspension from the university.

(13) **Expulsion from the university.** A student may be permanently separated from the university. A student who has been expelled is not eligible for readmission.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-230, filed 12/9/11, effective 1/9/12.]

WAC 516-21-240 Student conduct system. (1) The vice-president for enrollment and student services is responsible for administration of the code. Supervision of the code has been delegated by the vice-president to the dean of students.

(2) ~~The A~~ conduct officer(s) shall be appointed and supervised by the dean of students or ~~his/her~~ their authorized designee. ~~The A~~ conduct officer has the authority to ~~adjudicate~~ consider complaints, make findings, and administer sanctions for violations of the code. In complaints alleging discrimination and/or sexual violence, including sexual harassment, misconduct, or assault, an investigation and written report of findings from Western Washington University's equal opportunity office (or their designee) may will be provided to the conduct officer in lieu of the conduct officer's investigation.

(3) ~~A six member appeals board shall be appointed at the beginning of each fall term to consider reviews of the conduct officer's findings and decision. The appeals board shall include:~~ Review board members shall be appointed to consider complaints and/or to consider appeals of a conduct officer's findings and sanctions. Review board members shall include a pool of the following:

(a) ~~Two-Four~~ faculty members, appointed by the faculty senate;

(b) ~~Three-Six~~ student members, appointed by the associated students board of directors and/or residence hall association. Student board members must have:

(i) A cumulative grade point average above 2.0;

(ii) Not currently be under an active sanction of the conduct code or have had previous conduct violations during the current academic year; and

(iii) Be confirmed by the dean of students; and

(c) ~~One~~ Four staff members, generally but not exclusively from the division of enrollment and student services, ~~nominated~~ confirmed by the dean of students ~~and confirmed by the vice-president for enrollment and student services.~~

~~(4) Alternates will be identified for each area represented on the appeals board. Student appointments are for one academic year. Faculty and staff appointments are for two-year staggered terms.~~

A review board shall be comprised of five members and any three persons constitute a quorum of a board. Generally a review board will be comprised of faculty, staff, and students, but in some instances may only be comprised of members from two of the three groups. The dean of students, or their designee, will appoint a chair from this pool for each board. Board members may not have been involved in consideration of the complaint, or involved in the complaint. All board members must be properly trained in the conduct process. The dean of students or their designee will have final authority to approve all of those serving

on a board. The dean of students, or their designee, will work to ensure that any board is balanced and representative.

~~(5) All appointments to the committee shall be initiated during the first full month of the fall term. Should a request for a review of the conduct officer's findings and decision come forward during the summer term or during other break periods, the review will be heard by the dean of students or by an interim appeals board appointed by the dean of students. A staff member appointed by the dean of students may advise the board on technical details of the code and its procedures.~~

~~(6) Both the appeals board and the dean of students have full authority to render a decision under the code. All review decisions are final. Conduct officers, the review board members, and the dean of students or authorized their designees have full authority to administer a decision under the code.~~

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-240, filed 12/9/11, effective 1/9/12.]

WAC 516-21-250 Student rights in the conduct process. ~~All a~~Alleged violations of the code will be resolved through the student conduct process, respecting fairness and due process for all involved parties.

(1) ~~A S~~student~~s~~ accused of violating the code, known as the respondent, have has certain rights in the conduct process. These include the right to:

(a) ~~Receive written notification of the section(s) of the code they are alleged to have violated, including a clear description of the basis for the charge(s), delivered via e-mail to the student's official @students.wvu.edu account~~ Receive prior written notice to attend meetings with a conduct officer or hearings with a review board delivered via e-mail to the student's official university e-mail account;

~~(b) Meet with the conduct officer to discuss the section(s) of the code they are alleged to have violated and present a response to such allegations;~~

(~~e~~b) Provide evidence on their own behalf, including the names or written statements of individuals who can offer information regarding the incident in question;

(~~e~~c) Be accompanied through the conduct process by ~~a~~ an person advisor of their choice and at their own expense. ~~(this person~~ The advisor may give advice to the student, but may not directly address the

conduct officer, any member of the ~~appeals-review~~ board, or the dean of students). A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the scheduled meeting or hearing. The scheduling conflicts of an advisor are not considered good cause for a delay;

~~(ed) Refuse to answer any question asked of them and have no inference of guilt drawn from such refusal. Remain silent or decline to respond to any question(s) during any conduct meeting or hearing;~~

(e) Review information relied upon by the conduct officer or review board in making a determination;

(f) Receive written notification of the ~~conduct officer's~~ findings, ~~and~~ decision, and basis for each, delivered via e-mail to the student's official ~~@students.wvu.edu~~ university e-mail account, within seven ~~business-business~~ days of the date of ~~the a~~ meeting with a conduct officer, or ten business days of the date of a hearing with a review board (or, if multiple meetings are necessary to determine responsibility or multiple individuals are involved and information presented by each is deemed necessary to determine responsibility, within seven or ten business days of the date of the final meeting for the specific incident);

(g) Request a review of ~~the conduct officer's findings and decision by the appeals board or dean of students~~ a decision by a conduct officer, as described in WAC 516-21-280 Basis for review; ~~and~~

(h) Request an appeal of a decision that results in suspension or expulsion, as described in WAC 516-21-280 Basis for review; and

~~(i)~~ Waive any of the rights contained in this section.

(2) An individual ~~s~~ who ~~have~~ has filed a complaint alleging violence or sexual violence, including harassment, misconduct, and/or assault, known as the complainant, or are the victim of an alleged violation of the code ~~have~~ has certain rights in the conduct process. These include the right to:

(a) ~~Submit a written account of the alleged violation(s);~~ Receive prior written notice to attend meetings with a conduct officer or hearings with a review board delivered via e-mail to the student's official university e-mail account;

~~(b) Be advised of the date, time, and location of the hearing;~~

~~(c)~~ Provide evidence on their own behalf, including the names or written statements of individuals who can offer information regarding the incident in question;

~~(d)~~ Be accompanied through the conduct process by ~~a~~ an ~~person~~ advisor of their choice and at their own expense. ~~(this person~~ The

advisor may give advice to the student, but may not directly address the conduct officer, any member of ~~the appeals a review~~ board, or the dean of students). A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the scheduled meeting or hearing. The scheduling conflicts of an advisor are not considered good cause for a delay;

~~(ed) Be free of any form of retaliation and report any retaliation that occurs for further action.~~ Remain silent or decline to respond to any question(s) during the conduct meeting;

~~(fe) Have past unrelated behavior excluded from the investigation or hearing.~~ Review information relied upon by the conduct officer or review board in making a determination; and

~~(gf) Submit an oral or written impact statement to the conduct officer, appeals board, or dean of students, for consideration during the sanctioning phase of the conduct process, if the charged student is found responsible.~~ Receive written notification of the findings, decision and basis for each, delivered via e-mail to the student's official university e-mail account, within seven business days of the date of ~~the~~ meeting with a conduct officer or ten business days of the date of a hearing with a review board, or if multiple meetings are necessary to

determine responsibility or multiple individuals are involved and information presented by each is deemed necessary to determine responsibility, within seven or ten business days of the date of the final meeting for the specific incident;

(g) Request a review of a decision by a conduct officer, as described in WAC 516-21-280 Basis for review;

(h) Request an appeal of a decision that may have resulted in a suspension or expulsion, as described in WAC 516-21-280 Basis for review;

and

(i) Waive any of the rights contained in this section.

(3) For incidents involving violence or sexual violence, including sexual harassment, misconduct, and/or assault, ~~victims~~complainants shall have the following additional rights:

(a) To be notified of the availability of counseling, academic support, and general assistance, and support resources, both on campus and in the surrounding community;

~~(b) To request and be granted a "no contact" order against the accused student(s);~~

~~(c) To receive written notification of the conduct officer's findings and decision delivered via e-mail to the student's official @students.wvu.edu account, within seven business days of the date of the~~

~~meeting (or, if multiple meetings are necessary to determine responsibility or multiple individuals are involved and information presented by each is deemed necessary to determine responsibility, within seven business days of the date of the final meeting for the specific incident); and~~

~~(d) To request a review of the conduct officer's findings and decision by the appeals board or dean of students, as described in WAC 516-21-280 Basis for review.~~

~~(b) Have past behavior unrelated to the alleged behavior excluded from the investigation or hearing or review; the presiding officer or dean of studentseconduct officer will make a final determination regarding such behavior if in question;~~

~~(c) To be free from questioning about their sexual history within-volving anyone other than the respondent;~~

~~(d) Submit an oral or written impact statement to the conduct officer, and/or review board, and/or dean of students (if applicable), for consideration;~~

~~(e) To request and be granted an administrative no contact order against the respondent(s) during the conduct process; and~~

(f) Be free of any form of retaliation. Complainants should report any retaliation that occurs for further action. See POL-U1600.02 Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-250, filed 12/9/11, effective 1/9/12.]

WAC 516-21-260 Procedures for immediate interim suspension. In consultation with university officials, the dean of students may suspend a student from the university on an immediate interim basis, pending disciplinary or criminal proceedings or a medical evaluation.

(1) An interim suspension may only be imposed in the following circumstances:

(a) The student poses a threat to ~~his/her~~their own safety or well-being;

(b) The student poses a threat to the safety or well-being of other members of the university community;

(c) The student poses a threat to university property, is disrupting, or interfering with the normal operations of the university; ~~and~~
or

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(d) The student is alleged to have committed a serious violation of local, state, or federal law.

(2) During the interim suspension, a student may be denied access to university activities and privileges, including access to classes, university property, and/or campus residence halls and apartments.

(3) A student suspended from the university on an immediate interim basis shall be notified in writing of the terms of the interim suspension. The notice, which shall be delivered ~~both~~ via e-mail to the student's official ~~@students.wvu.edu~~ university account and ~~via certified mail to the student's local address on file and in person if possible,~~ shall include the stated violation(s), the circumstances and terms of the interim suspension, and the time, date and location of a meeting to discuss the interim suspension with the dean of students.

(4) The interim suspension meeting shall occur no less than three business days and no more than seven business days from the date that the notification is sent. The student may elect to waive the three-day notice if an earlier date is mutually agreed upon. The purpose of the interim suspension meeting is for the student to have an opportunity to demonstrate to the dean of students why the terms specified in the interim suspension notice should not continue.

(5) Cases of interim suspension are given priority and will be expedited through the student conduct process. The interim suspension will remain in effect until a final decision has been made on the pending code violation(s) or until the dean of students determines that the reasons for imposing the interim suspension no longer exist or are not supported by available evidence.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-260, filed 12/9/11, effective 1/9/12.]

WAC 516-21-270 Proceedings for violations of the code. ~~(1) Any member of the university community may file a complaint against a student or a student organization, alleging a violation of the code. All complaints should be provided in writing to the conduct officer or dean of students and include a statement of the alleged misconduct.~~

~~(2) The conduct officer will conduct a preliminary investigation. If, in the conduct officer's judgment, there is insufficient basis to consider a charge, the individual(s) initiating the complaint will be informed. If there is sufficient basis to consider a charge, the conduct officer shall:~~

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~~(a) Provide the accused student with a written notice of the charge(s), delivered via e mail to the student's official @students.wvu.edu account. This notice shall include a clear description of the nature and date of the complaint and the specific code section(s) the student is alleged to have violated;~~

~~(b) Provide the accused student with a copy of the code as well as information on the availability of procedural advice regarding the code; and~~

~~(c) Provide the accused student with written notice to contact the dean of students' office immediately upon receipt of the charge letter to schedule a conduct meeting. This meeting should occur no less than three business days and no more than seven business days from the date that the notification is sent. The student may elect to waive the three-day notice if an earlier date is mutually agreed upon.~~

~~(3) During the meeting with the accused student, the conduct officer will determine, based on a preponderance of evidence, whether it is more likely than not that a violation of the code has occurred. If a student~~

~~fails to meet with the conduct officer after receiving proper notification, a decision on the allegation(s) may be rendered in the student's absence.~~

~~(4) Within seven business days of the meeting, the conduct officer shall notify the student in writing of the findings and decision, including any imposed sanctions. This notification will be delivered via e-mail to the student's official @students.wvu.edu account and will include a statement of the student's option for a review of the conduct officer's findings and decision by the appeals board or the dean of students.~~

~~(5) If multiple meetings are required to determine responsibility, the findings and decision letter will be sent via e-mail to the student's official @students.wvu.edu account no later than seven business days after the final meeting for the specific incident.~~

~~(6) If multiple individuals are involved in the incident and the information presented by each student is deemed necessary to determine responsibility, individual findings and decision letters will be sent via e-mail to the student's official @students.wvu.edu account no later~~

~~than seven business days after the final meeting for the specific incident.~~

~~(7) If both parties agree to mediate a complaint and the conduct officer agrees, mediation may be substituted for a conduct meeting. If mediation is unsuccessful, the original complaint will be considered and decided upon by the conduct officer. Mediation may not be substituted for a conduct meeting in cases involving violence or sexual violence, including sexual harassment, misconduct, or assault.~~

(1) Any member of the university community may file a complaint against a student for a violation of the student conduct code. A complaint should be made in writing to the office of student life. Additionally, information received from any source (police report, third party, online, etc.) may be considered as a complaint.

(2) After a consideration of the complaint, the conduct officer may take any of the following actions:

(a) Review the complaint, investigate and make a finding whether the code was violated and imposes sanction(s);

(b) Terminate the proceeding and enter a finding that there is no violation of the code and/or that the respondent is not responsible for the alleged conduct violation; or

(c) Dismiss the investigation, which may be reopened at a later

date if relevant information that was unknown to the conduct officer arises.

(3) In complaints alleging discrimination and/or sexual violence, including sexual harassment, misconduct or assault, an investigation and written report of findings from Western Washington University's equal opportunity office ~~may~~(or their designee) will be provided to the conduct officer in lieu of the conduct officer's investigation. The conduct officer will then consider this report and make a finding as to whether the code was violated and impose sanction(s).

(4) Any student charged by a conduct officer with a violation of the student code is provided at least three days written notice of the student's ~~hearing~~meeting date, time and location. Any request to extend the time and/or date of the conduct officer ~~hearing~~meeting should be addressed to the conduct officer. The written notice shall include:

(a) A brief summary of the complaint, including the sections of the code allegedly violated;

(b) The approximate time and place of the alleged behavior that forms the factual basis for the charge of violation;

(c) The time, date, and place of the ~~hearing~~meeting;

(d) A copy of, or link to, the code.

(5) The respondent and complainant (if applicable) are notified in writing of the determination made by the conduct officer, including the basis for any findings and sanctions. The notice includes information regarding the right to request a review.

(6) All notifications under the code are delivered by electronic mail to the students' university e-mail account. Any notifications sent via regular U.S. mail (for instance, to students not currently enrolled) may be sent to the party's last known address or the address on file with the university registrar. Students are responsible for maintaining an updated mailing address on file with the registrar. Deadlines described in the code begin the date the notification is sent via electronic means.

(7) Upon request to the dean of students office, staff will be available to the respondent and complainant (if applicable) to assist in understanding the student conduct process.

(8) The conduct officer's determinations and findings are made on the basis of a "preponderance of the evidence," that is, whether it is more likely than not that the respondent violated the code.

(9) ~~Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in conduct proceedings.~~ Relevant evidence is admissible if it is the

type of evidence that reasonable members of the university community would rely upon in the conduct of their affairs. The conduct officer, or review board chair, shall have the discretion to determine admissibility of evidence.

(10) If respondent or complainant (if applicable) to whom notice of ~~the hearing~~ a meeting or hearing has been sent does not appear before a conduct officer or review board, the complaint is considered in their absence, and the conduct officer or review board may issue a decision based upon that information.

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[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-270, filed 12/9/11, effective 1/9/12.]

WAC 516-21-280 Basis for review. ~~-(1) A student found in violation of the code may request a review of the conduct officer's findings and decision by either the appeals board or the dean of students. A review may be requested for the following reasons only:~~

~~-(a) The original meeting was not conducted in conformity with prescribed procedures;~~

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~~-(b) The conduct officer misinterpreted the code;~~

~~(c) The sanctions imposed are disproportionate to the violation(s) committed; and~~

~~(d) The decision reached did not properly consider the information presented.~~

~~(2) For incidents involving violence or sexual violence, including sexual harassment, misconduct or assault, victims may request a review of the conduct officer's findings and decision by either the appeals board or the dean of students. A review may be requested for the following reasons only:~~

~~(a) The original meeting was not conducted in conformity with prescribed procedures;~~

~~(b) The conduct officer misinterpreted the code;~~

~~(c) The sanctions imposed are disproportionate to the violation(s) committed; and~~

~~(d) The decision reached did not properly consider the information presented.~~

~~(3) The request for review must be submitted in writing to the dean of students within seven business days of receipt of the conduct officer's written notice of findings and decision (which shall be delivered via e-mail to the student's official @students.wvu.edu account). The request must state, as clearly and concisely as possible, the basis for the review and specify whether the student wishes to have their review considered by the appeals board or the dean of students.~~

~~(4) Upon receipt of the written request for review, the dean of students will determine whether the request meets one or more of the criteria specified for reviews of the conduct officer's findings and decision. If it does, the review hearing will be scheduled. If it does not, the party requesting the review will be notified in writing and the request will be denied.~~

~~(5) For incidents involving violence or sexual violence, including sexual harassment, misconduct or assault, both the student found in violation of the code and the victim will be notified in writing regarding the outcome of the written request for review.~~

~~(6) No sanction will begin while a review is pending, except as provided in WAC 516-21-260, Procedures for immediate interim suspension.~~

~~Temporary relocation of a student to alternative housing and/or re-
strictions between affected parties may be enforced during an appeal.~~

(1) A student found in violation of the code may request a review
of the conduct officer's findings and/or the sanctions imposed. For
incidents involving violence and/or sexual violence, including sexual
harassment, misconduct or assault, a complainant may also request a
review. A review may be requested for any reason including:

(a) The proceedings were not conducted in conformity with pre-
scribed procedures and significantly impacted the outcome of the student
conduct process;

(b) The sanctions imposed are substantially disproportionate to the
violation(s) committed;

(c) The decision reached did not properly consider the information
presented; and/or

(d) New information becomes available that was unavailable at the
time of the original meeting, and could substantially impact the original
decision (a summary of this new information and its potential impact
must be included).

(2) The request for review must be submitted by the respondent or
complainant (if applicable) in writing to the dean of students within
~~seventy one~~ seventy one calendar days of the decision. The request for review

must state, as clearly and concisely as possible, the basis for the request.

(3) Requests for review of a finding that resulted, or may have resulted, in suspension or expulsion are considered by a review board. All other requests for review are considered by the dean of students as a brief adjudicative proceeding.

(4) No sanction will begin while a request for review or appeal is pending, except interim sanctions such as administrative no-contact orders, trespass, etc.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-280, filed 12/9/11, effective 1/9/12.]

WAC 516-21-290 Review procedures. ~~(1) Upon acceptance of a request for review, the dean of students shall notify the student (or, for incidents involving violence or sexual violence, both the student and the victim) in writing of the:~~

~~(a) Section(s) of the code the student was found to have violated;~~

~~(b) Findings and decision of the conduct officer;~~

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~~(c) Time, date, and location of the review hearing; and~~

~~(d) Location of the code, should they wish to view or download a copy.~~

~~(2) The review hearing shall be held no less than three business days and no more than seven business days from the date of notification. The student may elect to waive the three day notice if an earlier date is mutually agreed upon. If the student fails to appear at the hearing, the appeals board or the dean of students may proceed with the review, based upon consideration of all available information, or may dismiss the request for review.~~

~~(3) During the review hearing:~~

~~(a) The chair of the appeals board or dean of students may ask any person with relevant information to speak or provide a written statement regarding the alleged violation.~~

~~(b) The student found in violation of the code may ask any person with relevant information to speak or provide a written statement regarding the alleged violation.~~

~~(c) The chair of the appeals board or the dean of students may limit or exclude information that is considered to be irrelevant, immaterial, or repetitious.~~

~~(d) Five members shall constitute a quorum of the appeals board. Actions by the appeals board require agreement by a majority of members present at the time of the hearing.~~

~~(e) Any member of the appeals board that is unable to render an impartial decision in a particular case shall excuse themselves from the appeals board's deliberations in advance and may be replaced by an alternate.~~

~~(f) The appeals board or the dean of students may either confirm, reverse, or modify the conduct officer's findings and decision.~~

~~(4) New substantive information that was not presented at the time of the original conduct meeting will not be considered during the review. When new substantive information is present prior to or during the review hearing and such evidence could impact the original decision, the allegation(s) will be reheard by the conduct officer.~~

~~(5) The chair of the appeals board or the dean of students will render a decision regarding the review within seven business days of the hearing and notify the student (or, for incidents involving violence or sexual violence, both the student and the victim) in writing of their findings and decision. All review decisions are final.~~

(1) Requests for review can be made by the respondent or complainant (in incidents involving violence and/or sexual violence, including sexual harassment, misconduct or assault) and must be made to the dean of students.

(2) The dean of students or their designee reviews the request.

(3) Where new information, unavailable at the time of the original meeting, that could substantially impact the original decision, is received, the dean of students or their designee may refer the complaint back to the original conduct officer for reconsideration. The dean of students or their designee may, at their discretion, refer the complaint to a different conduct officer for reconsideration.

(4) In most requests for review, except in brief adjudicative proceedings, the dean of students or their designee will review the written documentation only; any involved person (respondent, witnesses, complainant) may be called if necessary and at the discretion of the dean of students or their designee.

(5) In requests for review in which the possible or recommended sanction is expulsion or suspension as determined by the conduct officer, a board considers the request for review.

(a) The review board will provide respondent and complainant (if applicable) with five days notice of a review hearing date, time and location. The request for review by respondent or complainant will be shared with the other party (parties).

(b) The review board meets in private and reviews the complaint, the results of the subsequent investigation and its findings, and the conduct officer's decision. The board provides an opportunity for respondent and complainant (if applicable) to share information and call witnesses. The review board then deliberates in private.

(c) After a review by a board, the respondent and complainant (if applicable) may appeal the decision to the dean of students or designee. This appeal must be made in writing within twenty-one calendar days of the review board's written outcome. The dean of students or their designee will review the written documentation only; any involved person (respondent, witnesses, complainant) may be called if necessary and at the discretion of the dean of students or their designee.

(d) During limited times during the year, such as break periods and summer quarter, when board members are unavailable, an interim board may be appointed by the dean of students.

(6) Respondent and complainant (if applicable) will be informed of the outcome of reviews and/or appeals simultaneously and in writing in a timely manner.

(7) If there is no request for review received by the dean of students within ~~seventy~~ seventy one calendar days, the decision of the conduct officer is considered final. If there is no request for appeal of a board decision within twenty-one calendar days, the decision is considered final.

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[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-290, filed 12/9/11, effective 1/9/12.]

WAC 516-21-300 Deviations from established procedures. Deviations from the timelines set forth in this code may be granted by the dean of students, upon request, for good cause. Respondent (and complainant, if applicable) will be informed simultaneously and in writing of extensions and the reason for the extension.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-300, filed 12/9/11, effective 1/9/12.]

WAC 516-21-310 Confidentiality of conduct proceedings and records.

(1) The confidentiality of all conduct proceedings and records will be maintained in compliance with the student records policy, as well as all applicable state and federal laws. Conduct records prepared by the conduct officer, the appeals board, and/or the dean of students:

(a) Will be held in the dean of students office for six years, except in cases of suspension, interim suspension, or expulsion, which are permanent records; and

(b) Will not be shared with any member of the public, except upon the informed written consent of the student(s) involved or as stated in the student records policy.

(2) The conduct officer's findings may be shared with the victim, as required by law, in cases involving violence or sexual violence, including sexual harassment, misconduct or assault. The disciplinary findings may also be shared with university officials involved in the completion or supervision of the sanction and/or the student. See also chapter 516-26 WAC Student records.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-310, filed 12/9/11, effective 1/9/12.]

The following section of the Washington Administrative Code is repealed

~~WAC 516-21-320 Relationship of the code to university residences.~~

~~(1) University residents are responsible for adjudicating most alleged violations of the code that are committed by students living in campus residence halls and apartments.~~

~~(2) The dean of students has the authority to designate which area will consider an alleged violation of the code, or whether the alleged violation will be coadjudicated by university residences and the conduct officer. General referral of conduct cases will be made by consensus between university residences and the conduct officer.~~

~~(3) Certain cases shall be referred by university residences to the conduct officer or coadjudicated by both areas. These include, but are not limited to, cases involving:~~

~~(a) Alleged acts or threats of physical violence or sexual misconduct;~~

~~(b) Alleged violations of the distribution or sale of drugs or other controlled substances;~~

~~(c) Alleged violations by nonresidential students while in campus residence halls or apartments or at university residences' sponsored programs, events, or activities;~~

~~(d) Alleged violations that occur near the end of the term or after a residential student's contract with university residences has ended;~~

~~(e) Alleged violations involving the misuse of computers, electronic data and/or communication systems, particularly when the victims of the alleged conduct are nonresidential students (e.g., sending unsolicited mass e-mails, copyright violations); and~~

~~(f) Alleged violations severe enough to result in eviction from campus residence halls or apartments and/or suspension or expulsion from the university.~~

~~{Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-320, filed 12/9/11, effective 1/9/12.}~~

WAC 516-21-330 Interpretation of the code. Any question of interpretation or application of the code shall be referred to the dean of students for final determination.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-330, filed 12/9/11, effective 1/9/12.]

WAC 516-21-340 Revision of the code. (1) The code shall be reviewed every five years or more often, if needed, by the committee on student rights and responsibilities. The committee on student rights and responsibilities shall include:

(a) Five students, including at least one graduate student. Three students shall be appointed by the associated students board of directors and two shall be appointed by the residence hall association;

(b) One faculty member, appointed by the faculty senate;

(c) One staff member from the division of enrollment and student services, appointed by the dean of students;

(d) One staff member from the department of public safety, appointed by the director of public safety;

(e) One staff member from university residences, appointed by the director of university residences; and

(f) The conduct officer.

(2) Recommendations of the committee on student rights and responsibilities shall be made to the vice-president for enrollment and student

services for submission to and consideration by the president's cabinet. Prior to adoption of the code, all proposed modifications shall be reviewed by the office of the assistant attorney general at Western Washington University for consistency with university policies and the law. Final authority for changes to the code rests with the Western Washington University board of trustees. See also POL-U1000.00 *Developing and Maintaining University Provisions of the Washington Administrative Code.*

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[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-340, filed 12/9/11, effective 1/9/12.]

WAC 516-21-350 Referenced policies and regulations in the code.

Policies or regulations referenced in the code are available, upon request, in the dean of students' office.

[Statutory Authority: RCW 28B.35.120(12) and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972). WSR 12-01-021, § 516-21-350, filed 12/9/11, effective 1/9/12.]

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa by Vice President Richard Van Den Hul
DATE: August 18, 2016
SUBJECT: **Operating Budget Request for Biennium 2017-2019**
PURPOSE: Action Item

Purpose of Submittal:

Board approval is required for Western's 2017-2019 Biennial Operating Budget Request for submission to the Governor's Office of Financial Management.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2017-2019 biennial operating budget request of \$169,455,792 in state funds and net tuition revenue, in support of academic, administrative and departmental operations. With concurrence of the Board Chair, the President may make minor adjustments to the approved budget request in response to subsequent instructions from the Office of Fiscal Management, to advance consistency among the submissions of Washington's six public baccalaureate institutions, or other minor adjustments as appropriate.

Supporting Information:

See attached August 18, 2016 Memo to the Board of Trustees, "Proposed Biennial Operating Budget Request for 2017-2019", with Attachments 1 and 2.

Western Washington University
Proposed 2017-2019 Biennial Operating Budget Request
State Appropriations and Net Tuition Operating Fee Revenue

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2017-19</u>
Operating Budget Request	\$72,927,883	\$96,527,909	\$169,455,792

Attachment

MEMORANDUM

TO: Members of the Board of Trustees
FROM: Sabah Randhawa, President
DATE: August 18, 2016
SUBJECT: *Proposed Biennial Operating Budget Request for 2017-2019*

Background

The 2017-2019 Biennial Operating Budget Request is driven by Western's mission to serve the people of the state of Washington. These proposals were developed from our strategic goal to "Build upon Western's strengths to address critical needs in the state of Washington." The request includes items that are critical to maintain and enhance Western's strengths, as well as compensation increases, and operations and maintenance funding necessary to operate the campus facilities and infrastructure.

The request was developed through a budget process designed to be open, transparent and bottom up. The detail of the processes for the budget request and strategic plan have been previously shared with the Board. The following provides information on the items included in the request.

Compensation

Higher education is a talent based industry, and the ability to provide the highest quality instruction, research and services to students and other stakeholders requires competitive compensation to attract and retain quality faculty and staff. Western's compensation programs' objectives are designed to:

- Attract, retain, engage and motivate the talent that contributes to Western's excellence;
- Provide compensation programs that are fair, equitable and transparent, and administered in a consistent, predictive and timely manner; and that can adapt to significant changes in the market and with the dynamics of the organization; and
- Assist employees in understanding how their position and performance plays a role in accomplishing Western's objectives by encouraging open communication at all levels.

In order to maintain the excellence of Western, compensation remains our top priority. The request includes funding an amount equivalent to a 4.0% annual increase for all employees. Actual increases will be dependent on the level of funding received, collective bargaining agreements, and the Professional Staff Compensation Plan.

Budget implications for increases other than 4.0% can be found in Attachment 1.

Maintenance and Operations

Funding is requested to adequately address the operations and maintenance impacts associated with Western's major and minor capital budget projects to come on line in 2017-2019, as well as inflationary costs for utilities, and maintenance and operations of existing facilities. During this

biennium Western anticipates taking occupancy of new and renovated space in the Carver Academic Facility, as well as taking ownership of the Marine Science Center in Poulsbo. Western will also construct a 20,000 sf Support Services Facility, approximately 2,000 sf of new space to support our Student Multi-Cultural Center, and 1,200 sf of new space at our Shannon Point property. While the actual construction costs are submitted through the capital budget process, the state recognizes that each new capital project contributes additional maintenance and operational costs for the facility once completed.

Decision Packages: Applying Western's Strengths to Critical State Needs

The following decision packages apply Western's strengths to critical state needs. We are required by the Office of Financial Management (OFM) to submit them in prioritized order. The total cost of each item can be found on the table on page 3. The items presented here are in the order we recommend the Board adopt. Detailed budget information for each item can be found in Attachment 2.

Investing in Student Success and Achievement

As Western requests additional state dollars to invest in support of higher education, we have listened carefully to the needs of the state. Western's priorities are focused on student success and achievement as measured by retention and graduation, and are aligned with the state of Washington's achievement measures. Western is already prepared to produce additional graduates in areas of high need, such as engineering, nursing, science, pre-professional programs, computer science, and business, while also ensuring quality in the liberal arts. However, 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.

Comprehensive Approach to Enhancing Equity, Inclusion and Diversity

Western has made a strong commitment to addressing equity and inclusion on campus, and to diversifying the campus to be more reflective of the changing demographics of our state. Western's ability to meet the state's need for access to higher education for under-represented students is dependent on the investment in programs which ensure a culturally welcoming and supportive environment. This decision package outlines three broad areas that need to be addressed:

- *Multicultural Services* to create a welcoming and interactive climate as well as educating the campus on issues of diversity. This includes diversification in hiring and important understanding of skills needed for professionals in serving diverse populations.
- *Diverse Educational Experiences* to develop curricular and pedagogical support in areas of research and faculty development, as well as support for strategic planning.
- *Partnerships* to maximize the University's collaboration with external communities toward the success of under-represented, marginalized and diverse students.

Increasing STEM Capacity

Given Western's role in serving the needs of the state of Washington, and further given the recent substantial growth in demand for STEM degree programs by Western students and by the state for STEM graduates, Western proposes a three-pronged plan for increasing capacity and throughput efficiency in critical first- and second-year entry-level courses in Mathematics, Physics, and Chemistry. These courses are critical support courses for

programs that are under the most significant demand, including Computer Science, Engineering, and Pre-Health Sciences. The proposed program would provide recruiting, advising, and additional course sections for a 100-student cohort of native freshmen. The cohort model is a proven method for increasing retention and supporting students from diverse backgrounds, while the increased course capacity reduces waitlist times and overall time to degree for important STEM programs, thereby reducing instructional costs.

Scaling Up: Increasing the Number of Teachers in Washington State

The Woodring College of Education (WCE) sees the pending state teacher shortage as an opportunity to address an important gap in the need for new teachers by scaling up the production of new teachers. We feel a deeper mandate as a public institution to help alleviate the impending shortage of teachers in the K-12 system. The College intends to be a key contributor to the development of future teachers into those areas of the state school system that most need them. This proposal will bring 250 teachers into (or back into) the profession each year. It also promotes a retention plan for beginning teachers in the WCE region.

Board Approval Requested

For the Board’s review, consideration and approval, a summary table of the proposed 2017-2019 Biennial Operating Budget Request for state appropriations is included in the following chart.

Please be advised that changes to the final request amounts may occur after the August Board meeting, as the Biennial Operating Budget document is prepared for publication and submission to the Governor’s Office of Financial Management.

Western Washington University			
Proposed 2017-19 Biennial Operating Budget Request			
State Appropriations			
2017-19 Biennial Operating Budget Request	FY 17-18	FY 18-19	2017-19
State Appropriations Carryforward Base	61,942,000	75,832,000	137,774,000
Salary Increases - 4% Increase per Year	4,879,594	9,990,481	14,870,075
Maintenance and Operations	888,018	1,205,521	2,093,539
State Appropriations Carryforward Base with Maintenance Adjustments	\$67,709,612	\$87,028,002	\$154,737,614
Addressing Critical Needs in the State of Washington:			
1 - Investing in Student Success and Achievement	1,619,178	1,606,310	3,225,488
2 - A Comprehensive Approach to Enhancing Equity, Inclusion and Diversity	1,197,851	1,177,220	2,375,071
3 - Increasing STEM Capacity	1,490,256	1,197,776	2,688,032
4 - Scaling Up: Increasing the Number of Teachers in Washington State	910,986	5,518,601	6,429,587
Critical Needs Subtotal	5,218,271	9,499,907	14,718,178
Total Operating Budget Request for 2017-19 State Appropriations	\$72,927,883	\$96,527,909	\$169,455,792
% Increase for Addressing Critical Needs and Maintaining Current Operations	7.71%	10.92%	9.51%

Attachments:

- Attachment 1: Compensation Detail
- Attachment 2: Decision Package Budget Detail

Attachment 1

	1% -1% **			2% -2% **			3% -3% **			4% -4% **			5% -5% **		
	2017-2018	2018-2019	2017-2019	2017-2018	2018-2019	2017-2019	2017-2018	2018-2019	2017-2019	2017-2018	2018-2019	2017-2019	2017-2018	2018-2019	2017-2019
<i>State Appropriations, Tuition & CPA*</i>	1,219,899	2,497,621	3,717,520	2,439,797	4,739,696	7,179,493	3,659,696	7,492,861	11,152,557	4,879,594	9,990,481	14,870,075	6,099,493	12,488,102	18,587,595
<i>Self-Sustaining Funds</i>	381,520	781,124	1,162,644	763,040	1,482,327	2,245,367	1,144,560	2,343,372	3,487,932	1,526,080	3,124,496	4,650,576	1,907,600	3,905,620	5,813,220
<i>All Funding Sources</i>	1,601,419	3,278,745	4,880,164	3,202,837	6,222,023	9,424,860	4,804,256	9,836,233	14,640,489	6,405,674	13,114,977	19,520,651	8,007,093	16,393,722	24,400,815

* Capital Projects Account

** Includes incremental benefits at 18.5%



Biennial Decision Package Proposal
Investing in Student Success and Achievement

	FY 2018	FY 2019	FY 2020	FY 2021
General Fund 001	\$1,619,178	\$1,606,310	\$1,643,179	\$1,680,896
Total Revenue	\$1,619,178	\$1,606,310	\$1,643,179	\$1,680,896
FTEs	21.66	21.66	21.66	21.66
Object of Expenditure				
Salaries & Wages	\$1,054,089	\$1,085,712	\$1,110,683	\$1,136,229
Benefits	\$320,483	\$325,556	\$333,044	\$340,704
Goods & Other Services	\$214,606	\$165,042	\$168,762	\$172,567
Travel	\$30,000	\$30,000	\$30,690	\$31,396
Total Cost – by Object	\$1,619,178	\$1,606,310	\$1,643,179	\$1,680,896



Biennial Decision Package Proposal
A Comprehensive Approach to Enhancing Equity, Inclusion and Diversity

	FY 2018	FY 2019	FY 2020	FY 2021
General Fund 001	\$1,197,851	\$1,177,220	\$1,204,181	\$1,231,763
Total Revenue	\$1,197,851	\$1,177,220	\$1,204,181	\$1,231,763
FTEs	12.14	12.14	12.14	12.14
Object of Expenditure				
Salaries & Wages	\$588,773	\$594,547	\$608,222	\$622,211
Benefits	\$204,793	\$205,842	\$210,576	\$215,420
Goods & Other Services	\$364,285	\$336,831	\$344,463	\$352,271
Travel	\$40,000	\$40,000	\$40,920	\$41,861
Total Cost – by Object	\$1,197,851	\$1,177,220	\$1,204,181	\$1,231,763



Biennial Decision Package Proposal
Increasing STEM Capacity

	FY 2018	FY 2019	FY 2020	FY 2021
General Fund 001	\$1,490,256	\$1,197,776	\$1,225,325	\$1,253,507
Total Revenue	\$1,490,256	\$1,197,776	\$1,225,325	\$1,253,507
FTEs	12.50	12.50	12.50	12.50
Object of Expenditure				
Salaries & Wages	\$619,800	\$641,114	\$655,860	\$670,944
Benefits	\$229,511	\$233,357	\$238,724	\$244,215
Goods & Other Services	\$601,945	\$307,960	\$315,043	\$322,289
Travel	\$39,000	\$15,345	\$15,698	\$16,059
Total Cost – by Object	\$1,490,256	\$1,197,776	\$1,225,325	\$1,253,507



Biennial Decision Package Proposal
Scaling Up: Increasing the Number of Teachers in Washington State

	FY 2018	FY 2019	FY 2020	FY 2021
General Fund 001	\$785,811	\$4,892,726	\$5,019,654	\$5,149,501
Tuition Fund 149	\$125,175	\$625,875	\$625,875	\$625,875
Total Revenue	\$910,986	\$5,518,601	\$5,645,529	\$5,775,376
FTEs	14.00	55.00	55.00	55.00
Object of Expenditure				
Salaries & Wages	\$439,016	\$2,642,630	\$2,703,410	\$2,765,589
Benefits	\$193,378	\$1,019,426	\$1,042,873	\$1,066,859
Goods & Other Services	\$148,592	\$1,805,395	\$1,846,919	\$1,889,398
Travel	\$130,000	\$51,150	\$52,327	\$53,530
Total Cost – by Object	\$910,986	\$5,518,601	\$5,645,529	\$5,775,376

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Steve Swan, Vice President for University Relations and Community Development

DATE: August 18, 2016

SUBJECT: **Washington Campus Compact**

PURPOSE: Discussion Item

Purpose of Submittal:

Jennifer Hine, Executive Director of [Washington Campus Compact](#), will present information about Washington Campus Compact, highlight the pilot project [Students Serving Washington Awards](#), and facilitate a discussion with Francisco “Paco” Sanchez, WWU senior, about the value and impact of student engagement on his educational success and how Western makes a difference for low income youth in Sterling Meadows (low income housing that serve agricultural working families and persons with disabilities).

Background:

Mission: Washington Campus Compact (WACC) is a coalition of higher education institutions committed to advancing the public purpose of colleges and universities, educating students for civic and social responsibility, and creating vital and sustainable communities across the state.

Membership: Forty-one college and university presidents are members of WACC (91% of four-year public institutions, 67% of private institutions; 53% of community colleges, and 100% of tribal colleges)

Executive Board Members: John Bassett, Heritage University, Ryan Carstens, Spokane Community College, Joseph Castleberry, Northwest University, Mary Cullinan, Eastern Washington University, Justin Guillory, Northwest Indian College, Thomas Krise, Pacific Lutheran University, Sabah Randhawa, Western Washington University (permanent position as host institution), Debbie Schuffenhauer, Serve Washington, Yolanda Watson Spiva, College Success Foundation, Denise Yochum, Pierce College – Fort Steilacoom

Services Provided:

- **Grant/Program Development:** Develop programs and write grants to support the development of infrastructure on campuses and sustainable campus/community partnerships focused on critical issues on campuses (closing educational opportunity gaps) and in communities (K-12 success, college access, alleviating poverty, etc.) across the state
- **Professional Development/Networking Opportunities for Student Engagement Practitioners:** Organize statewide faculty institutes and multi-state service-learning conferences
- **Advocacy for Higher Education:** Advocate at the state and federal level in support of how higher education is serving a public good through student engagement and campus/community partnerships

- **Awards/Recognitions:** Develop statewide awards program *Students Serving Washington Awards* (service leadership and social entrepreneurship) that demonstrates how higher education is serving a public good
- **Statewide Network Development:** Build statewide collaborations between institutions focused on critical issues in higher education and communities
- **Critical Dialogue Facilitation:** Organize presidential dialogues on critical issues facing higher education and our state (recent dialogue topic: *Race, Equity and Inclusion and Institutional Change*)

Annual Budget: \$1.4M

History: Washington Campus Compact was formed in February 1992 by seven Washington higher education presidents. Kenneth P. Mortimer, then president of Western Washington University, led the statewide effort, chairing the executive committee and hosting the organization. The initial goals focused on providing opportunities for students, faculty, and staff to develop a civic ethic; developing a network of service-learning practitioners to share resources and expand strategies; and integrating service-learning into higher education curricula.

National Affiliation: The national Campus Compact organization was founded in 1985 by the presidents of Brown, Georgetown and Stanford Universities and the president of the Education Commission of the States. In the mid-1980s, the media portrayed college students as materialistic and self-absorbed, more interested in making money than in helping their neighbors. The founding presidents believed this public image was false; they noted many students on their campuses who were involved in community service and believed many others would follow suit with the proper encouragement and supportive structures.

Campus Compact was created to help colleges and universities create such support structures. These include offices and staff to coordinate community engagement efforts, training to help faculty members integrate community work into their teaching and research, scholarships and other student incentives, and the institutional will to make civic and community engagement a priority. Today more than 98% of Campus Compact member campuses have one or more community partnerships, and more than 90% include service or civic engagement in their mission statements. These campuses are putting their knowledge and resources to work to help build strong communities and educate the next generation of responsible citizens.

Impacts:

- Leveraged federal, private, and local funding to a) develop infrastructure on higher education campuses to support student engagement, b) build campus/community partnerships, 3) develop college access programs, 4) develop poverty alleviation programs, 5) train faculty, 6) cultivate student civic leadership and 7) strengthen the statewide network: **Procured over \$52 million** in federal, foundation, and local resources since 2002.
- Since 2012, through WACC-sponsored program: **55,926** youth were served; **39,729** college students served in their communities completing approximately **316,445** hours. Value to the community: **\$7,389,246** (based on Independent Sector Value of Volunteer calculations)

Student Perspectives:

Conversation with Francisco “Paco” Sanchez, WWU senior, about the **value and impact of service on his educational success** and how his service is **helping WWU fulfill its public purpose**

BOT Questions: *What are the most critical issues facing Washington and what innovative roles could higher education serve in addressing those issues? What are the most effective strategies to prepare students to be civic leaders now and into the future?*



STUDENTS
SERVING
WASHINGTON
AWARDS



Campus Compact

Washington

CRITICAL ISSUE AREAS



Economic Development

Issues that address Economic Development.



Sustainability

Issues in Sustainability



Education

Issues in Education



Global Leadership

Issues in Global Leadership



Health and Safety

Issues in Health and Safety



Diversity & Social Justice

Issues in Diversity & Social Justice

THE AWARDS



Social Entrepreneur Award



Outstanding Service Award



Presidents' Award

THE WEBSITE



Students Serving Washington Awards

A PROGRAM OF  Campus Compact
Washington

Home About Us ▾ Awards ▾ Event Sponsors ▾ News Contact Us Winners View Applications



Welcome!

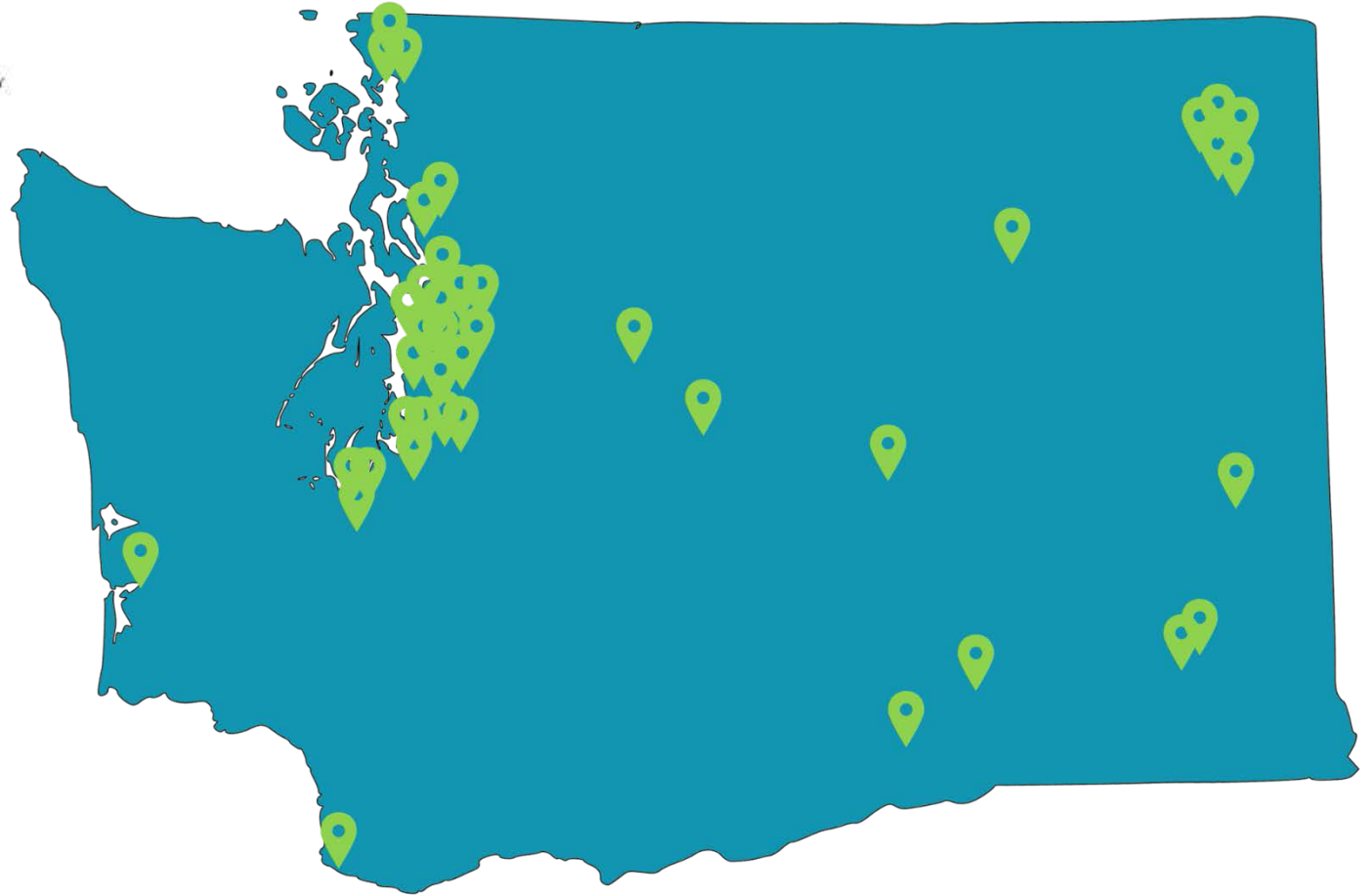
The Student Serving Washington Awards is a public/private collaboration between Washington Campus Compact and EcoApprentice to promote, encourage, and recognize students tackling [critical issues](#) in our communities, state, nation and world. [Read more...](#)

**MEMBER LIST
2016-2017**

- ❖ ANTOCH UNIVERSITY SEATTLE
President Dan Hocoy
- ❖ BIG BEND COMMUNITY COLLEGE
President Terry Leas
- ❖ CENTRAL WASHINGTON UNIVERSITY
President James L. Gaudino
- ❖ CORNISH COLLEGE OF THE ARTS
Interim President Kris Kevorkian
- ❖ EASTERN WASHINGTON UNIVERSITY
President Mary Callinan
- ❖ EDMONDS COMMUNITY COLLEGE
President Jean Hernandez
- ❖ EVERETT COMMUNITY COLLEGE
President David Beyer
- ❖ GONZAGA UNIVERSITY
President Thayne McCulloh
- ❖ GRAYS HARBOR COLLEGE
President James Minkler
- ❖ GREEN RIVER COLLEGE
Interim President (forthcoming)
- ❖ HERITAGE UNIVERSITY
President John Bassett
- ❖ LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
President Amy Morrison Goings
- ❖ NORTHWEST INDIAN COLLEGE
President Justin Gullory
- ❖ NORTHWEST UNIVERSITY
President Joseph Castleberry
- ❖ PACIFIC LUTHERAN UNIVERSITY
President Thomas Krise
- ❖ PIERCE COLLEGE, FORT STELLACOOM
President Denise Yochum
- ❖ PIERCE COLLEGE, PUYALLUP
President Mary Cavalhezzi
- ❖ RENTON TECHNICAL COLLEGE
President Kevin McCarthy
- ❖ SAINT MARTIN'S UNIVERSITY
President Roy Heynderickx

- ❖ SEATTLE CENTRAL COLLEGE
President Sheila Edwards Lange
- ❖ SEATTLE PACIFIC UNIVERSITY
President Daniel Martin
- ❖ SEATTLE UNIVERSITY
President Stephen Sundborg
- ❖ SHORELINE COMMUNITY COLLEGE
President Cheryl Roberts
- ❖ SOUTH PUGET SOUND COMMUNITY COLLEGE
President Timothy Stokes
- ❖ SPOKANE COMMUNITY COLLEGE
President D. Ryan Carstens
- ❖ SPOKANE FALLS COMMUNITY COLLEGE
President Janet Gullickson
- ❖ TACOMA COMMUNITY COLLEGE
President Sheila Rubland
- ❖ THE EVERGREEN STATE COLLEGE
President George Bridges
- ❖ UNIVERSITY OF PUGET SOUND
President Isaiah Crawford
- ❖ UNIVERSITY OF WASHINGTON, BOTHELL
Chancellor Bjong Wolfe Yeigh
- ❖ UNIVERSITY OF WASHINGTON, SEATTLE
President Ana Mari Cauce
- ❖ WALLA WALLA COMMUNITY COLLEGE
President Derek Brandes
- ❖ WASHINGTON STATE UNIVERSITY, PULLMAN
President Kirk Schulz
- ❖ WASHINGTON STATE UNIVERSITY, SPOKANE
Chancellor Lisa Brown
- ❖ WASHINGTON STATE UNIVERSITY, TRI-CITIES
Chancellor Keith Moo-Young

- ❖ WASHINGTON STATE UNIVERSITY, VANCOUVER
Chancellor Emile 'Mel' Nethammer
- ❖ WENATCHEE VALLEY COLLEGE
President Jim Richardson
- ❖ WESTERN WASHINGTON UNIVERSITY
President Sabah Randhawa
- ❖ WHATCOMMUNITY COLLEGE
President Kathi Hiyane-Brown
- ❖ WHITMAN COLLEGE
President Kathleen Murray
- ❖ WHITWORTH UNIVERSITY
President Beck Taylor



Filter for Western Washington University Applicants

Student Name

College/University

Western Washington University ▼

Award Type:

-- Select Any -- ▼

Legislative District:

Choose a District ▼

Congressional District:

Choose a District ▼

Keyword

Category

AmeriCorps/Vista Program

Diversity & Social Justice

Economic Development

Education

Global Issues

Health & Safety

Sustainability

Populations Served

1st Generation College Students

Chronic Illness

Communities of Color

Disabled

Elderly

English Language Learner

Foster Care

Immigrant/Migrant

Incarcerated/Formerly Incarcerated

K-12 Students

LGBTGI

Low Income






Refugee

Unemployed

Veteran's/Veteran Families

Youth

FILTER

	Archiving Narratives of Resistance Western Washington University	Andra Tompkins Our project seeks to solve the challenge question regarding global leadership through connecting and documenting narratives of students and campus.com	Student Social Entrepreneur Award
	Change Leader Fellows Western Washington University	Chantre (Chancy) Wozow Change Leader Fellows is a two quarter-long, inclusive program that provides opportunities for student change makers to develop skills they need to fa	Student Social Entrepreneur Award
	Hatch Western Washington University	Dylan Green Hatch is an interdisciplinary student-run pop-up venue program in downtown Bellingham, WA. By integrating students, entrepreneurs, the community, and y	Outstanding Student Service Award
	Hatch Western Washington University	Dylan Green Our solution for the issues of vacancies in Downtown Bellingham is to fill all the vacancies with monthly events. By filling these vacancies we will b	Student Social Entrepreneur Award
	Magnetic Biomonitoring of Polluted Trees in South Seattle Western Washington University	Lauren Templeton, Alberto Rodriguez A two undergraduate (Fairhaven/Environmental Science, and Visual Journalism) and one geography graduate student team will pilot a novel technique to c	Student Social Entrepreneur Award
	Salad Bar Solutions Western Washington University	Erin McQuin, Holly O'Neill In this project we assessed the effects of a salad bar on the dietary intake of grade school children in a title one school. Without the salad bar pre	Outstanding Student Service Award
	Meg's Veg Box Western Washington University	Meghan Payne Meg's Veg Box is a small-scale organic Community Supported Agriculture (CSA) farm dedicated to fostering residency in Whatcom County. The mission of	Outstanding Student Service Award
	Technology Equity for Elementary Students Served by our FIG: Mentoring for Justice and Sustainability Western Washington University	Wendelin Dunlap, Erwin Stroosma We want to purchase 300 Android platform WiFi only Tablets to be donated to Centennial Elementary School (CES) in Mount Vernon WA and Blaine Elementa	Student Social Entrepreneur Award
	New First-year Interest Group (FIG): Mentoring for Justice & Sustainability Western Washington University	Wendelin Dunlap, Erwin Stroosma Our new FIG combines the areas of College Access Education, Diversity & Social Justice and Sustainability and works with WWU Huxley College of the	Outstanding Student Service Award
	Service-Learning through Community Outreach Western Washington University	Emily Horde, Cathy Beatz The behavior of reoffending after an incarcerated person has returned to the community is defined as recidivism. In Whatcom County, there has been an	Student Social Entrepreneur Award

Filter for Applicants throughout the state working on the Education Critical Issue Area

Student Name

College/University

Award Type:

Legislative District:

Congressional District:

Keyword

Category

- AmeriCorps/Vista Program
- Diversity & Social Justice
- Economic Development
- Education
- Global Issues
- Health & Safety
- Sustainability

Populations Served

- 1st Generation College Students
- Chronic Illness
- Communities of Color
- Disabled
- Elderly
- English Language Learner
- Foster Care
- Immigrant/Migrant
- Incarcerated/Formerly Incarcerated
- K-12 Students
- LGBTGI
- Low Income
- Refugee
- Unemployed
- Veteran's/Veteran Families
- Youth

FILTER



Alyssa Burnett Center
University of Washington, Bothell

Heather Felix
This project at the Alyssa Burnett Center served adults with disabilities and helped facilitate social skills, daily living, and recreational activities

Outstanding Student Service Award



RISE
Whitworth University

Danielle Burris, Brook Watts
false

Outstanding Student Service Award



Tuesday Night Tutoring
University of Puget Sound

Wildes Ho
Tuesday Night Tutoring is open to students in grades 7-12. Tutoring takes place on our campus from 4-6PM and volunteers are from our Puget Sound students

Outstanding Student Service Award



Gatzert Game Day
Seattle University

Shelby Hackney
Game Day promotes life-long education and health for Bailey Gatzert students and their families. Seattle University and Bailey Gatzert Elementary School

Outstanding Student Service Award



Technology Equity for Elementary Students Served by our FIG: Mentoring for Justice and Sustainability
Western Washington University

Wendelin Dunlap, Erwin Stroosma
We want to purchase 300 Android platform Wi-Fi only Tablets to be donated to Centennial Elementary School (CES) in Mount Vernon WA and Blaine Elementary

Student Social Entrepreneur Award



New First-year Interest Group (FIG): Mentoring for Justice & Sustainability
Western Washington University

Wendelin Dunlap, Erwin Stroosma
Our new FIG combines the areas of College Access Education, Diversity & Social Justice and Sustainability and works with WWU Huxley College of the

Outstanding Student Service Award



Neighborhood classes
Green River Community College

Samira Shokati, Ladan Jacobs
making English classes and art classes available to an underserved neighborhood in Kent area. The main focus is on the refugee children and women and a

Outstanding Student Service Award



Outstanding Service Award
Green River Community College

Keith Boasey
I joined the U.S. National Guard. I'm currently on active duty status which means monthly weekend duty, which provides some compensation once a month

Outstanding Student Service Award



International Commuter Students Community Engagement
Seattle University

Caroline Umukabwa
My project is aimed at increasing the participation of international commuter students in service and community engagement. The reason why I chose com

Outstanding Student Service Award



Value Village Donation Drive
Spokane Falls Community College

Vala Ross, Amber Paulsen
I collected clothing and household items, and arranged with the Value Village to be paid by the pound for donations. I had a public drop day and file

Outstanding Student Service Award

Filter for WWU Students in the 40th Legislative District Working with K-12 Students

Western Washington University

Category
 AmeriCorps/Vista Program
 Diversity & Social Justice
 Economic Development
 Education
 Global Issues
 Health & Safety
 Sustainability

Populations Served
 1st Generation College Students
 Chronic Illness
 Communities of Color
 Disabled
 Elderly
 English Language Learner
 Foster Care
 Immigrant/Migrant
 Incarcerated/Formerly Incarcerated
 K-12 Students
 LGBTGI
 Low Income
 Refugee
 Unemployed
 Veteran's/Veteran Families
 Youth Families

FILTER



Salad Bar Solutions
Western Washington University

Erin McQuin, Holly O'Neill
In this project we assessed the effects of a salad bar on the dietary intake of grade school children in a title one school. Without the salad bar pre

Outstanding Student Service Award



Meg's Veg Box
Western Washington University

Meghan Payne
Meg's Veg Box is a small-scale organic Community Supported Agriculture (CSA) farm dedicated to fostering resiliency in Whatcom County. The mission of

Outstanding Student Service Award



Technology Equity for Elementary Students Served by our FIG: Mentoring for Justice and Sustainability
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Student Social Entrepreneur Award



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Western Washington University

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Outstanding Student Service Award



Service-Learning through Community Outreach
Western Washington University

Emily Herde, Cathy Beaty
The behavior of reoffending after an incarcerated person has returned to the community is defined as recidivism. In Whatcom County, there has been an

Student Social Entrepreneur Award



WWU Center for Service Learning Service Leaders



Service-Learning through Community Outreach

[Home](#) > [Service-Learning through Community Outreach](#)



Western Washington
University

Northwest Youth Services Teen
Court



[Project Budget File](#)

FOLLOW THIS PROJECT

Service-Learning through Community Outreach

**HEALTH AND SAFETY : HOW CAN WE
REDUCE RECIDIVISM OF YOUTH AND/OR
ADULTS WHO HAVE BEEN INCARCERATED
IN WASHINGTON STATE?**

The behavior of reoffending after an incarcerated person has returned to the community is defined as recidivism. In Whatcom County, there has been an 80% reduction of juvenile offense filings since 1998 but recidivism continues to stay prevalent. Juveniles are still reoffending, and we want to ensure that this is reduced by taking preventative measures. Recidivism rates have peaked for those who were released in 2003 at 34.8 percent and have declined to 31.1 percent for people released in 2006 (Evans, 2010). Washington State is the only state with a juvenile determinate sentencing system. The lack of juvenile determinate sentencing system in other states limits the statistical comparisons regarding youth incarceration. The incarceration rate for adults in Washington State has increased 125 percent between 1980 and 2000. Violent offenders make up 60 percent of the

SOCIAL ENTREPRENEUR
AWARD

HEALTH AND SAFETY

Vote Up +1

2016 WINNERS



CSL Service Leaders – Western Washington University
"Service-Learning through Community Outreach"



Heather Cantamessa – Spokane Falls Community College
"Incarcerated Parents Helping Other Parents Engage (HOPE) Class"



Melanie White – The Evergreen State College
"Latino Immigrants In Technology: Using the Cooperative Business Model to Preserve Affordable Housing"



Jonathan Adams – Pacific Lutheran University
"Youth Empowerment and Advocacy Collaboration"



Dean Hestmark – Renton Technical College
"Tiny House"





www.studentserviceawards.org

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Provost Brent Carbajal

DATE: August 18, 2016

SUBJECT: Western on the Peninsula
Brent Carbajal, Provost & Vice President for Academic Affairs
Earl Gibbons, Vice Provost for Extended Education

PURPOSE: Discussion Item

Purpose of Submittal:

To provide an update on Western's growing activities in the West Puget Sound.

For more than twenty years, Western's Woodring College of Education and Huxley College of the Environment have been providing academic programs for place bound students from the Kitsap and Olympic Peninsulas. The University's commitment to the region was significantly expanded in 2014 with the addition of programming from the College of Business and Economics and the opening of *Western on the Peninsulas (WotP)*, WWU's new instructional site at Olympic College's satellite campus in Poulsbo. Western is represented in Poulsbo by three tenured and tenure track faculty members and two staff based at the new facility. They join Western staff already serving at Olympic College in Bremerton and Peninsula College in Port Angeles.

In May 2016 took a further step to solidify its presence in the region by acquiring the assets of the Poulsbo Marine Science Foundation and the building and boathouse housing their aquarium, lab and classrooms. Both are located on the Poulsbo waterfront in the heart of the downtown business district. The facility has been renamed the SEA Discovery Center. Its primary mission remains the promotion of science education for K-12 youth, and the existing partnerships with four Kitsap school districts will be expanded to reach more children.

The decision to establish – and now expand - a physical base of operation for Western's outreach to this large, historically underserved region has been warmly received by our community college partners, as well as local governments, community groups, and businesses throughout the service area. The new and existing faculty and staff are becoming a prominent part of their communities, and the overall visibility and community awareness of Western Washington University has been greatly enhanced. With the potential for more programs in the future, and as the university becomes more rooted in the community, the influence and impact of Western Washington University will be felt throughout the region.

Dr. Earl Gibbons, Vice Provost for Extended Education, looks forward to the opportunity to provide Board members with additional information at the August meeting.



WESTERN
WASHINGTON UNIVERSITY

P E N I N S U L A S

Active Minds Changing Lives

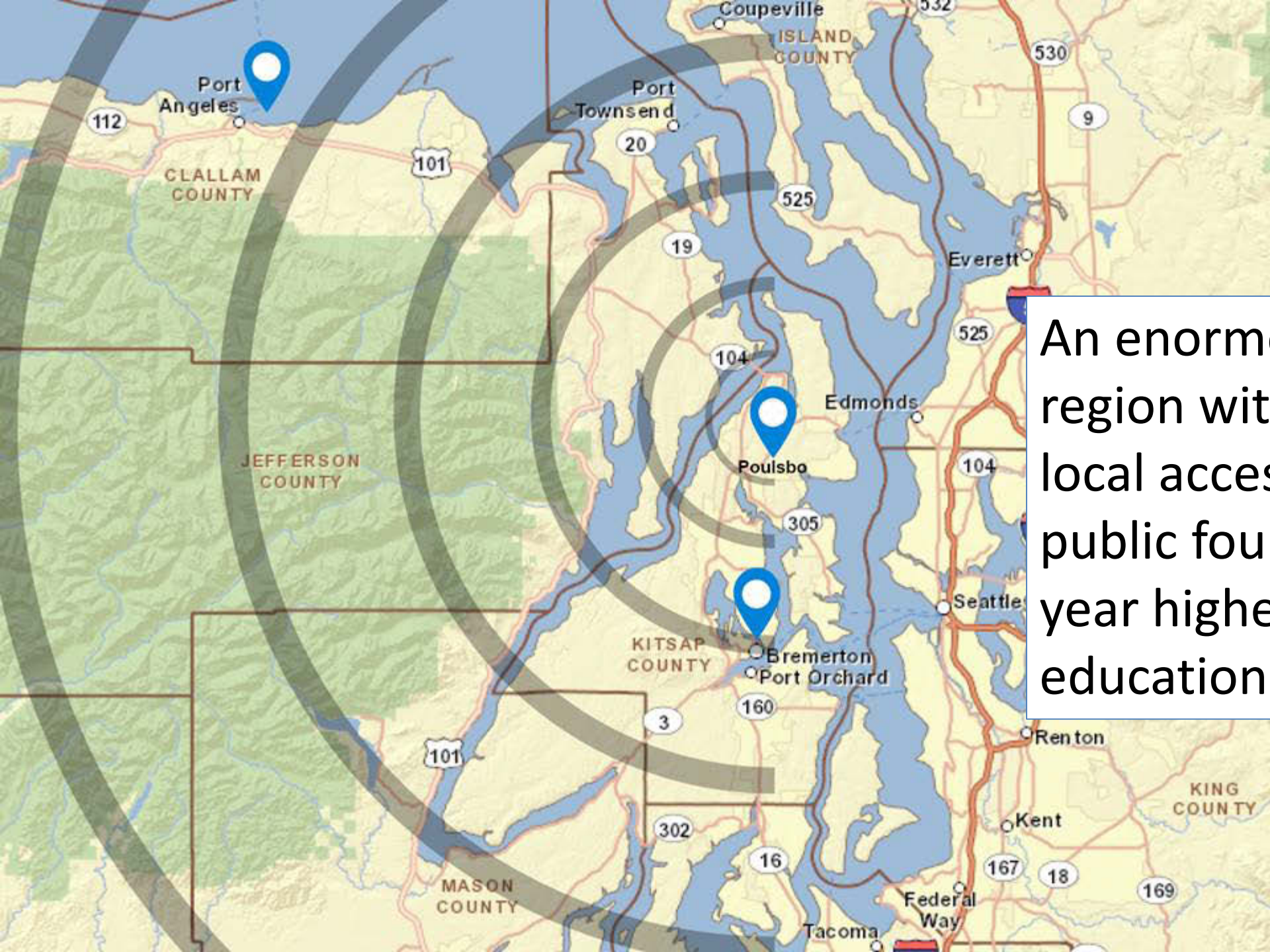
AA/EO Institution



Western on the Peninsulas



A regional partnership established to better serve the communities and businesses of the Kitsap and Olympic peninsulas.



An enormous
region with
local access
public four
year higher
education

Partners *in* Higher Education



Active Minds Changing Lives

AA/EO Institution



Western of the Peninsulas

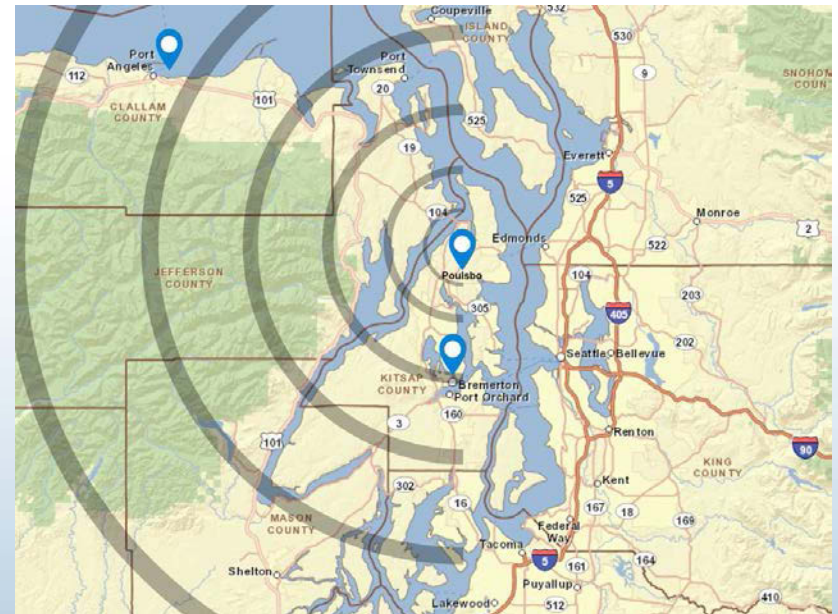
- At OC-Poulsbo:
 - Huxley College of the Environment
 - College of Business and Economics

Coming Fall 2016:

 - College of Humanities and Social Sciences

Coming Fall 2017:

 - College of Science and Engineering
- At OC-Bremerton:
 - Woodring College of Education
- At PC-Port Angeles:
 - Huxley College of the Environment



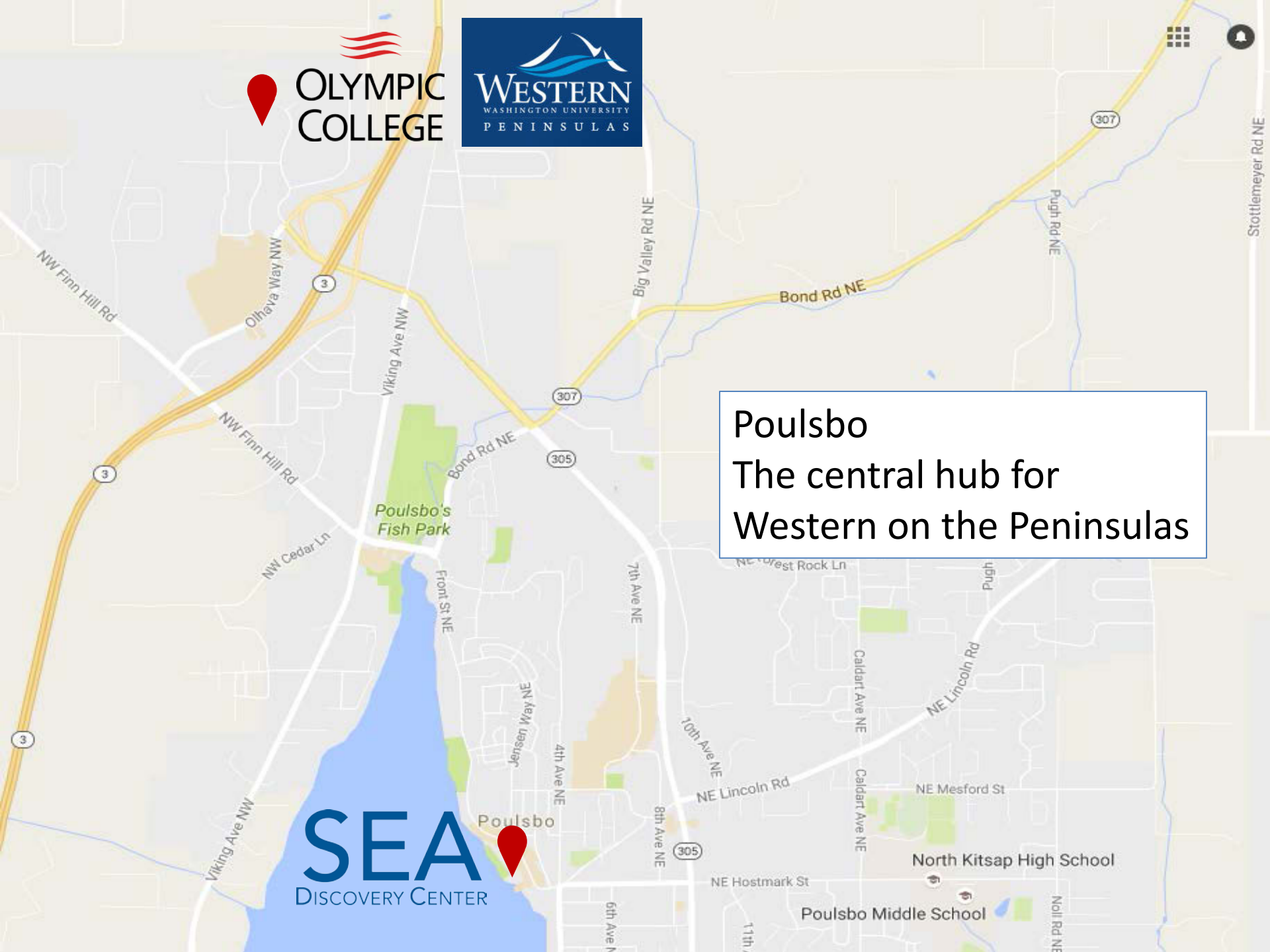


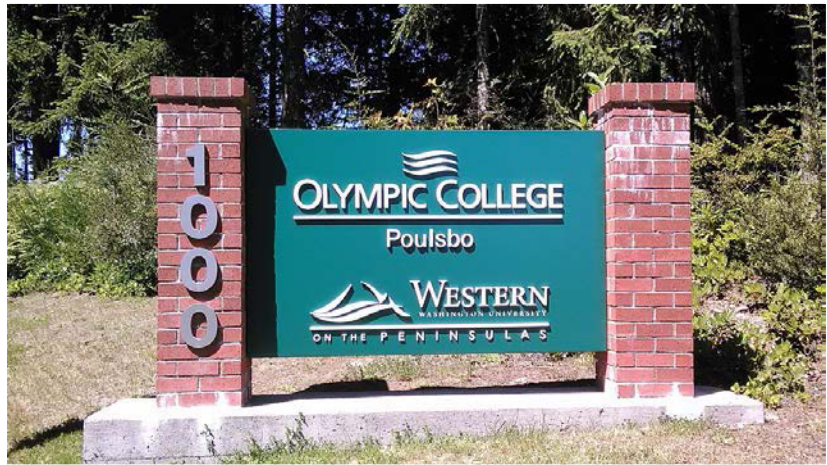
**OLYMPIC
COLLEGE**



Poulsbo
The central hub for
Western on the Peninsulas

SEA
DISCOVERY CENTER





WWU Center at OC-Poulsbo Tenured and Tenure Track Faculty



Troy Abel

Academic Program Director,
Associate Professor of
Environmental Policy, Huxley
College on the Peninsulas



Jenise Bauman

Assistant Professor of
Environmental Science, Huxley
College on the Peninsulas



Mary Sass

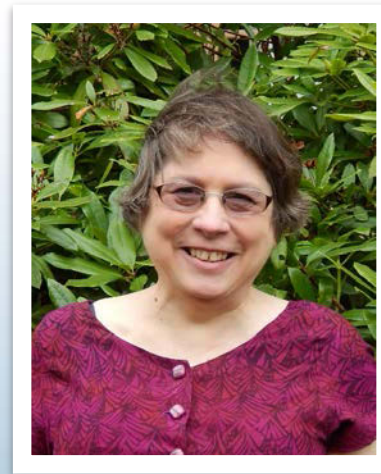
Academic Program Director,
Associate Professor of
Management, College of Business
and Economics

WWU Center at OC-Poulsbo Staff



Candice Merrill

Director of Operations, Western
on the Peninsulas



Kathy Johnson

Manager,
Western on the Peninsulas

Western on the Peninsulas Staff

In Bremerton



Genet Simone

Academic Program Director, Elementary Education, Woodring College of Education



Lilla Bodo

Program Coordinator, Human Services, Woodring College of Education



Michael White

Program Coordinator, Elementary Education, Woodring College of Education

In Port Angeles



Nancy Bluestein-Johnson

Manager, Huxley College on the Peninsulas

SEA Discovery Center

May 24, 2016
Celebration



Active Minds Changing Lives

AA/EO Institution



SEA

DISCOVERY CENTER



A community resource and a highly visible presence on the downtown Poulsbo waterfront



SEA Discovery Center Staff



Peter Mus, Aquarium Director



Lauren Kemper, Aquarium Assistant / Volunteer Coordinator



Volunteers

SEA

DISCOVERY CENTER

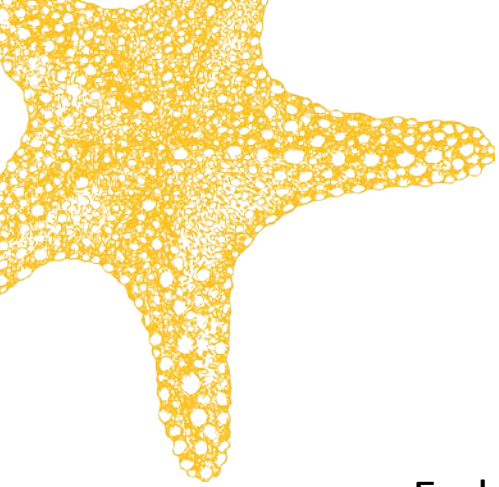


Active Minds Changing Lives

AA/EO Institution



WESTERN
WASHINGTON UNIVERSITY



SEA Discovery Center Youth Programs

- Early Childhood Education Program Grades P-2
- GEMS Night Out
(Girls in Engineering, Math & Science) Grades 3-8
- Kids Night Out @ Western (KNOW) Grades 3-5
- Odyssey of Science and Arts (Summer) Grades 4-9
- Science Education Alliance Classroom Programs Grades 3-6
- Super Saturday Programs Grades K-4
- Western Kids Camp (Summer) Grades K-4



Active Minds Changing Lives

AA/EO Institution



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

TO: Members of the Board of Trustees
FROM: Betti Fujikado, Chair, Board Audit Committee
DATE: August 18, 2016
SUBJECT: **Board Audit Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

Chair Fujikado 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: Provost Brent Carbajal
DATE: August 18, 2016
SUBJECT: **Academic Report: New Tenure Track Faculty**
PURPOSE: Information Item

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 2016/17 academic year.

New TT Hire AY 2016-17 - Educational Attainment Spreadsheet

Prepared by - Austin Cooper

Date - August 2, 2016

SEQ	Name	College	Department	Specialization	Terminal Degree	University	Graduation
1	Dawna Drum	CBE	Accounting Department	Accounting	PhD, Technology Management	Indiana State University	2010
2	Jiexun Li	CBE	Decision Sciences Department	Management Information Systems	PhD, Management	University of Arizona	2007
3	Adam Wright	CBE	Economics Department	Labor Economics	PhD, Economics	University of California - Santa Barbara	2016
4	Jason Query	CBE	Economics Department	International Trade	PhD, Economics	University of Oregon	2015
5	Tejvir Sekhan	CBE	Finance and Marketing Department	Marketing	PhD, Marketing	Boston University	2016
6	Claire Crutchley	CBE	Finance and Marketing Department	Financial Institutions	PhD, Finance	Virginia Tech	1987
7	Eric Wehrly	CBE	Finance and Marketing Department	Corporate Finance	PhD, Finance and Business Economics	University of Washington	2010
8	Shantala Samant	CBE	Management Department	International Business and Strategy	PhD, Management	Virginia Tech	2015
9	Ryan Kelly	CFPA	Art and Art History Department	Ceramics Foundations	MFA, Ceramics	Ohio State University	2005
10	Yeon Jung Yu	CHSS	Anthropology Department	Anthropology	PhD, Anthropology	Stanford University	2014
11	Joshua Fisher	CHSS	Anthropology Department	Anthropology	PhD, Anthropology	University of Oregon	2010
12	Jennifer Thistle	CHSS	Communication Sciences and Disorders Department	Speech-Language Pathology	PhD, Communication Sciences and Disorders	Pennsylvania State University	2014
13	Rita Daniels	CHSS	Communication Studies Department	Organizational Communication	PhD, Intergroup Communication	West Virginia University	2016
14	Andrew Lucchesi	CHSS	English Department	Writing Studies	PhD, English	City University of New York	2016
15	Claudia Wang	CHSS	Health and Human Development Department	Community Health	PhD, Health Behavior	Indiana University	2012
16	Kari Jo Hilgendorf	CHSS	Health and Human Development Department	Exercise Physiology	PhD, Nutrition and Exercise Physiology	Washington State University	2015
17	Emi Foulk	CHSS	History Department	Japanese History	PhD, History	University of California - Los Angeles	2016
18	Josh Cerretti	CHSS	History Department	Gender and Sexuality	PhD, Global Gender Studies	University at Buffalo	2014
19	Derek Moscato	CHSS	Journalism Department	Journalism	PhD, Media Studies	University of Oregon	2016
20	Colleen Laird	CHSS	Modern and Classical Languages Department	Japanese Literature and Culture	PhD, East Asian Languages and Literatures	University of Oregon	2012
21	Michael Wolff	CHSS	Political Science Department	Comparative Political Institutions and Processes	PhD, Political Science	University of New Mexico	2014
22	Katharine Destler	CHSS	Political Science Department	Political Science	PhD, Public Policy and Management	University of Washington	2013
23	Anne Riggs	CHSS	Psychology Department	Psychology and Cognitive Development	PhD, Psychology	University of Wisconsin - Madison	2016
24	Xichen Jiang	CSE	Engineering and Design Department	Electrical Engineering	PhD, Electrical Engineering	University of Illinois - Urbana-Campaign	2016
25	Robyn Dahl	CSE	Geology Department	Geoscience Education	PhD, Geoscience Education	University of California - Riverside	2015
26	Armin Rahmani	CSE	Physics and Astronomy Department	Condensed Matter Theory	PhD, Physics	Boston University	2011
27	Ana Cecilia Lopez	FAIR	Fairhaven College	Law, Diversity, and Justice	Master of Laws, Taxation	University of Washington	2012
28	Clayton Pierce	FAIR	Fairhaven College	Youth and Society	PhD, Education and Information Studies	University of California - Los Angeles	2008
29	Dolores Calderon	FAIR	Fairhaven College	Youth, Society, and Justice	PhD, Race and Ethnic Studies	University of California - Los Angeles	2008
30	Marco Hatch	HUX	Environmental Sciences Department	Environmental Chemistry and Aquatic Science	PhD, Oceanography	Scripps Institution of Oceanography	2012
31	Stephanie Strachan	WCE	Elementary Education Department	Literacy Education	PhD, Curriculum, Instruction, and Teacher Education	Michigan State University	2016
32	Beth Dillard	WCE	Elementary Education Department	English Language Learners and Bilingual Education	PhD, Second Language Education	University of Minnesota	2016
33	Desiree Cueto	WCE	Elementary Education Department	Literacy Education	PhD, Language, Reading, and Culture	University of Arizona	2015
34	Brett Coleman	WCE	Health and Community Studies Department	Human Services	PhD, Community and Prevention Research	University of Illinois - Chicago	2016
35	Tracey Pyscher	WCE	Secondary Education Department	Secondary Education	PhD, Literacy Education	University of Minnesota	2015
36	Tim Bruce	WCE	Special Education Department	Educational Administration	PhD, Leadership Studies	Gonzaga University	2006
37	Jeffrey Hart	WCE	Special Education Department	Special Education	PhD, Special Education	Pennsylvania State University	2015
38	Sarah McDaniel	WL	Western Libraries	Teaching and Learning	Master of Library and Information Science	University of Wisconsin - Milwaukee	1998

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa by Provost Brent Carbajal
DATE: August 18, 2016
SUBJECT: **Quarterly Report on Grants and Contracts**
PURPOSE: Informational Item

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 2015/16.

Supporting Information:

- Grant awards/totals for the period 4/1/16 – 6/30/16
- Grant awards for the fiscal year 2015/16

Grant Awards for the Period 4/01/16 – 6/30/16

The total amount of grants and contracts received this period was \$3,169,390. This includes both new awards and additions to existing awards.

Department	Award Total	Awards	Additions
AMSEC	325,900.00	2	1
Biology	132,889.00	1	2
Campus Compact	10,000.00		1
Chemistry	709,204.00	4	
Computer Science	174,000.00	1	
Elementary Education	130,000.00	1	
Engineering and Design	342,917.00	1	2
Environmental Sciences	25,930.00	1	
Geology	139,885.00	4	1
Psychology	717,307.00	1	
Research & Sponsored Programs	46,000.00		1
SMATE	9,021.00	1	
Special Education	199,876.00	1	
Shannon Point Marine Center	15,000.00	1	
Toxicology	79,461.00		1
University Relations	112,000.00	1	
Total	<u>3,169,390.00</u>	<u>20</u>	<u>9</u>



Research and Sponsored Programs

TO: Kathleen L. Kitto
FROM: Rebecka Striggow
July 1, 2016

SUBJECT: YTD Grant Awards

Department	7/1/15- 9/30/2015	10/1/15- 12/31/2015	1/1/16- 3/31/2016	4/1/16- 6/30/2016	Fiscal Year 2016
AMSEC				325,900.00	325,900.00
Biology	111,631.00	7,000.00	20,407.00	132,889.00	271,927.00
Border Policy	71,000.00	12,160.00			83,160.00
Campus Compact	673,464.00			10,000.00	683,464.00
Canadian/American Studies		111,716.00			111,716.00
Chemistry	581,000.00		75,000.00	709,204.00	1,365,204.00
Child Development			6,922.00		6,922.00
Computer Science		53,003.52	30,000.00	174,000.00	257,003.52
Engineering Tech	248,617.00	53,000.00	18,361.00	342,917.00	662,895.00
Environmental Sciences	746,749.00	259,843.00	159,854.00	25,930.00	1,192,376.00
Environmental Studies		39,495.00	39,850.00		79,345.00
Extended Education - FTF	142,651.00				142,651.00
Geology	107,342.00		154,385.00	139,885.00	401,612.00
History	287,521.00				287,521.00
Health & Community Studies			498,321.38		498,321.38
Liberal Studies			3,000.00		3,000.00
Mathematics	8,000.00	299,867.00	33,884.00		341,751.00
Physical Education, Health & Rec	24,650.00	36,948.00			61,598.00
Physics/Astronomy	301,885.00		44,510.00		346,395.00
Psychology	108,610.00			717,307.00	825,917.00
Research & Sponsored Programs	46,000.00			46,000.00	92,000.00
Science, Math & Tech Education	1,247,085.00	45,518.00		9,021.00	1,301,624.00
Shannon Point Marine Center	421,136.00	52,270.00	79,757.00	15,000.00	568,163.00
Sociology			112,517.00	79,461.00	191,978.00
Toxicology	76,539.00				76,539.00
University Relations			225,000.00	112,000.00	337,000.00
Watershed Studies	8,000.00	904,973.00			912,973.00
Woodring College of Education	77,668.11	703,399.00		329,876.00	1,110,943.11
Total	5,289,548.11	2,579,192.52	1,501,768.38	3,169,390.00	12,539,899.01

Active Minds Changing Lives

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

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

DATE: August 18, 2016

SUBJECT: **Admissions and Enrollment Summary**

PURPOSE: Information Item

Enrollment Update

Undergraduate Admissions anticipates enrollment of an estimated 2,900 freshman students and 980 transfer students for the fall of 2016. This compares to 2,807 freshmen and 1,027 transfer students last fall. Although our transfer students are always predominantly from the state of Washington, we're expecting small increases in nonresident transfer enrollment, as well. Freshmen admitted with Highest Honors or Distinction are up by 65 students. The percentage of the undergraduate population in state-supported programs who are students of color is anticipated to be the same as last year (24%). Current projections of undergraduate enrollment for Fall is about 14,000.

Achievers College Experience (ACE) Conference

The College Success Foundation (CSF) brought the annual Achievers College Experience (ACE) Conference back to Western, June 28 - 30, with about 500 rising senior Achievers Scholars from diverse cultural and socio-economic backgrounds in attendance. This three-day event provided students, many of whom are first-generation, with the tools necessary to prepare for their senior year, including college planning, paying for college, SAT/ACT test prep, and community building with their Achiever peers. The Admissions staff supported this event by leading 14 college admissions and personal statement workshops, speaking at the Welcome session, participating in the college resource fair, and assisting with catering funding. Student Admissions Representatives also aided this conference by leading tours for the counselors, greeting and directing attendees, prepping and staging the session rooms, and assisting with the Admissions sessions and workshops.

Western Scholars Invitational

In an effort to begin our next year of recruitment for the 2017-2018 year, Western's Office of Admissions held the tenth annual Western Scholars Invitational, July 14 - 16. We had 68 prospective high-achieving students from across the northwest and primarily Washington State join us on campus for the 3 day Western experience. These students cumulatively had a GPA of 3.7 with a variety of academic and social backgrounds. Making up 16% of the student population, students came from Alaska, Oregon, Colorado, Missouri, Illinois, Ohio and Arkansas.

The primary goal of Western Scholars Invitational is to experience the college life of our campus and learn about the academic offerings we have for them. They learned about the college admission process as well as had the opportunity to speak with Western faculty and staff. Sitting through mock classes taught by professors, students had a chance to learn about topics like History, Chemistry, Management Information Systems, Geology, and Marketing. The students also had a chance to explore a bit of Bellingham by going to Mallard's Ice Cream in downtown or 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!”

Of the 50 participants last year, 84% applied to Western as incoming freshmen for the Fall 2016 year and 45% of the attendees have confirmed and plan to complete their first year this coming fall.

The Office of Admissions is grateful to have the support of the University and its many parts to help make this experience not only run smoothly but to have an impact on these young prospective students. A special thanks to University Residences Conference Housing, Dining & Catering, Wade King Student Rec Center, Parking Services, AS Outdoor Center, Viking Union, and all of the academic programs involved as well as the professors for volunteering their time.

QuickStart to College (College Bound Scholars)

QuickStart to College is a three day summer camp hosted August 17 – 19, by the Office of Admissions and FuturesNW, a local non-profit “on a mission to level the college playing field and empower students from underserved communities to achieve their career and college dreams. FuturesNW actively recruits students who are low-income, first-generation students from underserved communities.” The students stay in the dorms here on campus and are supported by FuturesNW mentors, who are current WWU students who will be working with them throughout the year.

The students will attend many sessions which are all focused upon preparing them for college. Some of the sessions include “Navigating the Application Process”, “How to Pick a College That Fits You”, “SAT/ACT Study Strategies”, “Introduction to Financial Aid”, “Writing an Effective Essay”, and many more. Staff members from Western Washington University, Skagit Valley College, Northwest Indian College, Bellingham Technical College and Whatcom Community College are invited to provide information about their institutions. We are expecting 58 students this year. There will be 13 mentors there to supervise these students, in addition to the WWU staff members. The overarching goal of this event is to promote a college-going culture for underrepresented and low-income students in Whatcom and Skagit counties.

Director Searches

A national search is being held to fill the Director of Admissions position, with the help of Myers McRae search firm. A national search is also being held to fill the Director of Financial Aid position, with the help of KBIC search firm.

Admissions Viewbooks

Western’s primary print publications for student recruits consist of freshman and transfer Viewbooks. Our 2016-2017 Viewbooks were developed with student communication preferences in mind. Students experience information overload on a daily basis and we often have only a split second to engage students with content. Visuals are processed by the brain a thousand times faster than plain text. In response, we significantly reduced the amount of text to accommodate more visual content. Research also indicates that prospective students prefer to learn through stories, so student stories are prominently woven throughout these publications to illustrate exciting opportunities, faculty support and impressive achievements.



**MY EXPERIENCES AT
WESTERN AND THE
INDIVIDUALS I MET
HAVE INSPIRED ME TO
CONTINUE TO PUSH
MY LIMITS. OUR
WORLD NEEDS
INDIVIDUALS SHAPED
BY WESTERN VALUES.**

Michael Anne Tracy, Scholarship Recipient

ADVANCING THE UNIVERSITY

MAY 1 – JUNE 30, 2016

**7 MAJOR
GIFTS**

TOTALLING:
\$242,042

**3 MAJOR
PLEDGES**

TOTALLING:
\$317,724

2,744

ALUMNI
ASSOCIATION
MEMBERS

**3,488 ANNUAL GIFTS
FROM
2,699 DONORS**

TOTALING
\$584,090

EVENTS MAY–JUNE

7th Annual Back2Bellingham (2045)

Senior Celebration (1541)

Commercial Street Night Market Booth (477)

WWU Night @ The Bellingham Bells (380)

Outstanding Graduate Awards Ceremony (282)

Alumni Awards Celebration Dinner (140)

Student Alumni Association Survival Finals Table (110)

June City Center Art Walk (97)

Western in DC Social Hour (8)

9
ALUMNI
ASSOCIATION
EVENTS

5,080
ATTENDEES

31 alumni event attendees became Association members; 63 made a gift within 30 days of attending an event.

GROWING AWARENESS

CULTIVATING AN ENGAGED COMMUNITY ON SOCIAL MEDIA

Facebook Engagement

Social Media, and particularly Facebook, are taking the lead as a primary means of communication for organizations. 74% of online adults use social media networks, and some 65% of those users say they use social media to read updates and messages about voluntary groups and organizations in which they are active.*

That's why Western's Alumni Association and Foundation pages have enhanced our social media strategy. By carefully curating, testing and sharing content from similar pages, content we believe our audience will appreciate and engage with, we will gain even more engagement from our current audience, build the audience and increase overall reach for all of our content, including original stories and giving campaigns.

In addition, we know Western's Lakewood facility on Lake Whatcom is a big driver for Alumni Association memberships in the summertime and the Association launched the following Facebook campaign, which drove 515 people to the membership website in the last two weeks of July.

WWU Alumni Association
4 hrs · 🌐

Did you know that Lakewood Boathouse facility is open to the public with a membership? You don't have to be an alumni to become a member! Get unlimited access for you and your family to fun on the water the summer!
http://alumni.wvu.edu/lakewood_membership

LAKEWOOD BOATHOUSE
// OPEN TO THE PUBLIC WITH MEMBERSHIP //
Not just for alumni!

WWU Vikings Community - lakewood_memberhsip
You don't have to have attended Western Washington University to purchase an Alumni Association Membership. You just have to love sunshine, water and beautiful Lake Whatcom.
ALUMNI.WVU.EDU

UP
273%
103,692 people reached

UP
530%
8,704 people engaged

515
clicks to join

*Pew Research Center: www.pewinternet.org/2011/01/18/the-social-side-of-the-internet, www.pewinternet.org/fact-sheets/social-networking-fact-sheet

ENGAGEMENT

EVENTS FROM MAY 16 THROUGH JULY 17

JUNE 1 SEATTLE SOUNDERS @DC UNITED TAILGATE

WWU partnered with CWU and WSU alumni in Washington D.C. for a tailgate party at the Seattle Sounders @ DC United soccer match. Eight Vikings joined the Washington schools in representing Western.

OUTSTANDING GRADUATE AWARDS CEREMONY

The Alumni Association's longest tradition, the 41st Annual Outstanding Graduate Awards, provided a memorable experience for graduates and their families as they celebrated Western's top academic students on June 10th.

PRESIDENTIAL THANK YOU EVENTS

Bruce and Cyndie Shepard hosted three events to thank the Western community for making their eight years at Western special. In all, more than 600 people gathered to wish the Shepards well in their upcoming endeavors. On June 1st, over 300 Western faculty and staff enjoyed an ice cream social on campus. A special dinner for Trustees, Western benefactors, Alumni and Foundation Board members was held on June 9th. The following week on June 16th, 250 community members convened at the Bellingham Cruise Terminal to toast Bruce and Cyndie.

JUNE 14 INSTITUTE FOR ENERGY STUDIES ADVISORY BOARD MEETING

University Mechanical Contractors Inc. presented a \$30,000 gift to the Institute for Energy Studies during the meeting.



Toasting Bruce and Cyndie Shepard

WWU NIGHT @ THE BELLINGHAM BELLS

WWU Night @ the Bellingham Bells is the largest Whatcom County event the Alumni Association hosts. This year 380 faculty, staff, students, alumni, and community members joined together June 21st for the WWU \$2 Tuesday.

LITTLE SHOP OF HORRORS

On June 26th, 14 guests – all but one were WWU donors – joined a dinner and theatre performance of "Little shop of Horrors" in Olympia.

WWU NIGHT @ EVERETT AQUASOX

On July 10th, guests at the event were treated to future Hall of Famer, Felix Hernandez starting the game as part of his rehabilitation back to the Mariners. WWU guests had some of the best seats in the house, with the best views of Felix pitching. The AquaSox won in the bottom of the 9th with a walk off single by first-round draft pick national collegiate player of the year, Kyle Lewis.

MARS INVASION

Major Gift staff worked with the College of Science and Engineering to cultivate major donor prospects at the Mars Invasion discussion at the Mount Baker Theater on June 27th. Community members, WWU faculty, students and staff filled the house at this event co-hosted by the College of Science and Engineering along with the Planetary Society on the Mars Rover.



UPCOMING EVENTS

- AUGUST 10** President's Society BBQ in Redmond
- AUGUST 18** Senior Celebration, VU MPR
- AUGUST 20** Commencement on WWU Campus
- AUGUST 21** WWU Day @ the Sounders vs. Portland Timber in Seattle
- AUGUST 24** Mount Vernon Welcome Reception for President Sabah Randhawa
- AUGUST 25** Everett Welcome Reception for President Sabah Randhawa
- SEPTEMBER 10** Willamette River Sunset Cruise with WWU's President, Portland, OR
- SEPTEMBER 14** 9th Annual Get Your Blue On BBQ on WWU Campus
- SEPTEMBER 16** Commercial Street Night Market, Downtown Bellingham
- SEPTEMBER 21** Paint Downtown WWU Blue
- SEPTEMBER 26** "Vikings Want to Know" with President Randhawa at Boeing in Everett
- OCTOBER 7** Art Walk, Western City Center
- OCTOBER 15** Oktoberfest Beer & Wine Tasting, Leavenworth, WA
- OCTOBER 20** 1893 Society Dinner in Bellingham
- OCTOBER 25 OR 26 (TBD)** 1893 Society Dinner in Seattle



WHY WE DO WHAT WE DO...



From left: Lechelle McCarty (Manfred and Diane C. Parker PEHR Endowment), Diane C. Parker, Emma Eliason (Dorothy Kirk Westman Scholarship in Music recipient), Michael Anne Tracy (Manfred and Diane C. Parker Scholarship recipient).

The impact a scholarship has on an individual is intangible; it is much more than “footing the bill” for costly tuition. It is reassuring a person that they can do it. It is showing someone the life’s work that an individual has chosen to pursue is cared about.

I had the honor of receiving the Double Eagle III Scholarship as well as the Manfred and Diane C. Parker Scholarship. These scholarships allowed me to achieve some once-thought impossible goals.

In 2010, my dad was diagnosed with prostate cancer. When I came home to visit him in the summer of 2010, we decided to go hiking as we had done many times in the past. This time our hike was more intense because we wanted to summit the 10,600-foot Mount Haggin. Unfortunately, we didn’t get very far because my father was too weak. I consider him to be the strongest person in my life—seeing him unable to complete the climb was devastating.

On August 16, 2013, we returned to hike Mount Haggin. No giving up and no turning back. When we reached the base of the mountain, I stayed by his side for

“These scholarships allowed me to achieve some once-thought impossible goals.”

the remainder of our strenuous climb, and watched him push through the pain and exhaustion he was feeling. It took us 14 hours up and down, but we did it. I will never forget the joy that was felt once he made it to the top. My interest in working in the recreation field was reinforced and confirmed during the hike with my father that day. Experiences in the outdoors are a place for a person to find strength, reflect on life challenges, and overcome fears. It is my mission to provide these opportunities for others.

This mission was put to test during an internship at a mental health treatment center for young girls in Wisconsin. The girls are able to go beyond the therapist couch

and experience nature in a one-of-a-kind nature photography program. Seeing the girls standing barefoot by the river skipping a rock for the first time proved to be my favorite day at work.

Western has allowed my mission to come to life, and has helped me acquire the essential skills to achieve this. I appreciate the values of social justice, and environmental equality that echo throughout Western’s campus. Western changes a person to become more responsible and ethical. My experiences at Western and the individuals I met have inspired me to continue to push my limits. Our world needs individuals shaped by Western values.

- Michael Anne Tracey, scholarship recipient



**Capital Program Report
Board of Trustees
August 18, 2016**

MAJOR/INTERMEDIATE CAPITAL PROJECTS

• **Carver Academic Renovation**

The Carver Academic Renovation project construction is approximately 50% complete and on schedule. Structural steel is substantially complete and all floor slabs have been placed. Infrastructure is being installed – fire detection and sprinklers; and rough-in for electrical, plumbing, ventilation, and cooling. Fireproofing, roofing and insulation are also in progress. Exterior glass systems, doors and operable windows will soon follow, as well as new brick and brick restoration. Once the building is enclosed, all interior finish work can begin.

The project is scheduled to be substantially complete in April 2017.

• **Ridgeway Gamma Renovation**

The construction for the first phase of the Ridgeway Gamma Renovation project has gone well. The scope of the project included adjustments to existing fire sprinkler and automatic fire alarm systems, gypsum board soffits, seismic upgrades, mechanical, plumbing, electrical, hazardous materials abatement, emergency lighting systems, interior painting, and floor coverings. Construction for this summer is nearly complete and the project will be ready for occupancy Fall Quarter 2016. The second phase of construction is scheduled for summer 2017.

• **New Student Housing**

Mahlum Architects and University representatives are working on Schematic Design for the project and are scheduled to be complete with this effort by mid-October, 2016 and then move into the Design Development phase. The scope of the project is the construction of a new apartment style student housing facility with approximately 200 beds in mainly four bedroom units with shared bathrooms, living rooms and kitchens. The building will also include a main lounge space, shared laundry, floor lounges and group study.

The project will utilize a General Contractor/Construction Manager (GC/CM) delivery method. The selection process for a GC/CM will begin in August 2016, with GC/CM preconstruction services to begin early October.

The project is scheduled to be substantially complete in time for occupancy Fall Quarter 2018.

OTHER SMALLER PUBLIC WORKS PROJECTS

• **Fairhaven Storm Water Drainage Improvements**

Underground work is complete, and installation of new concrete pavers is in progress in the southern half of the Fairhaven Courtyard. Work is scheduled to be complete before students move into the buildings for Fall Quarter 2016.

- **Parking Lots Seal / Upgrade – Phase 2**

The construction effort has gone well this summer, and parking lots 19G and 3R are complete and open for parking. Parking lot 7G will be complete and ready for the start of Fall Quarter 2016. The scope of the project includes minor upgrades, storm water improvements, and sealing to parking lots 19G, 3R and 7G.

- **Parking Lots – C Lots Upgrades – Phase 1**

The construction for the Parking Lots – C Lots Upgrades Phase 1 project is continuing. The parking lot west of South College Drive is complete and open for use. The parking lot east of South College Drive, adjacent to Fairhaven College, will be complete early September, before start of Fall Quarter 2016.

The scope of the project includes grading, storm water improvements, paving, LED lighting, and landscaping of the existing gravel parking lots on South College Drive west of Fairhaven College.

- **Multiple Building Roof Replacement and Fall Protection**

Construction is continuing for the Multiple Building Roof Replacement and Fall Protection project. The work is scheduled to be substantially complete by start of Fall Quarter 2016. The scope of the project includes new roofing on Haggard Hall and Morse Hall, and installation of fall protection on the Miller Hall, Science Math & Technology Education (SMATE), and Humanities buildings.

- **Haggard Hall / Fine Arts Upgrade Electronic Safety Systems**

Construction is underway in Haggard Hall for the Haggard Hall / Fine Arts Upgrade Electronic Safety Systems project. Work in Fine Arts is scheduled to begin late October. The scope of the work is to upgrade and replace the fire alarm systems, including mass notification capability. The project is scheduled to be complete in February 2017.

- **Birnam Wood Moisture Mitigation – Phase 2**

Construction is ongoing for the Birnam Wood Moisture Mitigation – Phase 2 project. The project is scheduled for completion by the end of August so the facility is available for use by Fall Quarter 2016. The project scope includes excavation of uphill foundation walls, damp proofing, installation of new footing drains, and storm water piping to buildings 6 and 7.

- **Multiple Building Telecom Room Cooling**

Construction is progressing for the Multiple Building Telecom Room Cooling project. Work in telecommunication rooms are substantially complete in Old Main, Humanities, Fine Arts, and the Performing Arts Center. The contractor is currently working in Morse Hall, Biology, and SMATE. The scope of the project includes improving ventilation and providing cooling to multiple telecom equipment rooms on campus. The project is scheduled to be complete by the start of Winter Quarter 2017.

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

After the Board's approval of the Ten-Year Plan and Capital Budget Request at its June meeting, the University has been completing proposals of projects for submission to OFM by mid-August. Following that submission, we will finalize our Capital Budget request with submission by mid-September.

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

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

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

TO: Members of the Board of Trustees

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

DATE: August 18, 2016

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

PURPOSE: Information Item

Purpose of Submittal:

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

Supporting Information:

Report Attached

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

COMMUNICATIONS AND MARKETING

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

- Coordinated communications related to President Sabah Randhawa starting work as Western's 14th president, including in Western Today, in social media, online and in media. See: <https://westerntoday.wvu.edu/features/sabah-randhawa-starts-work-as-western-s-14th-president>).
- The Bellingham Herald ran a story about tuition dropping at Western after action by the trustees. See: <http://www.bellinghamherald.com/news/local/article83126117.html>.
- National publication Indian Country ran a story about Western's Woodring College of Education receiving two grants totaling \$600,000 to assist with adoption of a state law requiring schools to incorporate a state-created curriculum to enhance what students learn about the state's 29 federally recognized tribes. See: <http://indiancountrytodaymedianetwork.com/2016/08/03/time-immemorial-training-gets-600k-boost-165325>
- The Soundings parent newsletter was sent out in June via email to 11,154 family members. See: <http://www.wvu.edu/soundings/>
- The office is also continuing in its collaborative project with the Office of Admissions to reach out to prospective students in the Seattle Metro Area. This effort, in conjunction with our selected vendor, Chegg, will this fall place 1 million mobile-ad impressions in geo-fenced high school locations chosen by Admissions. Interested students will be directed into the Admissions funnel through a unique landing page and be tracked through the process to determine eventual ROI at the end of the admissions cycle.
- Western's new social media directory, social.wvu.edu, has been launched. This has been a longtime collaboration with WebTech in which we've completed a much-needed redesign of our campus social media directory. Our aim with the new site is to broaden the ability of all departments, offices, clubs, etc. to reach the Western and Bellingham communities with social media.
- Our graphic designers worked on a wide range of design projects with offices across campus, including fliers, posters, banners and online and social media design work. Some notable examples included website design for the Student Health Center; website design for Academic Technology & User Services; and design for the spring/summer edition of Window magazine, our largest ever that included 44 pages plus an 8-page fold-out centerfold to celebrate the conclusion of the Western Stands for Washington comprehensive campaign (see: <https://window.wvu.edu/>).

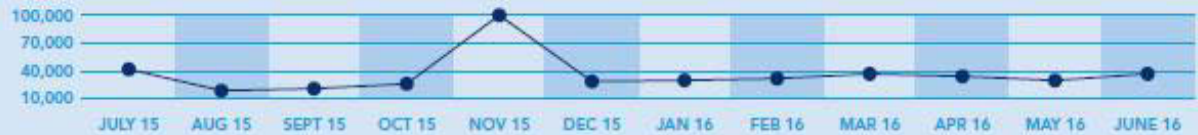
WESTERN TODAY

TOTAL HITS

68,913

TOP STORIES

- WWU Trustees approve 15% tuition reduction
- Western unveils Sea Discovery Center in Poulsbo
- Employees to be recognized for years of service May 5
- Professor from Mongolia teaching at Western this spring



SOCIAL MEDIA



TWITTER

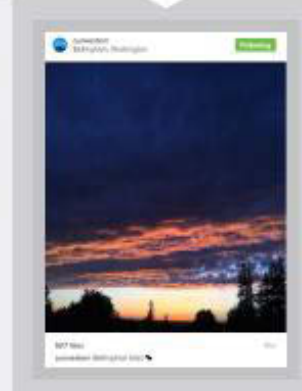


FACEBOOK



INSTAGRAM

TOP POSTS OF THE MONTH



STATISTICS AT A GLANCE

15,439
Total followers
578
New followers
1.93%
% gained
1.60%
Engagement rate

42,202
Total followers
576
New followers
0.69%
% gained
6.66%
Engagement rate

12,582
Total followers
539
New followers
2.22%
% gained
5.24%
Engagement rate

4,058
Total followers
138
New followers
3.56%
% gained
4.87%
Engagement rate

MEDIA STORIES

622
Total Stories

TOP STORIES

- Poulsbo Marine Science Center gets SEA change (Kitsap Sun)
- WWU's Youth Program Teaches Theatre, Life Skills (Bellingham Herald)
- Massive Debris Flow Visible on Mount Baker (Q13 Fox, Seattle Times)
- WWU Inducts Four into Athletic Hall of Fame (Bellingham Herald)
- WWU Football's end, Carver remodel were key moments under Bruce Shepard (Bellingham Herald)



CREATIVE SERVICES

GRAPHIC DESIGN



49 Total Projects

FEATURING

- Window Magazine - Spring 2016
- Academic Technology & User Services website design
- Woodring - Whatcom/Skagit County Partnerships brochure
- Student Health Center website design

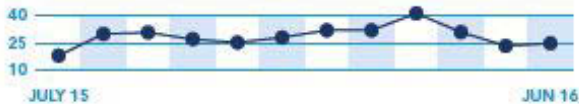


PHOTO & VIDEO



23 Total Projects

FEATURING

- Media showcasing Back 2 Bellingham
- Summer Noon Concert Series
- Welcome to Western presentation for Transitions



SOUNDINGS JUNE 2016

- Emails sent to family members of Western students: **11,154** (June 7)
- Open rate: **21.2%**
- www.wwu.edu/soundings visits: **1,049**
- Top stories: Commencement at Civic Field, New FAFSA Deadlines and Summer Session at Western

WINDOW MAGAZINE

- Copies printed: **110,350**
- Milestone: Largest issue ever, with 44 pages plus an 8-page fold-out centerfold to celebrate the conclusion of the Western Stands for Washington campaign.
- Milestone II: The launch of our new website, window.wwu.edu

COMMUNICATIONS AND MARKETING (Con't)

- The Western Window TV Show continues to grow in outreach and impact. 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. Western Window is also available daily on Comcast channel 26 throughout Whatcom County. In addition, effective this July, the show is also televised via community access channels in Bellevue, Enumclaw, Kitstap County and Puget Sound Access.

Each episode of the monthly produced show features segments about work and accomplishments of Western's students, faculty, staff, alumni and programs designed to educate the off-campus community about Western. Here is a [link](#) to the archives of the shows and below is information on the latest episode.

This show for the month of June is hosted by Chris Roselli of the WWU Alumni Association and Al Dowling, a student at Western. Following is the story lineup for this episode:

- *Making a Difference in the World* – Alumna Debra Atwood ('77) is the executive director of the Meridian Institute's Agree initiative, a project building consensus and catalyzing action worldwide around issues of food, agriculture and sustainability.
- *Professor of the Year* – The Department of Theatre and Dance's Rich Brown was recently named the Carnegie State Professor of the Year for Washington state, an honor encompassing every faculty member in Washington regardless of department, tenure status, or seniority. It's the second time in three years that a Western professor has been given this award.
- *Making Sense of the Sea* – Western's Shannon Point Marine Center in Anacortes is a nexus of graduate, undergraduate and K-12 collaboration around the concept of ocean literacy. Its faculty work on high-level research in areas from ecosystem destruction to ocean acidification while at the same time performing hugely important outreach activities with local grade schoolers.
- *Bringing Art Indoors* – Alumnus Claude Zervas is a sculptor and artist who blends nature and technology in novel new ways, such as the new installation "Nooksack Middle Fork" located in the Performing Arts Center on Western's campus.
- *Black Excellence at Western* – Western hosted its first ever Black Excellence Conference and Ball last month to bring students together and build community.

This show for the month of July is hosted by Chris Roselli of the WWU Alumni Association and Kevin Miller, a student at Western. Following is the story lineup for this episode:

- *Education Outdoors* – Students from Western's Huxley College of the Environment host local middle-schoolers for a day of outdoor science and fun at the Gordon Carter

Environmental Learning Center on Lake Whatcom, learning about everything from stream macroinvertebrates to the effects of fertilizer on the lake's water quality.

- *Taking Steps Toward Mental Wellness* – Western's Building Resilience And Voicing Empathy (BRAVE) program aims to provide resources for those who struggle with depression and provide support for their friends and family.
- *Learning to Clean Up* – SMOCS – the Science and Management of Contaminated Sites – is a series of classes at Western that takes students through the processes of cleaning up contaminated sites, from Bellingham's waterfront to the Hanford Nuclear Site. Students learn the processes involved in cleanup and how planning along the way can prevent toxic waste from contaminating the ecosystem.
- *Music in the Air* – Western alumnus Ryan Dudenbostel has returned to his alma mater to conduct the WWU Symphony Orchestra. Having travelled and performed around the world and being one of only a dozen Americans asked to compete in the internal conducting competition in Barcelona, what brought him back home?
- *Robotics Under the Sea* – A WWU Extended Education program at Western's Shannon Point Marine Center in Anacortes challenged middle-schoolers to build remotely operated vehicles (ROVs) from scratch that can collect scientific data and explore the sea in new ways.

GOVERNMENT RELATIONS

State Relations

The WWU State Government Relations team has been gearing up for the 2017 Legislative Session, which is scheduled to begin on January 9, 2017. The "long" 105-day session is when state policymakers will adopt the state's 2017-19 biennial operating, capital and transportation budgets. The biennial budgeting process begins in the fall with state agencies and public higher education institutions submitting budget requests to the Office of Financial Management in advance of the Governor releasing his proposed budgets on or before December 20th. The budget proposals outline the Governor's priorities and help set the stage for the upcoming legislative session.

Western's State Government Relations team is in the process of building interest and support for the University's budget priorities by hosting legislators and gubernatorial and legislative staff on campus and at Western's satellite locations throughout western Washington. In partnership with the State's other five public baccalaureate institutions and the Council of Presidents staff, the State Government Relations team is also actively developing a sector-wide agenda for the 2017 session intended to highlight the overarching legislative priorities of Washington's postsecondary baccalaureate sector.

Federal Relations

Two staff members of the U.S. Senate HELP Committee (Health, Education, Labor and Pension) will be visiting Western on August 19th. Washington Senator Patty Murray is the minority chairperson of the HELP Committee.

The focus of the meeting will be on Woodring College of Education's teacher preparation program and on the WWU Disability Resources Center. Staff members will be given presentations on teacher preparation, recruitment of students of color into the teacher preparation program, teacher retention, preparation of special education student teachers, and then a visit to the Ershig Assistive Technology Resources Center. The Woodring visit will conclude with discussion with students in the teacher preparation program. The final agenda item will be a presentation about resources offered to students through the WWU Disability Resource Center.

This will be the second visit to Western by staff members of the HELP Committee in the past two months. In a visit in May staff members sought information on student financial aid and met with one former and one current homeless WWU student.

SMALL BUSINESS DEVELOPMENT CENTER

The economic-impact figures from quarter two of 2016 efforts by SBDC staff include:

- The three certified business advisors counseled 127 clients, including clients seen through its eight satellite offices throughout Whatcom County. The SBDC staff provided 1164 hours of in-depth counseling and research — approximately 9 hours per client.
- Eight SBDC graduate research projects and four WWU student project were presented to SBDC clients; totaling 648 hours.
- SBDC clients represent more than \$149 million in annual sales (note that only about 50 percent of SBDC clients disclose annual sales figures).
- The top industries to receive counseling were: Service Establishment, Retail Dealer, and Manufacturing.
- The top areas of counseling were: Managing a Business, Start-Up Assistance, Marketing/Sales, and Financing/ Capital.

Among the 2016 quarter two highlights of activities regarding the SBDC are the following:

- Presented 2015 Economic Impact Data at the Port Commission meeting
- Presented 2015 Economic Impacts to the Whatcom County Council
- Presented SBDC services to the Sumas Chamber of Commerce
- Presented, "Sumas Border dynamics – the importance of knowing the forces around you" to the Sumas Chamber of Commerce
- Hired a Financial Analysis Intern; expanding the SBDC team
- SBDC Marketing Team published client success story of Wind Works
- Updated the WWU SBDC Guide for Canadian Firms Investing in Whatcom County
- Co-Hosted, "China: The Future of the Market for American Firms," with WWU CBE Professor, Tom Roehl
- As of June, the SBDC has seen 23 clients for a total of 31 sessions in the new Barkley Village satellite office or conference room. More than 10% of our current clients are selecting to meet in Barkley Village.

WASHINGTON CAMPUS COMPACT

FY 2016 Program Success

College Access Corps: Forty-three full-time AmeriCorps members were placed on 21 campuses in Washington to recruit, train, and place college students with low-income K-12 youth to improve college access. **WWU received six members: four for the LinCS Program (working with economically disadvantaged youth), one for the Bridges Program (working with migrant students), and one placed at Huxley College (connecting economically disadvantaged youth with environmental education opportunities).**

Grant Amount: \$672,000 of federal funds and campus partners provided additional \$322,500 cash match. Total: **\$994,500**

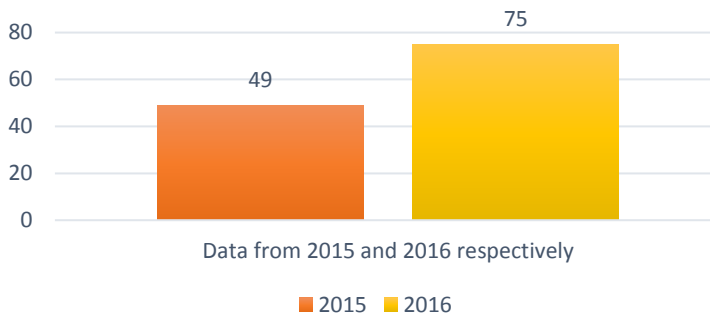
Impacts:

- 1079 college students provided college access coaching to 4,509 low-income youth
- 75% of youth reported increased academic engagement
- 4,032 volunteers were recruited

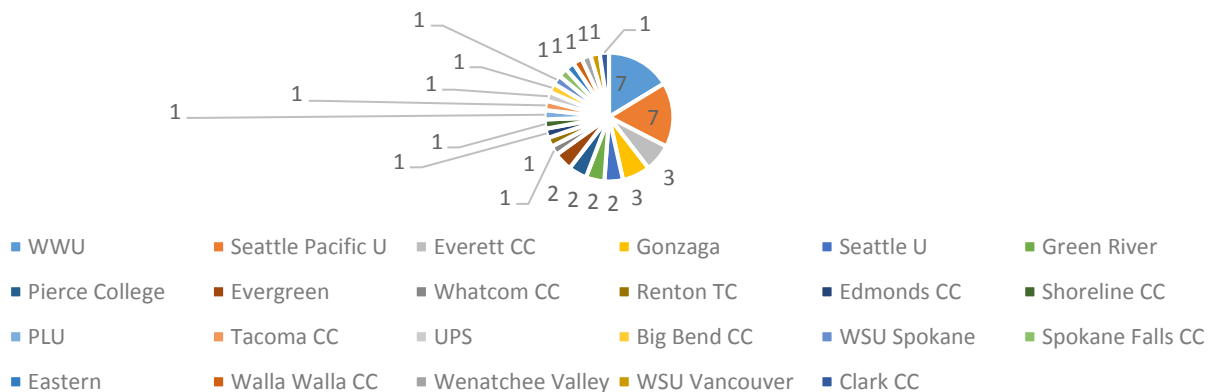
One of the greatest moments I have had working at SQHS as an AmeriCorps member is being able to connect with the students and having them trust you enough to come and ask you questions regarding their next steps after high school. In seeing students change their minds from not attending college at all to applying to a community college or four year university, you really begin to realize the impact you can have on students. Once they find out that there are resources and people ready to help them if they decide to pursue higher education, they oftentimes begin to open themselves up to the idea that college can indeed be for them.

– Western Student College Access Coach from the LINCS program

% of Youth Reporting Increased Academic Engagement



DISTRIBUTION OF CAC MEMBERS ACROSS WACC MEMBER CAMPUSES



WEB COMMUNICATIONS TECHNOLOGY (Web Tech)

The months of June and July were spent with the nose to the grindstone. Updating of Drupal websites for the [History](#) and Geology departments was completed, as was the migration of the [Wilson Library](#) website into standard WWU infrastructure. This migration allows for increased security and efficiency and a better overall user experience for patrons. The move also aligns the Drupal expertise between the WebTech and the Wilson Library. WebTech also worked closely with [ATUS](#) to produce its new website and encapsulated tools. Their collaboration is a powerful example of a department giving dedicated time to a department employee so as to learn how to use Drupal. The response to their new website from the campus community has been [overwhelmingly positive](#).

In the process of completing the above projects, clients opened 224 tickets and WebTech was able to close 144 of them. In our continual effort to respond to the requests more efficiently WebTech worked on an internal process to improve the speed at which we deploy changes. That work has so far been promising.

In addition to the above work WebTech has:

- Begun the implementation of Islandora, the Digital Asset Management solution that was selected this spring to serve as the central storage center for all campus digital documents, pictures and video. Enterprise Infrastructure Services is beginning to setup the systems and WebTech is working with a cross campus coalition of stakeholders to lay the ground work for the governance of Islandora.
- Created a work group to evaluate the efficacy of the events calendar used by the University. The work group is led by WebTech and is close to delivering a set of recommendations on how to improve the existing calendar.
- Been asked by Business and Financial Affairs to design and develop the PageUp Human Resources recruitment site and work has begun with that project.

16. DATE FOR NEXT REGULAR MEETING

- **October 13 & 14, 2016**

19. EXECUTIVE SESSION

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

18. Adjournment