



**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
MAY 8, 2020**

FRIDAY, MAY 8, 2020

Location: Zoom Meeting

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

Time: 2:30 pm

**1. CALL TO ORDER
2:30 – 2:35**

ACTION ITEM

**2. REDUCTION TO SUMMER QUARTER 2020 MANDATORY STUDENT FEES
2:35 – 2:45**

**3. ADJOURNMENT
2:45**

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

DATE: May 8, 2020

TO: Members of the Board of Trustees

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

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

PURPOSE: **Action Item**

Purpose of Submittal:

As the COVID-19 pandemic has led Western to transition all academic program delivery for both Spring and Summer 2020 Quarters to a remote teaching and learning environment, registered students' ability to take advantage of some of the services, programs, and facilities that are supported by their mandatory fee dollars has been compromised, as has the University's ability to offer such programs within stay at home orders and social distancing guidelines. While the ongoing support of those services and facilities is critically important in several respects, students and families are understandably concerned with the financial impact of those fees at a time when many are experiencing difficulties due to the COVID situation.

Mandatory Fee reductions for Spring Quarter 2020 were submitted for approval by the Board of Trustees at the April 7, 2020 special meeting, informed by the need to continue meeting bond covenants and the capacity of fund balances/reserves to offset short term reductions. Following Board approval, seven of the nine mandatory fees were charged for Spring Quarter, some at reduced levels, for an overall reduction of 28.6%.

A similar consideration has been made for Summer Quarter, albeit with a different rationale and outcome based on a very different normal billing structure. Summer Session is a self-supporting operation and its tuition and fee structure is different than that of the regular academic year. Nearly 43% of students taking courses in the summer typically do so online and are charged three of the nine mandatory fees. The additional six mandatory fees are normally only charged to students in Bellingham taking face-to-face courses. However, less than half of students taking face-to-face classes (or about 860 individuals) register for at least 6 credits, the minimum level at which these fees are charged (exception is the Technology Fee which is billed at half-rate for students taking 1-5 credits face-to-face.)

Now that all courses are online for Summer 2020, the normal online course fee structure would apply unless a change were approved by the Board of Trustees. This is not recommended due to the late timing of such a change and the negative impact it could have on enrollment and on students' financial planning. Instead, this proposal follows the normal summer billing policy for online vs. face-to-face courses, so all students would be billed as online; none would pay the additional six mandatory fees. In addition, the Legislative Action Fund Fee is proposed to be waived, and the Services and Activities Fee, and the Sustainability, Equity and Justice Fund

Fees are proposed to be reduced. Taken together, these result in a 23.3% reduction for students normally taking online courses and a 76.8% reduction for student normally taking face-to-face classes in Bellingham of 6 or more credits.

Some of the services supported by mandatory student fees, such as academic advising, counseling and health and wellness services, library and cloud based research resources, and career services, will continue to be offered remotely. The Student Health Fee and the Student Recreation Fee would remain optional.

In some cases, mandatory fee revenue supports truly “mandatory” expenditures for student-endorsed commitments, such as service on the bonds used to construct the Multicultural Center and Wade King Student Recreation Center, both approved by votes of the students. The technology fee supports access to laptops, cloud computing and critical software that is especially important in a remote learning environment. The Non-Academic Building Fee and the Multicultural Center Fee are pledged to the Housing & Dining System in support of bonds. None of these areas will have Summer 2020 revenue which would have totaled nearly \$350,000. While summer quarter is not entirely self-supporting and relies to some degree on academic year revenue, many of these areas will need to carefully manage their fiscal year 2021 budgets with regard to bond covenants and other commitments.

Taken together, the proposed reductions would amount to a total decrease of \$36.32 or 23.3% on mandatory student fee rates from those previously set by the Board of Trustees at the April 17, 2020 meeting for Summer Quarter 2020 for online courses. The reductions will amount to a total decrease of \$396.78 or 76.8% for students who normally enrolled in face-to-face classes in Bellingham.

Proposed Motion:

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

For fees normally charged for online courses:

- Services & Activities Fee (*Normally 65.15% of academic year fee. Additional proposed decrease of \$33.32 for Summer quarter; 22.8%*)
- Legislative Action Fee (*Proposed decrease \$1.00 for Summer quarter; 100%*)
- Sustainability, Equity, and Justice Fund Fee (*Normally \$9.00 per credit. Proposed decrease of \$2.00 per credit for Summer quarter; 22.2%.*)

For fees normally charged for face-to-face Summer Quarter courses in Bellingham; since there will be no face-to-face courses for Summer 2020, *MOVE* the following fees are not billed for online Summer courses:

- Student Recreation Fee (*Normally \$109.46.*)
- Student Health Services Fee (*Normally \$117.*)
- Student Technology Fee (*Normally \$35; \$17.50 for 1-5 credits.*)
- Non-Academic Building Fee (*Normally \$47.*)
- Student Alternative Transportation Fee (*Normally \$22.*)
- Multicultural Center Fee (*Normally \$30.*)

Supporting Information:

Attachment A: Services & Activities Fee Committee recommendation for reduced fee level for Summer 2020.

To: Dr. Melynda Huskey, Vice President for Enrollment and Student Services
From: Christian Rotter, Chair, S&A Fee Committee
Date: May 4, 2020
Subject: Summer 2020 S&A Fee Recommendation

Services and Activity Fee: Summer 2020

The 2019 S&A Fee Committee recommended the Summer 2020 fee in May 2019 at the same time it recommended the 2019-20 academic year increase. That decision increased the Summer 2020 rate from \$14.11 to \$14.59 per credit. This increase was subsequently approved by the Board of Trustees at their June 2019 meeting. In May 2020 the S&A Fee Committee was then to propose the Summer 2020 allocation of the projected summer 2020 fee revenue. This effort was modified based on the demands presented by the coronavirus crisis.

Adjustments to Summer 2020

To reduce the mandatory fee burden to students during the coronavirus crisis, the FY2020 S&A Fee Committee approved a recommendation to reduce the Summer 2020 fee from \$14.59 to \$11.26 per credit, a reduction of almost 23%. This reduction was the result of discussions among the constituents regarding which of their services could be reduced and which elements of their operations need to receive sustained funding. Each constituent reviewed the impacts of remote instruction, fixed costs, contractual commitments, reserve balances, and modified service levels in determining their need for Summer S&A funds.

Proposed Fee Distribution: Summer 2020

It is proposed that Summer 2020 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 and 3.5% of the gross fees are applied to the loan fund.

	<u>Summer 2019</u>		<u>Summer 2020 Proposed</u>		<u>Variance \$</u>	<u>Variance %</u>
Total S&A Fee Revenue	\$355,646		\$274,474		(\$81,172)	-22.8%
To Loan Fund (3.5%)	12,448		9,607		(2,841)	-22.8%
To Housing & Dining	51,000		51,000		0	0.0%
Subtotal for Distribution	\$292,198		\$213,867		(\$78,331)	-26.8%
Distribution:	\$	%	\$	%		
Associated Students	\$178,693	61.2%	\$157,416	73.6%	(\$21,277)	-11.9%
Campus Recreation	13,424	4.6%	13,424	6.3%	0	0.0%
DRAC	100,080	34.3%	43,027	20.1%	(57,053)	-57.0%
Total Distributed	\$292,197	100.0%	\$213,867	100.0%	(\$78,330)	-26.8%
SCH Used	24,376		24,376			
Fee	\$14.59		\$11.26		(\$3.33)	-22.8%