



**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
APRIL 22, 2022**

THURSDAY, APRIL 21, 2022

Location: Old Main 340 Board Room

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

Time: 1:30 p.m.

- 1. CALL TO ORDER**
1:30 – 1:31
- 2. EXECUTIVE SESSION WILL BE HELD TO DISCUSS MATTERS AS AUTHORIZED BY RCW 42.30.110(1)(i) AND (i)(iii)**
1:31 – 3:00

FRIDAY, APRIL 22, 2022

Location: Old Main 340 Board Room

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

Time: 9:00 a.m.

- 3. CALL TO ORDER, APPROVAL OF MINUTES**
9:00 – 9:05
 - Board of Trustees Meeting, February 11, 2022
- 4. PUBLIC COMMENT**
9:05 – 9:15
- 5. BOARD CHAIR REPORT**
9:15 – 9:25
 - Resolution Welcoming Trustee Chris Witherspoon
- 6. UNIVERSITY PRESIDENT REPORT**
9:25 – 9:35
- 7. FACULTY SENATE REPORT**
9:35 – 9:45
- 8. ASSOCIATED STUDENTS REPORT**
9:45 – 9:55

9. **BOARD FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**
9:55 – 10:05 Presentation: Trustee Faith Pettis, Committee Chair
10. **BOARD STUDENT SUCCESS COMMITTEE REPORT**
10:05 – 10:15 Presentation: Trustee Mo West, Committee Chair
11. **LEGISLATIVE UPDATE**
10:15 – 10:25 Presentation: Becca Kenna Schenk, Executive Director, Government Relations

DISCUSSION ITEMS

12. **REFLECTIONS & FUTURE DIRECTIONS: ENROLLMENT AND STUDENT SERVICES & BUSINESS AND FINANCIAL AFFAIRS**
10:25 – 10:55 Presentation: Melynda Huskey, Vice President for Enrollment and Student Services
Joyce Lopes, Vice President for Business and Financial Affairs

BREAK – 10 MINUTES

13. **INFORMATION TECHNOLOGY AND CYBERSECURITY UPDATE**
11:05 – 11:30 Presentation: Chuck Lanham, Vice Provost for Information Technology and CIO
Chris Miller, Director of Enterprise Infrastructure Services
14. **DRAFT 2023-2033 TEN YEAR CAPITAL PLAN**
11:30 – 11:40 Presentation: Joyce Lopes, Vice President for Business and Financial Affairs
Rick Benner, Senior Director, Capital Planning and Development,
University Architect
Brian Ross, Associate Director, Capital Planning and Development
15. **DISSOLUTION OF WESTERN CROSSING PARTNERSHIP**
11:40 – 11:50 Presentation: Sabah Randhawa, President
16. **STUDENT TRUSTEE SCHOLARSHIP**
11:50 – 12:00 Presentation: Paul Dunn, Chief of Staff and Secretary to the Board of Trustees

ACTION ITEMS

17. **APPROVAL OF SUMMER SESSION TUITION**
12:00 – 12:10 Presentation: Brent Carbajal, Provost/Vice President Academic Affairs
Joyce Lopes, Vice President for Business and Financial Affairs
Robert Squires, Vice Provost, Outreach and Continuing Education
18. **APPROVAL OF HOUSING AND DINING RATES**
12:10 – 12:20 Presentation: Melynda Huskey, Vice President for Enrollment and Student Services
Leonard Jones, Director, University Residences
19. **APPROVAL OF PUBLIC WORKS PROJECTS**
12:20 – 12:25 Presentation: Joyce Lopes, Vice President for Business and Financial Affairs

Rick Benner, Senior Director, Capital Planning and Development,
University Architect

- Approval of Construction Contract for University Residences Access Controls & Telecom, PW777
- Construction Contract for Bid Package #1, Replacement Parking Lot, for Electrical Engineering & Computer Science Project, PW758

20. INFORMATION ITEMS

12:25 – 12:30

- a. Tenure and Promotion Report
- b. University Advancement Report
- c. Capital Program Report
- d. University Relations and Marketing Report
- e. Enrollment Management Summary

21. TRUSTEE REMARKS

12:30 – 12:40

22. EXECUTIVE SESSION MAY BE HELD TO DISCUSS MATTERS AS AUTHORIZED BY RCW

42.30.110(1)(i)(iii)

23. DATES FOR NEXT REGULAR MEETING: June 9 & 10, 2022

24. ADJOURNMENT

1. CALL TO ORDER

2. EXECUTIVE SESSION

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

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: April 22, 2022

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, February 11, 2022

Supporting Information:

Minutes of February 11, 2022

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, February 11, 2022**

CALL TO ORDER

Board Vice Chair, Trustee Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 8:04 a.m., in the Old Main Board Room.

Board of Trustees

John M. Meyer, Chair *via Zoom*
Chase Franklin, Vice Chair
Faith Pettis
Karen Lee
Mo West
Nate Jo
Sue Sharpe

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Joyce Lopes, Vice President for Business and Financial Affairs
Kim O'Neill, Vice President for Advancement
Donna Gibbs, Vice President for University Relations and Marketing
Brent Carbajal, Provost and Vice President for Academic Affairs
Becca Kenna-Schenk, Executive Director, Government Relations
Shirin Deylami, Faculty Senate President
Glory Busic, Associated Students President
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

1. APPROVAL OF MINUTES

MOTION 02-01-2022

Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, December 9, 10, 2021
- Board of Trustees Special Meeting, December 16, 2021
- Board of Trustees Work Session, January 13, 14, 2022

The motion passed.

2. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. No one signed up for public comment.

3. BOARD CHAIR REPORT

Board Vice Chair, Trustee Chase Franklin reported that the Board of Trustees meet in Seattle, WA in January for one of their two annual work sessions. Franklin noted the work session was facilitated by Association of Governing Boards (AGB) consultant, Carol Cartwright who led discussion regarding strategic thinking of priorities and issues unique to Western, board culture, board member expectations, that led to a draft statement of board values and board member expectations which is under review and will be presented at an upcoming board meeting.

Franklin his report with an official recognition of Bruce Harrell. Franklin reported that Harrell was appointed by the Governor on January 22, 2021, and effectively resigned from his tenure after being elected Mayor of Seattle on January 1, 2022.

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF TRUSTEE *BRUCE HARRELL*

WHEREAS, on January 22, 2021, Governor Jay Inslee appointed **BRUCE HARRELL** of Seattle, Washington to serve a term on the Western Washington University Board of Trustees ending on September 30, 2026; and

WHEREAS, BRUCE HARRELL brought to his appointment as a trustee a distinguished career in law and civic leadership, representing children and seniors, union members, non-profits, and affordable housing companies, including service as chief legal advisor to the Rainier Valley Community Development Fund, the First A.M.E. Church and First A.M.E. Housing Corporation, and chief counsel to US West; and

WHEREAS, BRUCE HARRELL served with distinction on the Seattle City Council from 2007 through 2019, serving two terms as City Council President, and as interim Mayor, and chaired the Governance, Equity, and Technology Committee, served as vice chair of the Human Services, Equitable Development, and Renter Rights Committee, and as a member of the Finance and Neighborhoods Committee; and

WHEREAS, BRUCE HARRELL took office on January 1, 2022 as the 57th mayor of Seattle, further deepening his lifelong commitment to the City of Seattle as a native son, resident, and leader; and

WHEREAS, BRUCE HARRELL has contributed his time, energy, and expertise toward the sound governance of Western Washington University, and to increasing its stature locally and in the region;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Western Washington University that **BRUCE HARRELL** is hereby honored for his service and dedication to the University and is extended gratitude and best wishes for his past service to Western and future service to the people of Seattle.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on February 11, 2022.

MOTION 02-02-2022

Trustees West moved that the Board of Trustees approve Resolution 2022-01 to Recognizing the Service of Trustee Bruce Harrell

The motion passed.

The trustees thanked Harrell unanimously for sharing his time and talents with the board and for his experienced perspective that he brought to meeting discussions. Harrell thanked the trustees and the campus community for their kindness and generosity of time committed to the work of the trustees.

4. UNIVERSITY PRESIDENT'S REPORT

President Randhawa reported that former Trustee John Warner had passed away in the fall of 2021. Randhawa noted that Warner was an aeronautical engineer with a distinguished career at Boeing that included serving as President of Engineering at Boeing Commercial and Chief Administrative Officer and Chief of Staff to Boeing's President and CEO. Randhawa highlighted that Warner was generous to Western with his time and philanthropy and that he enjoyed conversations with Warner for his insights on student success and access, and that his expertise with external partnerships was invaluable.

Randhawa reported that Western resumed in-person classes on January 24, 2022, and leadership continues to assess conditions regarding health and safety. He noted that Western has proceeded with caution at the start of winter quarter as omicron variant cases spiked in Whatcom County and around the country. He reported that with the advice of Western's COVID Support Team and Western's medical team, and following the guidance of local, regional, and national health officials, the decision was made to delay the return to in-person classes by an additional two weeks to better understand the impact of the omicron variant on campus and in the community.

He added that there is a lot to be said about the quality of education and learning experience and engagement with faculty and peers in an in-person learning environment. However, he noted and expressed sympathy with concerns shared by some students at a regularly scheduled student listening session held earlier during the quarter, who did not believe it safe to return to in person learning and wished for the university to offer all courses in multiple modalities.

He explained that teaching in-person requires one set of human and physical infrastructure, while teaching remotely requires another, and that doing both at the same time for hundreds of courses was not feasible. He also noted that many students on the other side of the issue have expressed concerns about the negative impacts of remote learning on educational quality and mental health.

Randhawa emphasized that the timeliness of the decision to delay the return to in-person learning and the follow-up communication was challenging, and he expressed his gratitude to both faculty and students for their continued patience, understanding, and quick pivots under the difficult and unpredictable circumstances.

Randhawa gave special recognition and thanks to the team that handled the logistical challenge of managing a large number of students who tested positive at the start of the quarter and addressing the quarantine and isolation procedures with University Residences. He noted that this team included staff from University Residences, building services, and Western's custodial personnel; he added that their work was the latest example of the exemplary work this group has done throughout the pandemic.

Provost Carbajal provided an update on the newly completed tenure and promotion cycle. Randhawa and Carbajal noted that after the review of the dossier of the faculty, they were both impressed with their achievements. It was noted that Randhawa and Carbajal would be meeting with the newly tenured and promoted faculty members over the next few months to both congratulate them and to learn from them as to how we can further support their successes.

5. FACULTY SENATE REPORT

Shirin Deylami, Faculty Senate President reported the following:

"Good morning, Trustees. I am very happy to be with you this morning to provide an update about what work we are doing in the faculty senate. I think it is easiest to divide this work into three categories: curricular changes and innovation, responsiveness to student needs and the renovation of faculty governance models.

On the curricular front, the Academic Coordinating Commission has been having robust conversations about course modality which included a clearer definition of hybrid modality. If you recall, last year we put a moratorium on new course approvals until colleges and departments came up with clear policies about how alternative modalities outside of face-to-face would be assessed. Brooke Love (ACC chair), Brent Carbajal (with the help of Robert Squires) have developed some guidance for deans and chairs to think through course modality approval and we are told that there are robust conversations happening around modality in college governance committees.

On the student front, working with Shelli Soto, Faculty Senate has approved some important changes to the course withdrawal policy for students. I think these new policies which do not limit the number of course withdrawals are important for students who struggle to finish courses because of illness, disability, or personal situations. Prior to this change in policy, if students had met the maximum number of course withdrawals they would have to withdraw completely from all of their classes or suffer poor grades. This new policy provides for a lot of flexibility in withdrawing from courses and we have seen from the data from other universities that these more flexible policies have not increased the number of withdrawals overall.

Perhaps, our heaviest load in the Senate has been in reforming faculty governance itself. Three upcoming changes are worth noting. First, the Faculty Senate voted just last Monday past to amend the Faculty Handbook to allow departments, should they choose, to allow NTT faculty to participate in the vote for Chair. We are hoping to work with the administration to push this change forward and look forward to bringing it up for your approval in the next Board of Trustees meeting."

In addition to the change in the Faculty Handbook, we are currently receiving feedback from the full faculty regarding proposed changes to the Faculty Senate election bylaws, which would make the process of electing Senators far more democratic and representative. In the next meeting of Senate, we will be reviewing the feedback we received from the full faculty.

Finally, the Senate is tackling something that is particularly important to me, namely the Code of Faculty Ethics. Our current code has some important language about our commitments to equity

and inclusion, but it has scant to say about our ethical commitments against sexual harassment. As some of you may know, most universities rely solely on federal and state legal statutes to attend to allegations of sexual harassment. While the legal mechanisms are essential, I think it is just as important for the faculty to have clearly developed and written ethical commitments against sexual harassment, particularly between faculty and students. This is essential not just to provide clear guidance for faculty but to express to students our commitment against sexual harassment and gender discrimination. Many students have expressed to me personally that they feel that the university and our faculty do not do enough to protect them. It is my hope that changes to the code of ethics can express to students our solidarity in ending sexual harassment on campus.

You can see that we have been busy taking up important issues in the Faculty Senate. It is my hope that we can bring to this body substantive changes we would like to see happen in faculty governance.

6. ASSOCIATED STUDENTS REPORT & WELCOMING NEW AS LEADERSHIP

Glory Basic, Associated Students President, provided the trustee with a report that the Associated Students (AS) Executive Board have been working with the Coalition of Home/Online Individual Choice + Equity (CHOICE) to find equitable solutions to hybrid learning accommodations and accessibility expectations and the AS Executive Board supports this work.

Basic reported that the AS Executive Board has been in communication with Western's Housing and Dining staff regarding water access on campus. She noted that Western has a plastic water bottle ban which was initiated and supported by the AS. Basic said that due to the Coronavirus Pandemic, concerns about lead in the water, potential financial barriers for students to invest in reusable water bottles have led to a discussion about providing different types of canned water or other more environmentally friendly options. She also noted that steps were being taken to increase awareness on where the current refill stations are located on campus.

Basic reported that the AS has started planning for a campus wide Earth Day event, work continues with the Student Senate to support the demands of the Shred the Contract group dedicated to a self-supported campus dining system, and collaboration with the Counseling, Health and Wellness Center and Space Administration to support student parents by providing resources and accessibility to safe spaces on campus to help them on their student journey while supporting their role as parents.

7. BOARD FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE

Trustee Faith Pettis, Chair, Finance, Audit, and Enterprise Risk Management (FARM) Committee reported that the FARM Committee was provided an overview on Strategic Budgeting presented by Joyce Lopes, Vice President for Business and Financial Affairs and Faye Gallant, Executive Director, Budget and Financial Planning. Pettis noted the presentation provided an overview of the strategic budgeting process for deeper and more inclusive consideration of items that can be streamlined or where savings can be realized across divisions. Pettis added that the Board would be provided an expanded presentation later in the day's agenda.

Pettis reported that the committee received an update from Brian Sullivan, Associate Vice President for Finance and Business Services on Western's financial health from a strategic viewpoint, including the continued impacts of the coronavirus pandemic on Western's finances, the institution's financial health, and the fiscal year 2022-2023 biennial budget outlook and planning process.

Pettis reported that the committee received an update on the Student Recreation Center Revenue Refunding Bonds to refund the debt service (principal and interest) for all bonds maturing on or after May 1, 2023, with respect to outstanding Student Recreation Fee Revenue and Refunding Bonds. She noted that the bond sale was pre-marketed on January 11, 2022, resulting in a successful sale and close on January 11, 2022.

Pettis acknowledged the work of Amy Kozak, Executive Director, Audit and Consulting Services, including the updated name of her department in addition to a summary of her work to expand the department to better support Western.

8. BOARD STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West, Chair, Student Success Committee, (SSC) reported that the committee received a report from Michael Sledge, Executive Director, Student Life and Jonathon Stubblefield, Resource Navigator, Office of Student Life regarding students' basic needs at Western. West reported that Stubblefield's position as a Resource Navigator, in addition to a program manager, is part of a pilot program to expand access to students who are homeless or who have come from foster care. It was noted that Western is one of twelve participants in the pilot program and an overview of the program is available at <http://wsac.wa.gov/student-supports>

West reported that the program provides assistance in the following ways: basic needs, short term emergency housing, meals in the dining halls, financial assistance, and technology needs. West acknowledged that much of the need around basic needs is covered by the recent Higher Education Emergency Relief Fund (HEERF) sent through Financial Aid. She noted the committee was provided an overview of a survey conducted in Fall 2021 that included all undergraduates and graduate students, including satellite campuses and that the Board would be provided a full overview at an upcoming meeting.

9. OUTLOOK FOR THE LEGISLATIVE SESSION

Becca Kenna-Schenk, Executive Director, Government Relations provided an overview on the sixty-day 2022 Legislative Session that began on Monday, January 10, 2022, and concludes on Thursday, March 10, 2022.

Kenna-Schenk reported that Western's legislative priorities for the current session have been compensation increases for Western employees, investments in student retention and success initiatives, state support for nursing degree programs and capital construction support for campus infrastructure projects.

Kenna-Schenk highlighted the legislative proposals that Western is in support of in the current session. House Bill 1659, that would expand the Washington College Grant (WCG) program by modifying the income eligibility thresholds and award levels and provides a bridge grant to some WCG recipients as an additional annual stipend for expenses beyond tuition and fees. House Bill 1835, that would establish a FAFSA/WASFA outreach and completion initiative between public institutions of higher education and high schools and creates a statewide marketing campaign to promote the Washington College Grant. Senate Bill 5830, which would increase tenure-track faculty at public baccalaureate institutions, including forty new faculty positions at Western. And Senate Bill 5854 which would allow higher education institutions to set administrative processes for activities constituting private uses of state resources that are required as part of a faculty member or research employee's job requirements.

10. WATERFRONT UPDATE

Donna Gibbs, Vice President for University Relations and Marketing provided an update on recent developments with the Port of Bellingham and the Western Crossing Development Corporation. Gibbs began with a review of the history, noting that Western and the Port of Bellingham created the Western Crossing Development and developed a Memorandum of Understanding to pursue a strategy to facilitate Western's presence on the Bellingham waterfront district. Gibbs noted that since that time Western has worked with the Port of Bellingham, community partners, and campus stakeholders in planning Western's presence in the waterfront district. She added that the planning involved various discussions around expanding academic programming, potential partnerships with private industry, non-profits, and other government and education entities.

Gibbs reported that during the pandemic, the Port of Bellingham and Western's working group that including Brent Carbajal, Provost and Vice President for Academic Affairs, Dean Brad Johnson, and herself extended the deadline for a development plan, to complete a second amendment to the agreement that has expired. She reported that due to development delays the Port of Bellingham has decided to dissolve the Western Crossing entity. She added the dissolution is expected in the coming weeks. The current Memorandum of Understanding provides that either party can move to terminate with written notice by March 31, 2022, and the entity would be automatically dissolved by March 21, 2023.

Trustee Franklin, Board Vice Chair, announced a ten-minute break at 9:35 a.m. The Board reconvened at 9:45 a.m.

11. UPDATE ON COAST SALISH LONGHOUSE

Laural Ballew, Executive Director, American Indian/Alaska Native, First Nation Relations and Tribal Liaison to the President provided an update on initiatives underway within Tribal Relations since April 2021, noting that all the items in the Native American Student Union's (NASU) "letter of urgent needs" submitted in 2016 had been accomplished. Ballew noted that the letter included verification of tribal enrollment or descendance, full funding for the NASU annual pow wow, and government to government facilitated by the Governor's Office of Indian Affairs, and the implementation of the Tribal Liaison position that Ballew currently holds at Western.

Ballew reported that the Coast Salish Style Longhouse project planning continues with secured capital funding from the State legislature in the amount of \$4.5 million in fiscal year 2021-2023 with additional fundraising plans for the remaining funds underway. She noted that the location of the Longhouse was in the process of being confirmed and that a project planning committee including tribal elders and other advisors has been assembled.

12. STRATEGIC BUDGETING PROCESS

Joyce Lopes, Vice President, Business and Financial Affairs, and Faye Gallant, Executive Director, Budget and Financial Planning provided an overview of the strategic budgeting process. Lopes explained that a strategic budgeting process is focused on fiscal decisions that invest in Western's people, places, and programs in pursuit of the University's strategic goals. It was noted that when implemented as a five-year rolling process, the budget becomes better aligned with strategic priorities, resources are utilized more efficiently and effectively, and strategic investments are made

to our most important institutional assets. Lopes added that linking Western's strategic budget to the strategic plan ensures Western can sustain and support the university for current students and future students by improving student learning and success, strategically investing in institutional assets, and implementing evidence-based budgeting linked to assets.

13. APPROVAL OF BOARD OF TRUSTEES MEETING SCHEDULE FOR 2023-2024

MOTION 02-01-2022

Trustee Jo moved, that the Board of Trustees of Western Washington University establish the following regular meeting schedule for the year 2023 and 2024:

February 9, 10, 2023
April 13, 14, 2023
June 8, 9, 2023
August 17, 18, 2023
October 12, 13, 2023
December 7, 8, 2023

February 8, 9, 2024
April 11, 12, 2024
June 13, 14, 2024
August 15, 16, 2024
October 10, 11, 2024
December 12, 13, 2024

The motion passed.

19. INFORMATION ITEMS

a. Quarterly Grant Report

Provost Carbajal provided a written report with information for the Office of Research and Sponsored Programs concerning grant awards.

b. Capital Program Report

Vice President Lopes provided a written report on the University's capital projects.

c. University Advancement Report

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

d. University Relations and Marketing Report

Vice President Gibbs provided a written report documenting recent activities of University Relations and Marketing.

e. Department of Public Safety Annual Report

Vice President Lopes provided a written report on the annual update of the Department of Public Safety.

f. Mid-year Housing and Dining Report

Vice President Huskey provided a written report of the annual programmatic and fiscal report on the University's Housing and Dining System.

g. Enrollment Management Report

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

17. TRUSTEE REMARKS

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials.

18. EXECUTIVE SESSION

At 11:11 a.m. Vice Chair Franklin announced that the Board would not convene in Executive Session

22. DATES FOR NEXT MEETING

April 21 & 22, 2022

23. ADJOURNMENT

The meeting adjourned at 11:21 a.m.

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

TO: Members of the Board of Trustees
FROM: Sabah Randhawa, President
DATE: April 22, 2022
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.

The April meeting of the WWU Board of Trustees will be conducted in person and using the virtual meeting platform, Zoom. Persons wishing to comment during public comment can email Rayne Rambo, Assistant Secretary to the Board of Trustees to receive a Zoom invitation in advance of the meeting or in-person by reporting to Old Main 340 on Friday, April 22, 2022 by 8:45 a.m.. rambor@wwu.edu

Any member of the public wishing to listen to the meeting can do so via the audiocast as per usual at the link provided on the Board of Trustees web site and here: <https://wp.wwu.edu/live/>

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

TO: Members of the Board of Trustees
FROM: John M. Meyer, Chair, Board of Trustees
DATE: April 22, 2022
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

Board Chair John M. Meyer will report to members of the Board and President Randhawa and his staff on topics related to the Board of Trustees.

- Resolution No. 2022-02 Welcoming Trustee Chris Witherspoon



RESOLUTION NO. 2022-02

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

**WELCOMING TRUSTEE
*CHRIS WITHERSPOON***

WHEREAS, on February 25, 2022, Governor Jay Inslee appointed **CHRIS WITHERSPOON** of Bellevue, Washington to serve a term on the Western Washington University Board of Trustees ending on September 30, 2026; and

WHEREAS, **CHRIS WITHERSPOON** brings to his appointment as a trustee a distinguished career in advertising and marketing, currently serving as the president and CEO of DNA, an independent creative agency, which was named Ad Age Magazine's Small Agency of the Year for the Northwest; and

WHEREAS, **CHRIS WITHERSPOON** is a founding member of the advocacy group 600 & rising, dedicated to dismantling systemic racism in advertising and public relations, and as board chair of Building Leaders and Creators (BLAC), a coalition of agencies that encourages inclusion through student internships; and

WHEREAS, **CHRIS WITHERSPOON** is an alumnus of Western Washington University, earning his Bachelor of Arts in Business Administration while serving as captain of the WWU football team, and;

WHEREAS, **CHRIS WITHERSPOON** has demonstrated extraordinary commitment to advancing Western Washington University as a member of the WWU Foundation Board and as past President of the WWU Alumni Association Board, serving in an instrumental supportive role for the university's annual Give Day efforts that result in over \$1 million raised in 24 hours;

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

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

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on April 22, 2022.

ATTEST:

John M. Meyer, Chair

D. Chase Franklin, Vice Chair

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: April 22, 2022

SUBJECT: **University President's Report**

PURPOSE: Information Item

Purpose of Submittal:

President Randhawa will present brief reflection 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 Shirin Deylami, Faculty Senate President

DATE: April 22, 2022

SUBJECT: **Faculty Handbook Language Change**

PURPOSE: Information Item

Purpose of Submittal:

The purpose of this item is to inform the Board of Trustees about a change made to the Faculty Handbook which requires their approval.

Faculty Handbook Revision

Current Language in Section E2:

Non-tenure-track faculty do not have all the rights and responsibilities of faculty with respect to faculty governance. Departmental voting privileges are at the discretion of the department, but shall not extend to issues of appointment, tenure, promotion, or other personnel matters. Faculty Senate voting privileges are described in the Constitution of the Faculty of WWU (Appendix 1).

Proposed Change sent to faculty for feedback:

Non-tenure-track faculty do not have all the rights and responsibilities of faculty with respect to faculty governance. Departmental voting privileges are at the discretion of the department, but shall not extend to issues of **recommendation of faculty** appointment, tenure, promotion, or other personnel matters. **Voting participation in the recommendation of Chair is at the discretion of the department.** Faculty Senate voting privileges are described in the Constitution of the Faculty of WWU (Appendix 1).

Proposed change after faculty feedback:

Non-tenure-track faculty do not have all the rights and responsibilities of **tenure-track** faculty with respect to faculty governance. Departmental voting privileges are at the discretion of the department, **as articulated in unit evaluation plans and/or operating procedures**, but shall not extend to issues of **recommendation of faculty** appointment, tenure, promotion, or other personnel matters. **Voting participation in the recommendation of Chair is at the discretion of the department.** Faculty Senate voting privileges are described in the Constitution of the Faculty of WWU (Appendix 1).

**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: April 22, 2022

SUBJECT: **Associated Students**

PURPOSE: Associated Students Report

Purpose of Submittal:

AS President Glory Busic will brief the Board of Trustees on recent activities of the Associated Students.

Associated Students Executive Board Written Report

TO: Board of Trustees, Western Washington University

FROM: WWU Associated Students Executive Board

DATE: April 12, 2022

SUBJECT: Associated Students Executive Board Written Report

Dear Members of the Board,

The Associated Students Executive Board has been working diligently these first few weeks of Spring Quarter to push for student needs at Western Washington University. Some of the topics that the Executive Board have been working on are listed in this report. If you have any questions about any topics or are interested in discussing them more, please contact Glory Basic, the Associated Students President.

1. Family Workspaces

Jasmine Fast, AS VP for Student Services, in collaboration with Dr. Sislana Ledbetter, Associate Director of Counseling, Health, and Wellness; Space Administration; Facilities Management, and a team of passionate caregivers and parents. Haggard Hall 350 has been officially designated as Western's first Family Workspace. Funding for this space is to be determined. Design of this space is in process and there are many members of the community interested and willing to donate furniture to the space. A Children's Art Show with art created by children in the Child Development Center's program will occur in the beginning of May to celebrate the designation of this valuable and welcoming space.

2. Lactation Rooms

The current lactation rooms, which are not meeting the needs of parent identified community members, are getting new chairs, lighting, greenery, phone chargers, and mini refrigerators. These spaces are for students, staff, and faculty to use and must be accessible for all who are looking for a private space for pumping or nursing. Proper updated signage is in process with the help of Human Resources.

3. Water Accessibility

The AS VP for Sustainability, Laura Wagner, began discussions about increasing water accessibility on campus for individuals who may have left their reusable water bottles at home or who are cautious about the levels of lead in the water on campus. The AS Executive Board does not support the reintroduction of plastic water bottle sales on campus. We do acknowledge there is a need that needs to be met. The AS President and AS VP for Student Services met with Walton Beverage and we have begun a trial period of including aluminum screw-top reusable water bottles in vending machines around campus. We are excited to collaborate with the Sustainability Engagement Institute to follow up on student response to this new introduction.

4. Earth Week

There will be a variety of events happening for Earth Week from April 16 to April 23. Some highlights include: a keynote about Indigenous identity and the environment, a sustainable campus tour, movie screenings and discussions, an Earth Day festival and

night market, as well as a Nooksack Salmon Enhancement Association Community work party. Many students and staff within the Associated Students Environmental and Sustainability Programs office, AS Productions, and the Sustainability Engagement Institute, have been working hard on these events, including the AS VP for Sustainability and AS VP for Diversity.

5. Local Lobby Day

The Office of Civic Engagement is in the process of planning Local Lobby Day, which will be on Friday, May 6th. Western Washington University - Bellingham campus students will meet with local elected officials and advocate for student needs at both the city and county level.

6. Administration Lobby Day

The Office of Civic Engagement, in collaboration with student government, is in the process of planning Administration Lobby Day and a town hall. The specific dates of this event are still being solidified. The goal of this town hall and individual lobby sessions is to provide a productive and collaborative space for students to communicate with administration at Western Washington University in a variety of areas. Training and expectations will be provided to students about participating in town halls, and asking productive critical questions.

7. Associated Students Vice President of Governmental Affairs

The Associated Students Executive Board briefly had a vacancy of the VP of Governmental Affairs position at the beginning of March, due to that individual stepping down. The Board appointed Eli Stanciu to fill the position.

Sincerely,

The Associated Students Executive Board

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

TO: Members of the Board of Trustees

FROM: Faith Pettis, Chair, Board Finance, Audit, and Enterprise Risk Management Committee

DATE: April 22, 2022

SUBJECT: **Board FARM Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

Trustee Pettis, Chair, FARM Committee will report to members of the Board of Trustees and the university president and his staff topics related to the Board FARM Committee.

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

TO: Members of the Board of Trustees

FROM: Mo West, Chair, Board Student Success Committee

DATE: April 22, 2022

SUBJECT: **Board Student Success Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

Trustee West, Chair, Student Success Committee, will report to members of the Board of Trustees and the university president and his staff topics related to the Student Success Committee.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the Student Success Committee, approve the change of the committee's name to the Academic Affairs and Student Success Committee.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Becca Kenna-Schenk, Executive Director of Government Relations

DATE: April 22, 2022

SUBJECT: Legislative Update

PURPOSE: Discussion Item

Purpose of Submittal:

For this agenda item, Becca Kenna-Schenk, Executive Director of Government Relations, will provide a brief update on the 2022 Legislative Session and answer any questions the Trustees may have.

Background:

The 60-day, 2022 Legislative Session began on January 10th and ended on March 10th.

Key outcomes from the 2022 session with impact to the Western community are listed below.

Operating budget investments for WWU:

- Compensation: Funding to support the state's share of a 3.25% COLA for all WWU employees plus lump, as well as payments included in classified employee collective bargaining agreements. The state funded a higher share of the cost for compensation increases, recognizing the limits on higher education's ability to fund increases through tuition revenues.
- Student Support: \$1.26 million for student support services such as outreach and financial aid support, retention initiatives, mental health support, and initiatives to address learning disruption due to the pandemic.
- Master's in Nursing: \$461k to establish a new Master of Science in Nursing (MSN) degree program, with tracks focused on population health, nursing administration, and nursing education.
- RN to BSN in Nursing: \$433k to align tuition rates for WWU's existing Bachelor of Science in with other state-supported undergraduate degree programs at Western.
- Cyber Range Poulsbo: \$769k for equipment upgrades and technical support at WWU's Cyber Range located at the Olympic College-Poulsbo campus.
- Hazing prevention: \$66K for implementation of HB 1751

Capital budget investments:

- Electrical Engineering and Computer Science: \$1.5 million in local funds to offset inflationary increases in construction costs
- Classroom and Lab Upgrades: \$1.35 million in bonds
- Minor Works Program: \$557k in bonds

Other key higher education investments:

- \$34.27 million to provide a Bridge Grant of \$500 to all maximum Washington College Grant awardees and increases the maximum WCG award for students between 0-60 percent of the median family income. A student is eligible for a grant if the student receives a maximum college grant award and does not receive the college bound scholarship program
- \$3.6 million for grants for nursing programs to purchase or upgrade simulation laboratory equipment in FY 2023
- \$3 million for the Nursing Educator Loan Repayment program
- \$1 million for the WA Student Achievement Council to administer a grant pool to support new and existing career launch programs at public four-year universities

Highlights of policy bills passed by the Legislature include:

- [E2SHB 1736](#) – Establishing a state student loan program.
- [2SHB 1751](#) – Concerning hazing prevention and reduction at institutions of higher education.
- [2SHB 1835](#) – Creating outreach and completion initiatives to increase postsecondary enrollment.
- [E2SSB 5764](#) – Concerning apprenticeships and higher education.
- [2SSB 5789](#) – Creating the Washington career and college pathways innovation challenge program.
- [SB 5854](#) – Concerning ethical performance of faculty duties.
- [ESSB 5874](#) – Concerning residency of students affiliated with the military.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Melynda Huskey, VP for Enrollment and Student Services

DATE: April 22, 2022

SUBJECT: Reflections & Future Directions: Enrollment and Student Services & Business and Financial Affairs

PURPOSE: Discussion Item

Some significant changes in divisional structure have occurred in both Enrollment and Student Services and Business and Financial Affairs. VPs Lopes and Huskey outline these changes, their impact on strategic goals and outcomes, and future directions for their divisions.

Attachment: PowerPoint Presentation

Enrollment & Student Services

Reconfiguration in pursuit of our vision:
Every student graduates, prepared for a life of growth and purpose.

By Melynda Huskey, Vice President

Change and Renewal

Our Strategic Goals

Increase access and persistence to graduation for all students.

Actively pursue justice and equity in our practices, policies, and impacts.

Deliver programs and services that engage all students in high-quality learning opportunities.

Cultivate campus and community partnerships that foster growth and promote wellness of our communities through an enriching student experience.



Enrollment and Student Services

- Admissions
- Financial Aid
- Registrar
- New Student Services/Family Outreach
- Veterans Services

Enrollment Management

- Student Care & Concern
- Student Conduct
- Basic Needs
- Off-Campus Living

Student Life

- Campus Recreation
- Viking Union

Student Engagement

- LGBTQ+
- Multicultural Student Services
- Disability Access Center

ADEI

- Residence Life
- Dining
- Housing

University Residences

- Student Health Clinic
- Counseling & Wellbeing
- Okanagan Charter

Counseling & Wellbeing

- 13 Teams

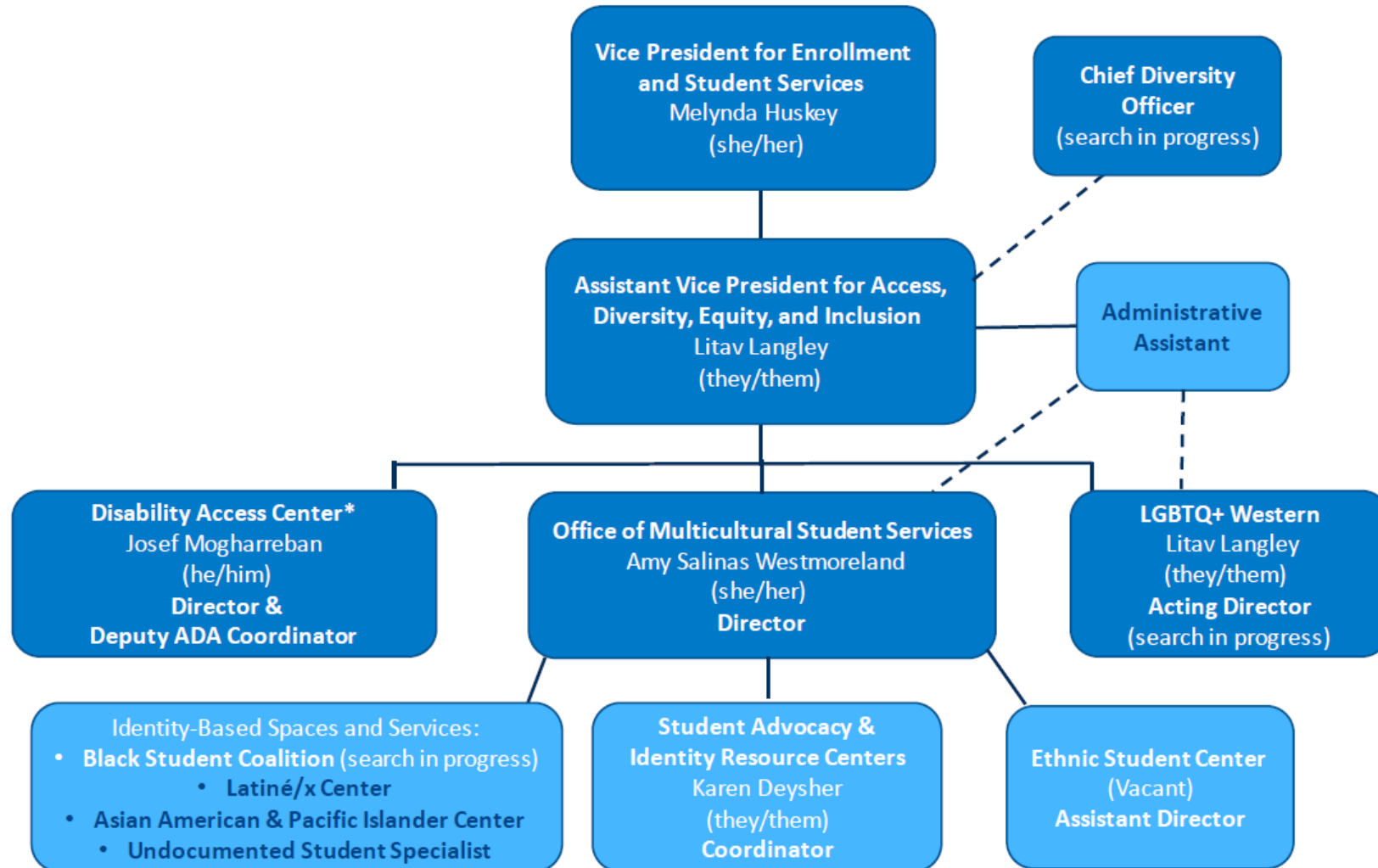
Intercollegiate Athletics

- Career Services
- Academic Advising
- Student Outreach Services
- Western Success Scholars

Student Success

Division of Enrollment and Student Services

Access, Diversity, Equity, and Inclusion Unit



*Starting July 1, 2022

Questions



Business and Financial Affairs

Reflections and Future Directions

By Joyce Lopes, Vice President

Presentation to Board of Trustees

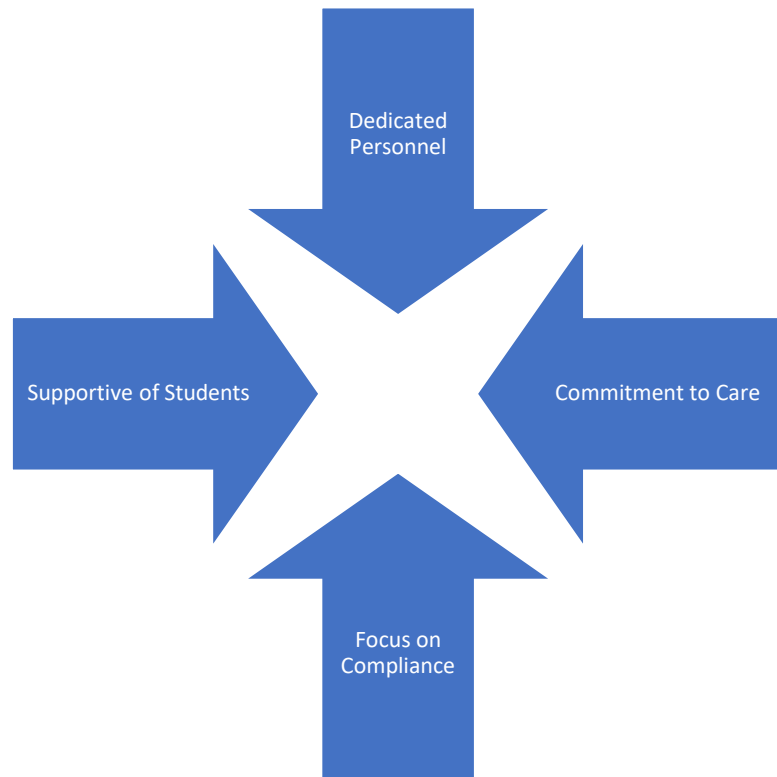
April 22, 2022



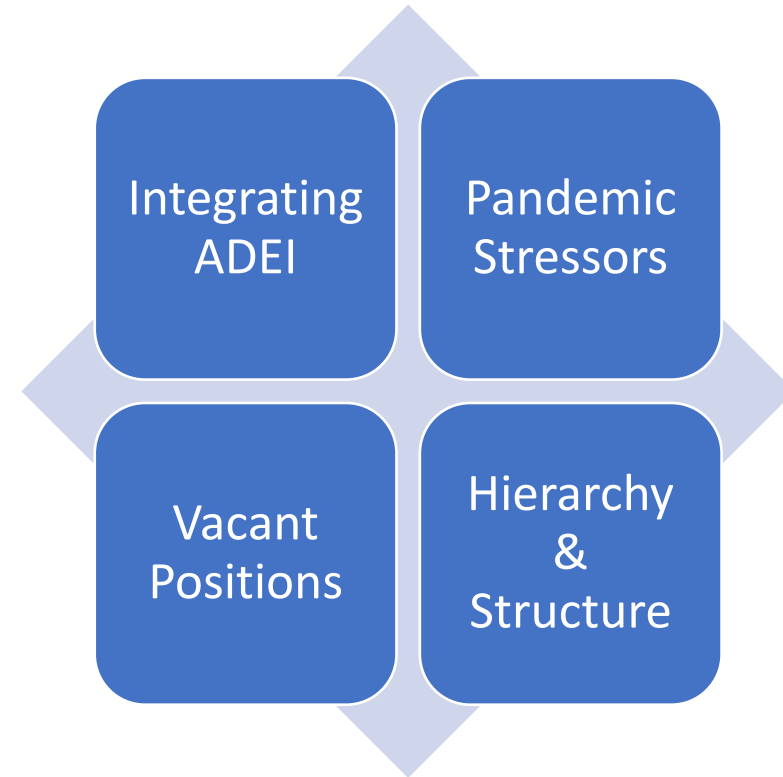
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125,487	56,845	97,511	125,000
124,000	110,000	99,011	154,000
150	150,000	99,216	95,000
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			700

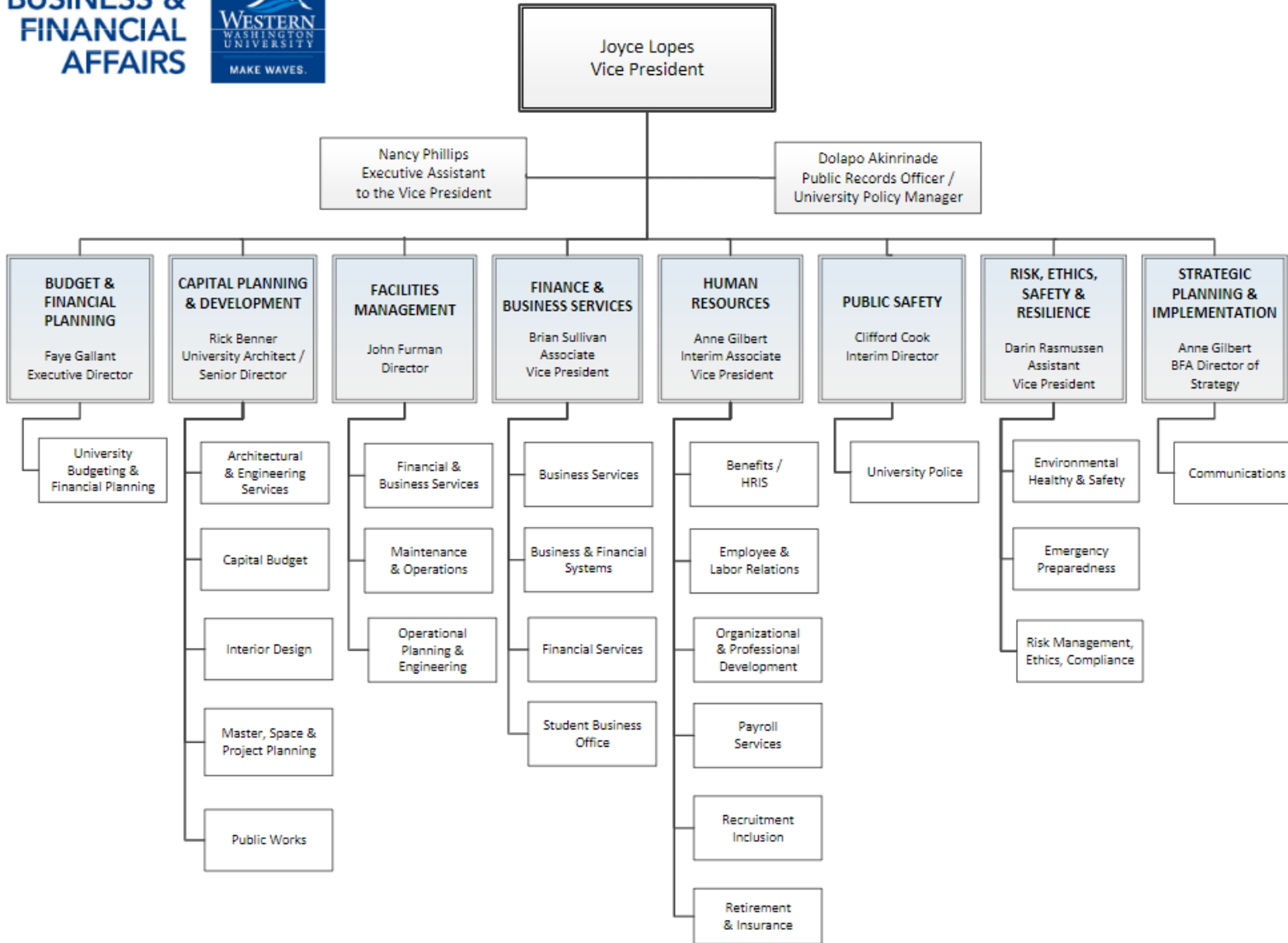
REFLECTIONS

Opportunities



Challenges

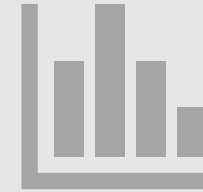




Budget & Financial Planning



Strategic Budgeting



Financial Management
Reporting



Administrative Service
Assessment Review

Capital Planning & Development & Facilities Management



Building Assessments



Capital & Space
Planning Committee

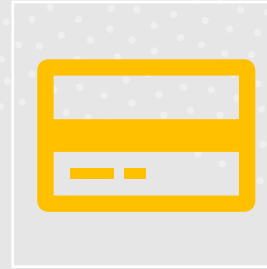


Shared Services

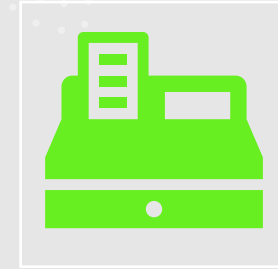


Maintenance
Management System

Finance & Business Services



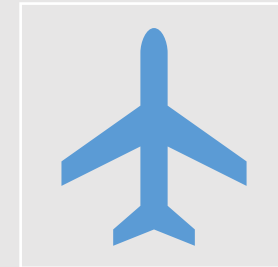
OneCard
Implementation



Refinancing



Minority & Women
Businesses



Procurement & Travel

Human Resources



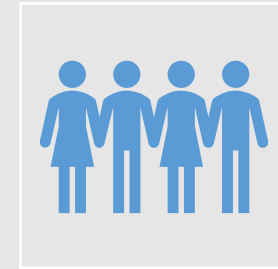
Classification &
Compensation Review



Remote Work Policy



Talent Acquisition &
Retention

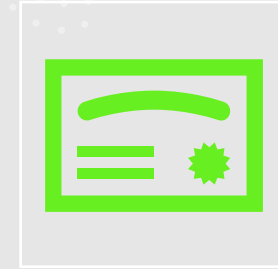


Strategic Labor &
Employee Relations

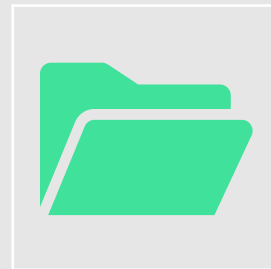
Public Safety



Clery Reporting



IACLEA Accreditation



Records Management
System



Department Teamwork

Risk, Ethics, Safety & Resilience



Emergency
Preparedness



Business
Continuity



Ethics, Policy, &
Compliance

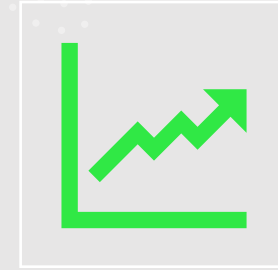


Strategic Risk
Management

Strategic Planning & Implementation



Strategic Goals



Operational Goals



Quarterly Reviews

Questions & Comments



WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Brent Carbajal, Provost, and Vice President of Academic Affairs

DATE: April 22, 2022

SUBJECT: Information Technology and Cybersecurity Update

PURPOSE: Discussion Item

Purpose of Submittal:

Information Technology Services (Chuck Lanham & Chris Miller) would like to brief the Board of Trustees on the current state of the University's information security posture (primarily in response to active threats stemming from the conflict in Europe), and the current state of the University's IT infrastructure (as we come out of Covid operations and adapt to the next normal).

Background:

As a result of the conflict in Ukraine, the US federal government has advised the public sector, including higher education, to be on heightened alert for the risk of a cyberattack. Western is engaged in initiatives to improve our security posture, and better protect our students, our systems, and our data.

Pivoting to infrastructure, Covid put many stresses on the way the campus teaches, learns, and works. Those stresses required Western to accelerate aspects of its digital transformation; now that we are coming out of Covid, we have some of successes to build on, and some gaps to close. Most importantly, we have a significant need to invest in the recruitment, retention, and development of IT employees to mitigate the threat of increased remote IT work opportunities and "The Great Resignation."

Strategic Questions:

1. What questions or concerns does external conflict raise for the Trustees, vis-à-vis cyberattacks and information security at Western?
2. How should Western's experience during the pandemic with online teaching inform a strategy to provide greater access to education through online instruction and the support infrastructure?
3. How should Western's experience with remote work during the pandemic inform a future strategy to empower remote/hybrid work experiences that prioritizes employee engagement, development, and well-being?

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Joyce Lopes, Vice President for Business and Financial Affairs

DATE: April 22, 2022

SUBJECT: Draft 2023-2033 Ten Year Capital Plan

PURPOSE: Discussion Item

Purpose of Submittal:

The Board is being asked to provide comments and direction on the Draft 2023-2033 Ten Year Capital Plan (Plan).

Background

The state of Washington has biennial capital budgets. On even numbered years, Western, like all state entities, has an opportunity to request additional funds for capital improvements.

Last fall, the University started the capital planning process with an evaluation of existing and new major, intermediate, and minor capital projects for consideration in the 2023-2025 Capital Request and 2023-2033 Capital Plan. The evaluation included an emphasis on how they fit into the University's strategic plan, mission, and space needs. The projects considered were presented to the University Planning and Resources Council (UPRC) and University community for their review and feedback. The feedback received helped develop the draft Plan, which is intended to achieve the following goals:

- Preserve, improve, and modernize our existing assets
- Improve safety
- Improve student development and services
- Increase sustainability/reducing carbon emissions
- Flexibility in the out years that is predicated on the outcome of a new comprehensive facilities master plan

The draft Plan and supporting documents are identified in Attachments A and B. The presentation to the Board will discuss how the draft Plan addresses these goals.

The Board is asked to provide comments and direction on the draft Plan. The Board, UPRC, and University community's comments and recommendations will be further analyzed as the Vice Presidents develop their recommendation to the President, who will then bring a final recommendation forward for Board approval. The process, including the Board's consideration today, allows for modifications and changes to the draft Plan before seeking final approval in June 2022.

The Office of Financial Management's (OFM) deadline for the capital request is in August so the projects can be analyzed and rated as required by the Legislature. The Board's final approval in June will allow time for University staff to develop and complete the project proposals for submission to OFM by their August deadline.

Please note one of the changes we made to the process this year is to include non-state projects (e.g., Auxiliary and Institutional funded) in the draft Plan in order to provide a comprehensive capital and financial plan. The non-state projects are currently being discussed and will be included in the Final Plan that is presented to the Board in June. Currently only the state-funded projects are shown in order to meet the deadlines set by OFM.

Also, the funding request associated with the **Student Development & Success Center** and **Heating Conversion Project** may be refined prior to the Final Plan being submitted in June. The cost estimates for both projects will be finalized at the completions of their respective studies. Lastly, the **Heating Conversion Project** is anticipating costs that extend beyond the ten year plan, approximately two additional biennia, for a total of approximately \$500 million.

Attachments:

- A. Draft 2023-2033 Ten Year Capital Plan
- B. Narrative Summary of Projects in Draft 2023-2033 Ten Year Capital Plan

ATTACHMENT A: DRAFT 2023-33 TEN YEAR CAPITAL PLAN

Capital Request
Priority Rank

PROJECT	2023-25 Capital Request	2025-27	2027-29	2029-31	2031-33
STATE FUNDED PROJECTS					
1 Minor Works - Preservation (Includes Elevator Upgrades)	\$ 25,000,000	\$ 25,000,000	\$ 27,040,000	\$ 29,250,000	\$ 31,640,000
2 *Critical Safety, Access Control, and Fiber Optic Network Upgrades (Includes Data Center)	\$ 15,000,000				
3 *Student Development & Success Center	\$ 60,000,000	State/TBD			
4 Environmental Studies Center Renovation (includes swing space solutions)	\$ 500,000	\$ 40,000,000	\$ 30,000,000		
5 Classroom & Lab Upgrades	\$ 10,000,000	\$ 6,000,000	\$ 6,489,600	\$ 7,019,151	\$ 7,591,914
6 Minor Works - Program	\$ 10,000,000	\$ 5,000,000	\$ 5,408,000	\$ 5,849,293	\$ 6,326,595
7 *Heating Conversion Project	\$ 10,000,000	\$ 55,125,000 \$ 1,875,000 AUX	\$ 77,000,000 \$ 5,000,000 AUX	\$ 77,000,000 \$ 5,000,000 AUX	\$ 77,000,000 \$ 5,000,000 AUX
<i>Associated Phases</i> Infrastructure Renewal - Phases I - IV	<i>Schematic Design</i>	<i>Design /Construct</i> \$ 10,000,000	<i>Design/Construct</i> \$ 10,816,000	<i>Design/Construct</i> \$ 11,698,586	<i>Design/Construct</i> \$ 12,653,190
Academic Renewal Project I		\$ 500,000	\$ 5,000,000	\$ 55,000,000	
Academic Renewal Project II			\$ 500,000	\$ 5,000,000	\$ 55,000,000
Preventative Maintenance	\$ 4,154,000	\$ 4,154,000	\$ 4,154,000	\$ 4,154,000	\$ 4,154,000
Carver Debt Service on COP (Debt matures 2036)	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000
TOTAL STATE FUNDING	\$ 135,554,000	\$ 146,679,000	\$ 167,307,600	\$ 195,871,030	\$ 195,265,699

Fund Sources
Bold = State Appropriations
 TBD = Undetermined Fund Source
 AUX = Auxiliary Funding

Notes
 *Continuing project, funding appropriated in previous biennium under the same name.
 Costs associated with **Student Development and Success and Heating Conversion Projects** are subject to change at the conclusion of their pre-design/study.
 ^Costs associated with the Heating Conversion Project are anticipated to extend beyond the 10-year plan.

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: April 22, 2022
SUBJECT: Dissolution of Western Crossing Partnership
PURPOSE: Discussion Item

President Randhawa will provide the Board of Trustees with an update on the Dissolution of the Western Crossing Partnership.

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

TO: Members of the Board of Trustees

FROM: Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees

DATE: **April 22, 2022**

SUBJECT: **Student Trustee Scholarship**

PURPOSE: Discussion Item

Paul Dunn will provide the Board of Trustees with an update on the creation and implementation of an annual scholarship to be awarded to the student trustee.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Brent Carbajal, Provost and Vice President for Academic Affairs, Joyce Lopes, Vice President for Business and Financial Affairs, and Robert Squires, Vice Provost for Outreach and Continuing Education

DATE: April 22, 2022

SUBJECT: 2022 Summer Session Tuition and Fees

PURPOSE: Action Item

Purpose of Submittal:

It is the Board of Trustees responsibility to approve Summer Session 2022 tuition and fees.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session tuition for 2022: specifically, that resident undergraduate and graduate tuition will rise to \$280 and \$356 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$447 and \$523 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$412 per credit for resident graduate and \$1,028 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

Points to Consider:

The proposed increases are necessary to cover increasing Summer Session operational costs, including salaries, benefits, and other expenses.

Washington Resident Undergraduate Tuition

If this motion is adopted, Summer Session tuition for resident undergraduates would increase by 2.9% to \$280 per credit. This population accounted for 86% of the Summer Session 2021 enrollment.

University of Washington will increase tuition by 3.5%. Washington State University will increase tuition by 2.2%. Eastern Washington University will increase tuition by 3%. Central Washington University and the Evergreen State College have not yet finalized their Summer Session 2022 tuition rates.

Washington Resident Graduate Tuition

If this motion is adopted, Summer Session tuition for resident graduates will rise 2.9% to \$356 per credit, to keep pace with what resident graduate students are paying during the prior academic year.

University of Washington will increase tuition by 2.1%. Washington State University will increase tuition by 2.3%. Eastern Washington University will increase tuition by 3%. Central Washington University and the Evergreen State College have not yet finalized their Summer Session 2022 tuition rates.

Non-resident Undergraduate and Graduate Tuition

Washington's six public four-year institutions are divided in their respective approaches to establishing non-resident Summer Session tuition rates. Washington State University has adopted a single Summer Session tuition rate by student level. Eastern Washington University will implement a

differential tuition for resident and non-resident beginning in Summer Session 2022. The University of Washington offers resident and non-resident rates by student level. Central Washington University and the Evergreen State College have not yet finalized their Summer Session 2022 tuition rates; however, have historically offered differential tuition rates.

The proposed motion continues Western’s practice of charging differential non-resident undergraduate and graduate tuition. If adopted, the tuition rate for non-resident undergraduates will increase to \$447 per credit (2.5%) and the tuition rate for non-resident graduates will rise to \$523 per credit (3%). These specific increases are necessary to maintain the previously established relationships between resident and non-resident tuition and between undergraduate and graduate tuition.

The proposed motion is consistent with the Board’s previous authorization of differential state-supported tuition during the academic year for the MBA program and will be banded between 10 and 18 credits. The tuition rate for resident graduate MBA will be \$412 per credit to 10 credits and \$1,028 for non-resident per credit to 10 credits. These figures are estimated not to exceed the approved tuition rates for the prior academic year in Summer Session.

Source of funds: Self-supporting Dedicated Revenue

Supporting Information:

Summer Session 2022 - Proposed (Ordered by Resident Undergraduate Rates)							
Undergraduate				Graduate			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit
WSU ¹	\$ 550.00	WSU ¹	\$ 550.00	WSU ¹	\$ 631.00	WSU ¹	\$ 631.00
UW	\$ 440.50	UW	\$ 1,367.00	UW	\$ 992.50	UW	\$ 1,701.50
WWU	\$ 280.00	WWU	\$ 447.00	WWU	\$ 356.00	WWU	\$ 523.00
CWU ²	\$ 264.70	CWU ²	\$ 397.05	CWU ²	\$ 310.59	CWU ²	\$ 465.89
EWU	\$ 242.05	EWU	\$ 363.08	EWU	\$ 375.08	EWU	\$ 562.58
TESC ²	\$ 226.00	TESC ²	\$ 899.00	TESC ²	\$ 365.90	TESC ²	\$ 1,680.40

1 – WSU operates on the semester system
 2 – 2022 rates to be determined; 2021 rates provided

Summer Session 2021 (Ordered by Resident Undergraduate Rates)							
Undergraduate				Graduate			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit
WSU ¹	\$ 538.00	WSU ¹	\$ 538.00	WSU ¹	\$ 617.00	WSU ¹	\$ 617.00
UW	\$ 425.50	UW	\$ 1,339.00	UW	\$ 972.50	UW	\$ 1,667.50
WWU	\$ 274.00	WWU	\$ 436.00	WWU	\$ 346.00	WWU	\$ 508.00
CWU	\$ 264.70	CWU	\$ 397.05	CWU	\$ 310.59	CWU	\$ 465.89
EWU	\$ 235.00	EWU	\$ 235.00	EWU	\$ 364.13	EWU	\$ 364.13
TESC	\$ 226.00	TESC	\$ 899.00	TESC	\$ 365.90	TESC	\$ 1,680.40

1 – WSU operates on the semester system

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa on behalf of Vice President, Melynda Huskey
DATE: April 21, 2022
SUBJECT: Approval of Housing & Dining Rates
PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board for increases in rate for Housing and Dining room and board for 2022-2023.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the University President, approve the Housing and Dining rates as proposed. The 2022-2023 proposed rates call for:

- 1). 3.55% increase in the base residence hall room and board rates.
- 2). 6.00 % increase Birnam Wood apartment rental rates.

Introduction:

The attached rate increase, budget and supporting documentation represent recommendations for fiscal year 2022-23 for the Housing & Dining System [the System] which consists of University Residences and the facilities and operations components of the Viking Union. This budget and rate proposal responsibly responds to inflationary pressures, maintains the core functions of Western's quality residential program, and enables the System to continue its comprehensive program of facility renewals and renovations. As with every year, a major influence for planning came from the standards and expectations outlined in the Principles for the Housing & Dining System. This recommended budget meets those standards and ensures the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

Management's Comments:

As the University moves towards a more normalized academic calendar the Housing & Dining System is looking to the future with hope and optimism. Strong occupancy demand during 2021-22 meant the System can replenish some of its reserves going into 2022-23. For Fall 2022 housing anticipates opening at 99% capacity, leaving bed spaces open in the event isolation and quarantine become necessary. Operational plans for Fiscal 2023 are designed to move the System forward on elements of the long-term plans delayed by the pandemic. For the FY2023 budget, emphasis is placed on maintaining affordability, while keeping the system solvent. With dining rates increasing 6%, room increases are proposed to increase between 2% - 4% to keep the aggregate average increase at 3.55%.

Birnam Wood apartments are proposed to increase 6%. With the increase, the monthly rate for Birnam Wood will go from \$480 to \$508 per month. Even with the \$28 per monthly increase, Birnam Wood is still significantly lower than other off campus apartments in the area. which was approximately \$1,280/mo. (based on a January 2022 survey).

Budget and Rate Planning Influencers:

Inflation: Several large expenditure components of the System's budget, e.g., wages, benefits, food service, and certain recharges are tied to legislative, contractual, or collectively bargained requirements. During FY2021 -2022 inflation rates were between 7% - 8%, their highest level since 1982.

The Capital Plan and System Renovations: The Housing & Dining Capital Plan addresses the long-term financial strength of the System and ensures the System's facilities meet Western's enrollment expectations and meet or exceed the Board of Trustees' fiscal principles. It also invests in infrastructure to ensure longevity, health, and safety, and responds to changing student needs and expectations, including significant and much-needed renovations. A development plan was completed in March 2020 to integrate these efforts with the University's strategic and enrollment plans. System resource planning will ensure the number of units, condition, and appropriateness for programmatic needs are optimized. Due to the COVID-19 pandemic and the effects on the system's financial health, capital renovations as recommended in the ASG/JLL study were slowed. As of this writing, the development plan is undergoing a thorough review internally with WWU's Facilities Development and Capital Planning representatives. WWU's Facilities Management and our external financial advisors working together with Enrollment and Student Services. The System's capacity for capital projects will be shared with the Board's FARM Committee in May.

Debt Service: Deferral of FY2021 and FY2022 debt service payments has created much-needed expenditure relief but resulted in slightly higher annual payments for the remaining 10-year term of the outstanding bonds beginning FY2023.

Chart Next Page

**WESTERN WASHINGTON UNIVERSITY – HOUSING & DINING SYSTEM
PROPOSED OPERATIONS FOR BUDGET YEARS ENDING JUNE 30, 2022 & 2023**

		DRAFT (1) BUDGET 2021-2022	DRAFT BUDGET 2022-2023 <i>As of 03/25/22</i>	% Change	DIFFERENCE BUDGET \$
REVENUES					
Room & Board Plans	(2)	\$ 37,711,235	\$ 50,084,111	32.81%	\$ 12,372,876
R&B Fees and Penalties	(3)	210,000	208,000	-0.95%	(2,000)
Investment Income		53,000	53,000	0.00%	0
Housing Rentals		163,250	170,520	4.45%	7,270
Conferences	(4)	50,769	165,769	226.52%	115,000
Commissions	(5)	2,008,000	1,908,000	-4.98%	(100,000)
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VU & MCC Building Fee	(6)	3,087,792	3,150,313	2.02%	62,521
Other Revenues		0	75,000		75,000
Total Operating Revenues		\$ 44,940,010	\$ 57,616,284	28.21%	\$ 12,676,274
OPERATING EXPENDITURES					
Salaries & Benefits	(7)	6,934,209	8,669,257	25.02%	\$ 1,735,048
Food Service	(8)	14,758,181	16,813,049	13.92%	2,054,868
Utilities	(9)	2,733,260	2,948,189	7.86%	214,929
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Student Services Support & Service Agreements		2,176,744	2,323,365	6.74%	146,621
Other	(13)	901,748	1,339,846	48.58%	438,098
Total Expenditures		\$ 33,977,403	\$ 39,670,048	16.75%	\$ 5,692,645
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Bond Debt Service	(14)	\$ -	\$ 9,826,159		\$ 9,826,159
R&R Minor Caps & Public Works		4,450,000	8,304,000	86.61%	3,854,000
Other Transfers					0
Capital Plan Projects. Expensed		6,512,607	(183,923)	-102.8%	(6,696,530)
Total Non-Operating Expenditures		\$ 10,962,607	\$ 17,946,236	63.70%	\$ 6,983,629
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		\$ -	\$ -		\$ -

SEE NEXT PAGE FOR FOOTNOTE EXPLANATIONS

FOOTNOTES TO THE ATTACHED 2022-2023 HOUSING & DINING SYSTEM PROPOSED BUDGET.

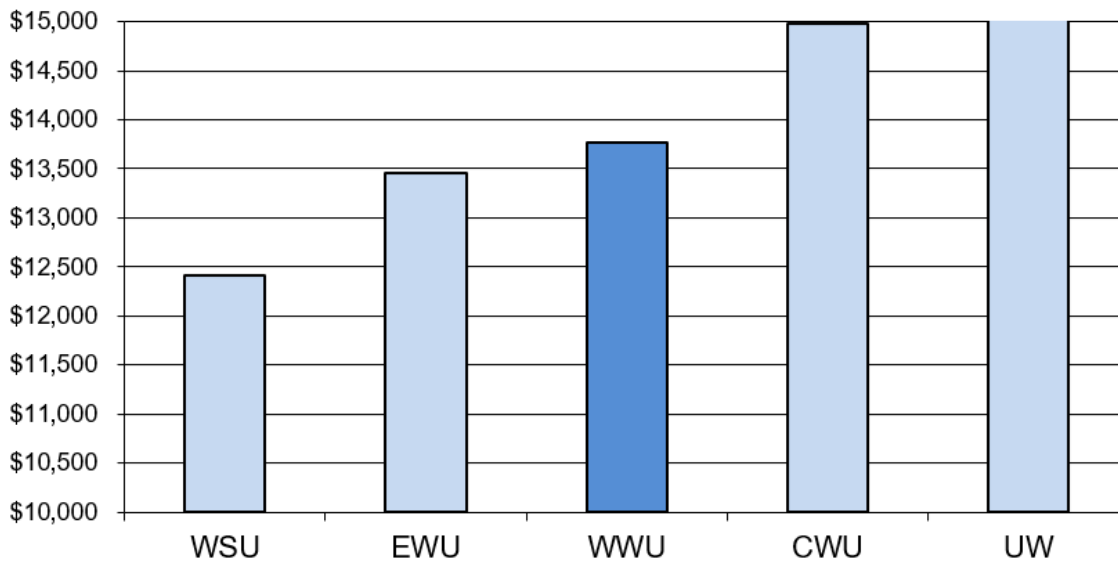
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**WASHINGTON PUBLIC UNIVERSITIES (with more than 1,500 on-campus beds)
RESIDENCE HALL ROOM & BOARD PLAN COSTS
FY2023 (as of 3/26/22)**

Weighted Average Double Room Cost with Best-as-Possible Meal Plan Comparison:

	WSU	EWU	WWU	CWU	UW
	Level 2	Gold	125-Block	"Large"	"Level 4"
On-Campus Capacity	6,296	1,971	4,372	3,210	10,101
Residence Hall Room Pricing Model	New/Renovated rooms priced higher	New/Renovated rooms priced higher	Differential Priced by amenities	New/Renovated rooms priced higher	New/Renovated rooms priced higher
Live on Requirement?	First year students	First year students	None	First year students	None
Type of Meal Plan	Declining Balance	Meals & Points	Meals & Points	Declining Balance	Declining Balance
Elements of the Meal Plan	Equivalent to Approx. 14 meals/wk	Equivalent to 2 to 3 meals per day	Approx. 12+ meals/wk + \$668 Points	Equivalent to Approx. 14 meals/wk	Equivalent to 13-15 meals/wk
Weighted Cost of a Double Room and Meals:	\$12,413	\$13,462	\$13,765	\$14,975	\$15,225
Rate of Increase Over 2022-21	Proposed 3-5%	Proposed 4.87%	Proposed 3.55%	Proposed 3-5%	Approved 3.590%

FY2023 Proposed Rates Comparison



WESTERN WASHINGTON UNIVERSITY

HOUSING & DINING SYSTEM

2022-2023 PROPOSED RATES

Information shared with Student Leadership

April 19, 2022

Introduction

The attached rate increase, budget and supporting documentation represents recommendations for fiscal year 2022-23 for the Housing & Dining System (the System) which consists of University Residences, Dining Services, and the facilities & operations components of the Viking Union. This budget and rate proposal responsibly approaches inflationary and recharge pressures, maintains the functions of Western's quality residential program, and allows the System to begin recovery from the FY2020 and 2021 financial disruptions as needed capital investments loom. Major influence for planning came from the standards and expectations outlined in the Principles for the Housing & Dining System and the plans outlined in the ASG/JLL Housing & Dining System Development Assessment, which received staff and student input. This recommended budget meets those standards of necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

Planning considerations and Assumptions:

Occupancy: The pandemic introduced significant uncertainty in WWU enrollment and on-campus housing planning. University Residences plans to open at 99% operating occupancy (4,332 beds out of 4,372) assigning most rooms at designed capacity. Sufficient space will be allocated for isolation and quarantine. As with recent quarters, occupancy will be revised as needed to accommodate state and local health guidelines by managing room closures and occupancy shaping.

Differential Pricing: Western offers tiered pricing to accommodate student needs. Sixty-five percent (65%) of residence hall beds are at the lowest price tier, 19% of spaces at the middle tier and 17% of rooms at the top-level premium tier. For premium rooms, the differentiating criteria is in-suite kitchen availability and general bathroom density. Examples of top-tier rooms are in Buchanan Towers and Buchanan Towers East. Examples of middle-tier rooms are most of the rooms in Alma Clark Glass, Edens, and Higginson Halls.

Affordability & Choice: Student input provides consideration of affordable living spaces. Coming out of a pandemic and faced with historically high inflation rates, University Residences placed student affordability as the highest priority when putting together the FY2023 budget. To that end, triple rooms at the value and standard tier pricing would only increase by 2% from the FY21 price (no increase in triples existed FY22). While bathrooms and in-suite kitchens are primary determinants of tiered pricing, many options at the base tier attract a wide number of students such as bay views, vaulted ceilings, balconies, bay windows, etc.

System Financial Health: As with all public housing & dining systems, WWU's 2021 and 2022 financial health has been significantly impacted. The absence of federal CARES or state GEER funds were factored in to System operations in FY2022. Deferral of FY2021 and FY2022 debt service payments created much-needed expenditure relief but will result in an additional 10-year repayment burden beginning FY2023. Capital renovations as recommended in the ASG/JLL study were delayed. The proposed rates and consultant-recommended differential pricing model will help move the System to a place where the larger renovations can commence as quickly as practicable.

Proposed Rate Increases:

The proposed **base rate** increase for all residential hall rooms with meal plan is an aggregate of **3.55%**.

Impact of the **base rate** Increase:

- Residence Halls (Room & Board): At a 4.67% increase, a base tier triple room with 125 Meal Plan increases \$57/month or \$516 for the academic year.
- Meal Plan increase proposed is 6.0%
- Birnam Wood (shared Room): a 6.0% increase equates to an increase of \$28/month or \$259 for the academic year.

Proposed Revenue & Expenditure Details:

The following comments and figures pertaining to 2022-23 are in comparison to the 2021-22 proposed budget and rates presented at the June 2021 Board of Trustees meeting (see included pro-forma statement). Importantly, FY2023 projected revenue and expenditures reflect University Residences operating at 99% of operating capacity, which makes meaningful direct comparison with the FY2022 projection difficult.

Revenue Highlights and Assumptions

- Overall, the System's budgeted operating revenue increased \$12.6 million or 28% over FY2022's proposed budgeted revenue. The original FY2022 budget assumed occupancy at 70%. Change in state and local guidelines later in the summer enabled University Residences to open Fall quarter at 88% occupancy.
- At this writing firm enrollment projections are not available, but System management believes there is pent-up interest in students returning to campus, and interest from 2022-2023 freshmen who deferred their on-campus experience due to the pandemic. Freshmen and new transfers are given priority for on-campus housing.
- In 2020 the WWU-Aramark agreement was renegotiated due to the significant impact of the pandemic on both parties. The August 2021 contract end date was extended two years, and the commission schedule was modified to address FY2020 and 2021 needs.
- A limited summer conference season will resume in 2022.
- The Non-Academic Building Fee is increasing due to a combination of factors including a decrease in enrollment following the pandemic and increases from inflation and staff wages.

Operating Expenditures Highlights and Assumptions

- Budgeted Operating Expenditures are projected to increase \$5.6 million or 17%. This is primarily due to increased occupancy; salary increases and inflation.
- Wages and Benefits increase \$1.6 million or 25% due to University Residences and Viking Union filling in vacancies, new critical positions and salary increases. During FY2020 and FY2021 unfilled positions were left vacant to reduce expenses.
- Food service expense increases 13% or \$2.0 million due to a combination of a 6.0% resident dining rate increase and increase in meal plan subscribers for FY2023.
- Utilities: Taken together the various utility expenditures are expected to increase \$214,000 or 8% due to an increase in utility rates.
- Maintenance and repairs increase \$257,000 or 7.2%. An increase in shop recharge rates of 4.76 % and increase in supplies and materials are factored into the increase. Maintenance that was deferred in FY2021 and FY2022 will resume in FY2023.
- Insurance premiums for FY2023 increased 31% or roughly \$190,000 from previous years.
- An increase in Administrative Assessment Fee (ASA) is primarily due to an increase in revenue. ASA rates for FY22 were 5.775%. There is an expected to increase in FY2023.
- Student Services Support and Service Agreements is made up of Custodial Services, ATUS Support and Greencoat Dorm Patrols. For FY2023 the cost is estimated to increase 6.7% or \$147,000 primarily due to salary increases.
- Other Expenses includes printing, copying, laundry, travel and other miscellaneous expenses. These costs will increase 60% or \$544,000 as we move to more normal operations.

Non-Operating Expenditures Highlights and Assumptions

- Debt Service payments will resume in FY2023 after two years of deferred payments.
- Allocations for major repairs and minor renovations increase \$3.8 million or 86% to reestablish much-needed progress on renovations to several building operating systems. These projects were stopped at the end of 2020 due to the pandemic. The ASG/JLL long-range study of the System capital plan will be reviewed and revised to reflect timing interruptions caused by the pandemic. FY2023 projects include access control enhancements, network upgrades to comply with IT security requirements, and some building infrastructure repairs in Birnam Wood.
- No reserve funds were used in FY2021 or FY2022 (as of this writing) used to replenish operating accounts due to Transfers to the System's capital reserve fund increase \$1.1 million or 20% due to the temporary reduction in debt service payments.
- Overall, budgeted non-Operating expenditures and transfers increased \$6.9 million or 63%.

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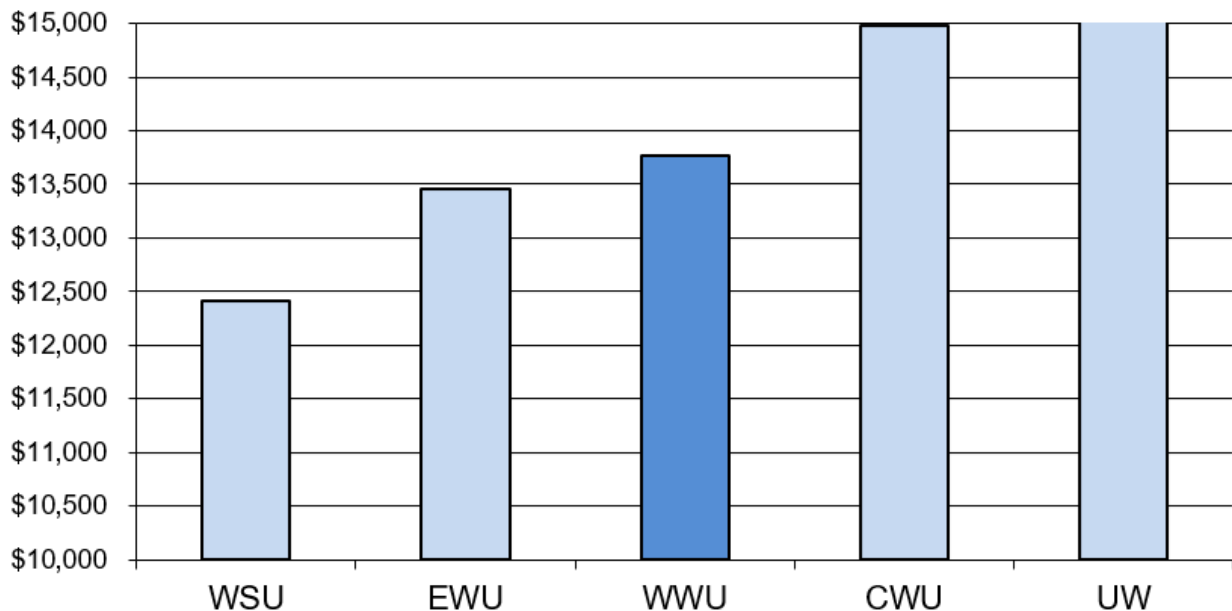
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Rate of Increase Over 2022-21	Proposed 3-5%	Proposed 4.87%	Proposed 3.55%	Proposed 3-5%	Approved 3.590%

FY2023 Proposed Rates Comparison



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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa on behalf of Vice President, Melynda Huskey
DATE: April 21, 2022
SUBJECT: Approval of Housing & Dining Rates
PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board for increases in rate for Housing and Dining room and board for 2022-2023.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the University President, approve the Housing and Dining rates as proposed. The 2022-2023 proposed rates call for:

- 1). 3.55% increase in the base residence hall room and board rates.
- 2). 6.00 % increase Birnam Wood apartment rental rates.

Introduction:

The attached rate increase, budget and supporting documentation represent recommendations for fiscal year 2022-23 for the Housing & Dining System [the System] which consists of University Residences and the facilities and operations components of the Viking Union. This budget and rate proposal responsibly responds to inflationary pressures, maintains the core functions of Western's quality residential program, and enables the System to continue its comprehensive program of facility renewals and renovations. As with every year, a major influence for planning came from the standards and expectations outlined in the Principles for the Housing & Dining System. This recommended budget meets those standards and ensures the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

Management's Comments:

As the University moves towards a more normalized academic calendar the Housing & Dining System is looking to the future with hope and optimism. Strong occupancy demand during 2021-22 meant the System can replenish some of its reserves going into 2022-23. For Fall 2022 housing anticipates opening at 99% capacity, leaving bed spaces open in the event isolation and quarantine become necessary. Operational plans for Fiscal 2023 are designed to move the System forward on elements of the long-term plans delayed by the pandemic. For the FY2023 budget, emphasis is placed on maintaining affordability, while keeping the system solvent. With dining rates increasing 6%, room increases are proposed to increase between 2% - 4% to keep the aggregate average increase at 3.55%.

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Utilities	(9)	2,733,260	2,948,189	7.86%	214,929
Maintenance & Repairs	(10)	3,556,238	3,813,715	7.24%	257,477
Operating Supplies		318,888	331,590	3.98%	12,702
Equipment		243,606	389,750	59.99%	146,144
Insurance	(11)	617,680	808,500	30.89%	190,820
Administrative Services Assessment (ASA)	(12)	1,736,849	2,232,787	28.55%	495,938
Student Services Support & Service Agreements		2,176,744	2,323,365	6.74%	146,621
Other	(13)	901,748	1,339,846	48.58%	438,098
Total Expenditures		\$ 33,977,403	\$ 39,670,048	16.75%	\$ 5,692,645
NON-OPERATING EXPENDITURES/TRANSFERS					
Bond Debt Service	(14)	\$ -	\$ 9,826,159		\$ 9,826,159
R&R Minor Caps & Public Works		4,450,000	8,304,000	86.61%	3,854,000
Other Transfers					0
Capital Plan Projects. Expensed		6,512,607	(183,923)	-102.8%	(6,696,530)
Total Non-Operating Expenditures		\$ 10,962,607	\$ 17,946,236	63.70%	\$ 6,983,629
Total Expenditures		\$ 44,940,010	\$ 57,616,284		
EXCESS (DEFICIT) OF REV OVER EXP		\$ -	\$ -		\$ -

SEE NEXT PAGE FOR FOOTNOTE EXPLANATIONS

FOOTNOTES TO THE ATTACHED 2022-2023 HOUSING & DINING SYSTEM PROPOSED BUDGET.

Commented [LJ1]: Need to align footnote references to language in the body of document.

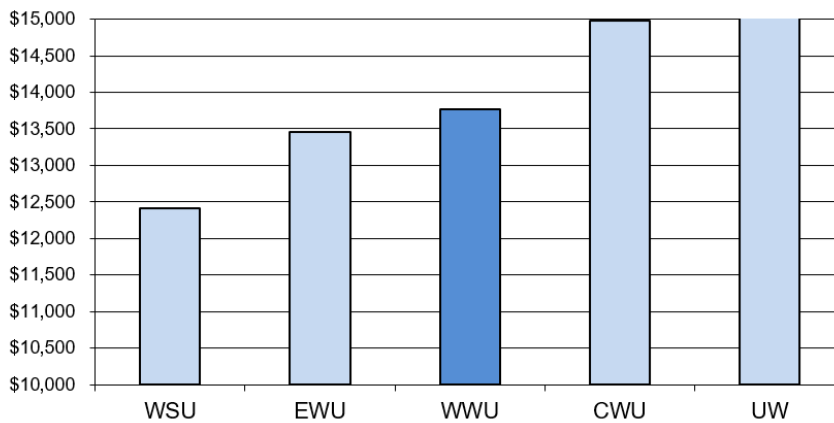
- (1) The 2022-2023 Budget, middle column is shown to compare with the FY 2021-2022 proposed budget presented to the BOT at the June 2021 Trustee meeting. After Fall 2021 opening, significant adjustments were made based on an increase in occupancy due to policy changes regarding the COVID pandemic. The FY2021-2022 draft budget assumes occupancy at 70%.
- (2) Room & Board rate increase is proposed here at a 3.55% aggregate. System housing capacity is expected to be near full for FY2023, while leaving enough space available for isolation and quarantine. The increase in revenue is primarily due to an increase in capacity.
- (3) No increase in underlying fee/penalty rates. Line item decreased due to adjusted expected actuals.
- (4) A limited summer conference season will return in the summer of 2022.
- (5) Due to the impact of the pandemic on dining operations the WWU-Aramark agreement was amended to both reflect a two-year contract extension and revision of the commission schedule.
- (6) Viking Union revenue is a preliminary estimate based on full fall opening. S&A Fee, Viking Union, and Multicultural Center Building Fee. For FY2023 there is a proposed fee increase of the Non-Academic Building Fee of 6.39%, the first increase since FY2019.
- (7) For FY2023, wage increases incorporate COLA increases, minimum wage increase and filling vacancies not previously filled to the COVID pandemic. University Residences will also create some much-needed new positions for FY2023. These positions include two care-specialist and an Associate Director for Access, Diversity, Equity & Inclusion (ADEI) Initiatives.
- (8) The Food Service expense category includes residential dining, catering, conference dining and departmental food costs. The residential dining rate increase is shown at 6.0%.
- (9) Utility increase due to increase in occupants as well as utility rates.
- (10) Due to the economic impacts of COVID. Maintenance and repairs were curtailed for FY2021 and FY2022. Much needed repairs will be completed in FY2023. An increase in the maintenance budget reflects this.
- (11) Insurance premiums increased 30% in FY2022.
- (12) An increase in Administrative Assessment Fee (ASA) is primarily due to an increase in revenue. ASA rates for FY22 were 5.775%. This is expected to remain the same in FY2023.
- (13) Other Expenditures - This category includes expenditures for: Student Activities, audit, consultants, training, travel, printing, copying, laundry, and other miscellaneous.
- (14) In September 2020 bonds were issued to defer the FY2021 and FY2022 debt service payments. These payments will resume in FY2023.

**WASHINGTON PUBLIC UNIVERSITIES (with more than 1,500 on-campus beds)
RESIDENCE HALL ROOM & BOARD PLAN COSTS
FY2023 (as of 3/26/22)
Weighted Average Double Room Cost with Best-as-Possible Meal Plan Comparison:**

	WSU	EWU	WWU	CWU	UW
	Level 2	Gold	125 Block	"Large"	"Level 4"
On-Campus Capacity	6,296	1,971	4,372	3,210	10,101
Residence Hall Room Pricing Model	New/Renovated rooms priced higher	New/Renovated rooms priced higher	Differential Priced by amenities	New/Renovated rooms priced higher	New/Renovated rooms priced higher
Live on Requirement?	First year students	First year students	None	First year students	None
Type of Meal Plan	Declining Balance	Meals & Points	Meals & Points	Declining Balance	Declining Balance
Elements of the Meal Plan	Equivalent to Approx. 14 meals/wk	Equivalent to 2 to 3 meals per day	Approx 12+ meals/wk + \$668 Points	Equivalent to Approx. 14 meals/wk	Equivalent to 13-15 meals/wk
Weighted Cost of a Double Room and Meals:	\$12,413	\$13,462	\$13,765	\$14,975	\$15,225
Rate of Increase Over 2022-21	Proposed 3.5%	Proposed 4.87%	Proposed 3.55%	Proposed 3.5%	Approved 3.590%

Commented [LJ2]: Should we note of those schools (EWU, CWU, WSU) making decision to close residence halls?

FY2023 Proposed Rates Comparison



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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: April 22, 2022

SUBJECT: **Public Works Projects**

PURPOSE: Action Items

Purpose of Submittal:

Approval of the university recommendations provided on Public Works Projects.

Proposed Motion(s):

Supporting Information:

16a PW737 – UR Access Control

16b PW758 – Electrical Engineering and Computer Science Building

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Vice President Joyce Lopes, Business of Financial Affairs

DATE: April 22, 2022

SUBJECT: **Construction Contract for Multiple Building (MB) University Residences (UR) Access Controls & Telecom, PW777**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for the Multiple Building (MB) University Residences (UR) Access Controls & Telecom, PW777. Contract award following Board action. Construction to start June 2022.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Valley Electric Co., Mt. Vernon, WA, for the amount of \$1,144,398 (plus associated sales tax) for the construction contract to complete the access control and telecom work multiple University Residences buildings.

Supporting Information:

The project will provide access control and telecom upgrades in Fairhaven and Ridgeway complexes as well as Nash Hall, Mathes Hall, Higginson Hall, Edens Hall and Edens Hall North.

This project was advertised for competitive bidding on February 22, 2022, with the bid opening held March 18, 2022. Three bids were received by the University (see attached bid summary). Hargis Engineers, Seattle, WA, prepared the plans and specifications for this project.

Advertisement for bids included language promoting MWBE participation. However, the apparent responsible low bidder did not indicate MWBE participation on their bid. Capital Planning and Development will continue to work with the contractor to enhance MWBE participation during the selection of subcontractors. Moreover, considering the scope of work is mostly electrical and the General Contractor will be self-performing much of the work, we do not anticipate a substantial number of subs, and thus MWBE participation, on this project.

The total budget for the project is \$2,500,000.

Source of Funding: WWU Housing and Dining

BID SUMMARY**PROJECT: PW777 - MB UR Access Controls & Telecom****DATE OF OPENING: March 18, 2022**

Bidder Name:	Valley Electric Co	Dawson Construction, LLC	Dutton Electric Company
Base Bid:	\$ 1,144,398	\$ 1,360,895	\$ 1,690,000
No Alternates	\$ -	\$ -	\$ -
Sub-Total:	\$ 1,144,398	\$ 1,360,895	\$ 1,690,000
Sales Tax (8.8%):	\$ 100,707	\$ 119,759	\$ 148,720
Total:	\$ 1,245,105	\$ 1,480,654	\$ 1,838,720

Selected Bidder

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Vice President Joyce Lopes, Business and Financial Affairs

DATE: April 22, 2022

SUBJECT: Construction Contract for Bid Package #1, Replacement Parking Lot, for
Electrical Engineering & Computer Science Project, PW758

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for Bid Package #1, Replacement Parking Lot for Electrical Engineering & Computer Science (EECS) Project, PW758.

Proposed Motions:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Mortenson, Seattle, WA, in the amount of \$699,569 (plus associated sales tax) for Bid Package #1, Replacement Parking Lot for EECS project, PW758.

Supporting Information:

The EECS Project (PW758) is using the alternative delivery method of General Contractor/ Construction Manager (GC/CM) as allowed under RCW 39.10.340. RCW 39.10.370 allows for a Public Body to authorize the GC/CM to proceed with the bidding and award of construction bid packages before the receipt of complete project plans and specifications. The Replacement Parking Lot is the first bid package of the EECS project. The project start for the Replacement Parking Lot is May 1, 2022 through September 15, 2022. The building construction will follow starting February 1, 2023 through May 1, 2024. The building Board action item is anticipated in December 2022 and includes the entire building Total Construction Cost (TCC).

Direct Construction Costs	\$	503,500
Negotiated Support Services	\$	34,540
Risk Contingency	\$	13,991
General Conditions	\$	124,600
<u>GC/CM Fee</u>	<u>\$</u>	<u>22,938</u>
TOTAL	\$	699,569

The current Replacement Parking Bid Package for the EECS project (PW758) is tracking at participation with MBE (9.85%) firms that are certified with the Office of MWBE. The GC/CM contractor and consultant will continue extensive outreach to firms with the intent of meeting, if not exceeding, the goals. The overall MWBE, small and disadvantaged business percentage data will be determined once the TCC is finalized.

The total budget for the project is \$72,110,000 and includes \$100,000 from Institutional Parking Funds.

Source of Funding: State Capital Bond Funds
WWU Institutional Parking Funds
Private Donations

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: April 22, 2022

SUBJECT: Tenure and Promotion Report

PURPOSE: Information Item

Purpose of Submittal:

The credentials and accomplishments of these faculty members have been examined by their peers, tenure and promotion committees, department chairs, college deans, as well as the Provost and Vice President for Academic Affairs. Each person approved meets or exceeds the internal (college and all-university) and external (comparative, disciplinary, and professional) standards Western Washington University requires for tenure and/or promotion. This extensive review process confirms the merit of each faculty member's teaching, research or creative activity, and service to the University and the community.

Supporting Information:

Provided below are two tables that list the following:

- 1) Thirty-three tenure track assistant professors granted tenure and promoted to the rank of associate professor effective 9/16/2022.
- 2) Eighteen tenured associate professors promoted to the rank of full professor effective 9/16/2022.

Tenure and Promotion - Effective September 16, 2022

Tenure and Promotion to Associate Professor

Jeanine	Amacher	Chemistry Department
Katherine	Anderson	English Department
Ying	Bao	Chemistry Department
Sara	Baskentli	Finance and Marketing
Akanksha	Bedi	Management Department
Sheryl Lynn	Bernardo-Hinesley	Mod and Class Lang - Lit Dept
Emi	Bushelle	History Department
Travis	Cram	Communication Studies Department
Elizabeth	Dillard	Elementary Education
Anne	Fast	Psychology Department
John	Gialanella	Design Department
Antonya	Gonzalez	Psychology Department
Qiang	Hao	Computer Science Department
Jeffery	Hart	Special Education
Stefania	Heim	English Department
Joshua	Kaplan	Psychology Department
Angela	Kasper	Music Department
Suzanne	Lee	Biology Department
A.	Longoria	Secondary Education
Jennifer	McCabe	Psychology Department
Jeffrey	Meier	Mathematics Department
Mark	Miyake	Fairhaven Gen & Admin
Eren	Odabasi	English Department
Ramadha	Piyadi Gamage	Mathematics Department
Amr	Radwan	Engineering and Design Department
Hillary	Robey	Health & Human Development
Shantala	Samant	Management Department
Anca	Sirbu	Economics Department
Shaun	Sowell	Psychology Department
Michael	Taylor	Western Libraries
Cameron	Whitley	Sociology Department
Adam	Wright	Economics Department
Matthew	Zinkgraf	Biology Department

Promotion to Full Professor

Colin	Amos	Geology Department
Andrew	Berget	Mathematics Department
Brian	Bowe	Journalism Department
Christina	Byrne	Psychology Department
Jeffrey	Carroll	Psychology Department
Devyani	Chandran	Health and Community Studies
Hope	Corbin	Health and Community Studies
Paula	Dagnon	Elementary Education
Holly	Folk	Global Humanities & Religions
Hugo	Garcia	Mod and Class Lang - Lit Dept
Pierre	Gour	Art & Art History
Diana	Gruman	Psychology Department
Jared	Hardesty	History Department
Tasha	Laman	Elementary Education
Christopher	Loar	English Department
Kimihiro	Noguchi	Mathematics Department
David	Rider	Chemistry Department
Hilary	Schwandt	Fairhaven College of Interdisciplinary Studies

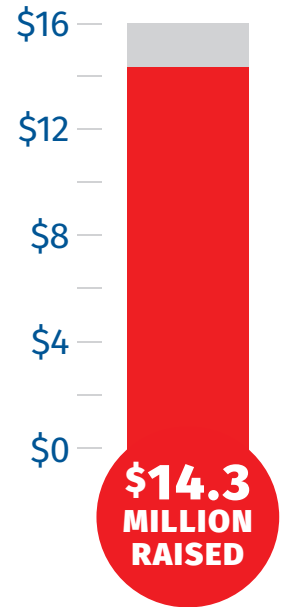


UNIVERSITY ADVANCEMENT REPORT APRIL 2022

FUNDRAISING TO DATE

At the end of March, the WWU Foundation had raised \$14.3 million toward its FY22 \$16 million fundraising goal. Several recent significant commitments have been made in the past two months including:

- **Nearly \$93,000 from the estate of former WWU Professor Thaddeus Spratlen to support the Thaddeus and Lois Price Spratlen Fund for Diversity**
- **A bequest intention of \$120,000 to benefit the Human Services program within Woodring College of Education**
- **A bequest intention of \$750,000 to support Western Libraries in the area of children's/young adult literature**



WWU GIVE DAY

Western's seventh annual Give Day will be May 26. Advancement staff and members of the Foundation Board of Directors and WWU Alumni Association Board are working alongside community and campus partners to make this a day of tremendous support for programs across campus. A generous pool of matching dollars will ensure each and every gift made on May 26th is even more impactful. All WWU constituents will be invited to participate and Give Day Ambassadors are actively reaching out to their networks to grow enthusiasm and excitement for the day. Give Day is a great opportunity for alumni, parents, community members and friends of Western to contribute to their passion areas on campus, and it helps build a fantastic culture of philanthropy. Last year, more than \$1 million was raised, an all-time high.



WWU ALUMNI AWARDS

The Annual WWU Alumni Association Distinguished Alumni and Service Awards Celebration is scheduled for Friday, May 13 on campus. Alumni from all seven colleges have been selected to receive the prestigious award:

College of Business and Economics

Jonathan Min-Wook Main ('94, '95)
Managing Director, Sarama Corporation

College of the Environment

Albert William Way ('79)
Founder, The Watershed Company

Fairhaven College of Interdisciplinary Studies

Angelique Davis ('95)
*Attorney and Professor of Political Science,
Seattle University*

College of Fine and Performing Arts

Gabrielle Kazuko Nomura Gainor ('10)
*Director of Engagement, University of Washington
School of Drama*

College of Humanities and Social Sciences

Ijeoma Oluo ('07)
Author, Public Speaker

College of Science and Engineering

Llwellyn Rhys Lawson ('01)
*Intellectual Property Attorney, Christensen
O'Connor Johnson Kindness*

Woodring College of Education

Kristi Dominguez ('94)
Superintendent, Ferndale Schools

Alumni were also been nominated by their peers and selected by the Alumni Association Board of Directors for additional awards:

Community Volunteer Recognition Award

Justin Iwasaki ('04)
Co-Founder and CFO Tribal Health Connections

Young Alumna of the Year

Kate Eleanor Gould ('07)
*Deputy Chief of Staff for Congressman Ro Khanna;
Human Rights and National Security Advisor*

Young Alumnus of the Year

Zachary Pullin ('09)
*Communications Director, Washington
Environmental Council & LGBTQ activist*

Lifetime Achievement Award

Paul Rady ('80)
*CEO and Chairman of the Board of Directors,
Antero Midstream Corporation*

Legacy Family of the Year

David E. Woodruff ('58) and the
23 members of the Woodruff family

Campus Volunteer Recognition Award

Steven Garfinkle
WWU Professor of History



Capital Program Report

Board of Trustees

April 22, 2022

MAJOR / INTERMEDIATE CAPITAL PROJECTS

Interdisciplinary Science Building (formerly known as Sciences Building Addition - STEM I)

This project is substantially complete and opened for Spring Quarter 2022 classes. Closeout procedures and warranty work is ongoing through November 2022.

Interdisciplinary Science Building Tenant Improvements

This project will complete construction of four rooms (two labs and two lab support spaces) on the fourth floor of the new Interdisciplinary Science Building (ISB) that were built as shelled space under the primary ISB contract. The consultant for this project is Perkins&Will and the contractor is Regency NW Construction. The work started on January 3 and is scheduled to be complete by late June 2022.

Electrical Engineering and Computer Science

Western is working with Perkins&Will, the design consultant, and Mortenson Company, the GC/CM contractor. Construction documents for the building at the 25% level were delivered in December from the design team and after a nine week review the notice to proceed was given to continue with 100% Construction Documents. The displacement parking phase of the project that will construct the parking along the Wade King Student Recreation Center access road recently had a bid opening and is going to the Board in April for approval. The parking lot is scheduled for Summer 2022 completion. The building is scheduled for occupancy in Fall 2024.

Fairhaven Academic Replace Main Electrical Switch Gear

This project was awarded to DECO/Dutton Electric Co. Construction reached Substantial Completion and is close to Final Completion.

Student Development & Success Center Predesign

The consultant team, led by Mahlum Architects, is nearing completion of the Predesign Report, including a spatial program, conceptual design and conceptual cost estimate.

Heating System Conversion Feasibility Study

Western contracted with Sazän Group to study the feasibility of converting the campus existing steam distribution system to a water-based system. The intent is to reduce, and ultimately eliminate, Western's heating system's greenhouse gas emissions and overall environmental impact. The study is scheduled to be complete by June 2022.

BW Siding & Bridges PH 1

This project will provide the following improvements at Birnam Wood: replace the bridges and siding at stacks 3 and 4, and window and siding replacement at the Community Building. A design contract has been executed with Cornerstone Architectural Group. The project is scheduled to bid in May 2022 and go to the Board in June 2022 for approval of a construction contract.

SMATE Envelope Remediation

This project will provide the following improvements at the Science, Math, and Technology Education Building (SMATE): replace the roofing, repair leaks in the south façade, and seal and repair the masonry. A design contract has been executed with HKP Architects, a women-owned certified business. The project is scheduled to bid in May 2022 and go to the Board in June 2022 for approval of a construction contract.

Fairhaven Recording Studio

This project will create a recording studio adjacent to the lobby of the Fairhaven Academic Building. A design contract has been executed with Architecture for Everyone. The project is in design and is scheduled to bid in May 2022 and go to the Board in June 2022 for approval of a construction contract.

Multiple Building (MB) University Residences (UR) Access Controls & Telecom

This project will provide new access controls to existing doors and new telecom room power receptacles in multiple University Residence buildings across campus. This project recently held the bid opening and is now going to the Board in April for approval. Construction is scheduled to begin June 2022.

2023-2025 Capital Budget

The legislative compromised 2022 Supplemental Capital Budget was released in March 2022. The Supplemental Budget included the following: an additional \$1.35 million in bonds for Classroom and Lab upgrades; an additional \$557,000 in bond funds for Minor Works Program; and \$1.5 million in local funds, if available, to cover inflationary costs associated with Electrical Engineering and Computer Science.

The Capital Planning and Advisory Committee, Sub-Committees, Working Group and Vice Presidents have drafted the 2023-2025 Capital Request and Ten-Year Capital Plan. The Draft 2023-2025 Capital Request and Ten-Year Capital Plan will be presented to the Board at the April 2022 meeting.

For more information about the major projects, the Capital Program, and the Capital Planning Process conducted for the 2021-23 biennium, please visit the Office of Capital Planning and Development website: <https://cpd.wvu.edu/2021-23-capital-budget-request>.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Donna Gibbs, V.P. for University Relations & Marketing

DATE: April 21, 2022

SUBJECT: **University Relations and Marketing Report**

PURPOSE: Information Item

Purpose of Submittal:

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

Supporting Information:

Report Attached

WESTERN WASHINGTON UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR UNIVERSITY RELATIONS AND MARKETING

The team in the Whatcom County Small Business Development Center (SBDC) has been extraordinarily busy supporting small businesses with federal and state economic recovery funding throughout the pandemic, and the multiple flood events in November 2021 only exacerbated the need. The historic flooding resulted in the largest natural disaster in Whatcom County and devastated rural communities in Sumas, Bellingham, Lynden and Everson, illuminating the urgent need for accessible and flexible relief and recovery funds at the state level.

From an economic perspective, the risks and tolls are profound, particularly for the rural communities affected. Eighty percent of businesses that reported damage are in rural communities: small cities and unincorporated areas. That same 80% of business respondents also incurred a disproportionate percentage of losses, particularly inventory damages, and the majority were uninsured at the time of the events.

WWU's SBDC team, led by Director CJ Seitz, sprang into action and worked with the Whatcom County Business Recovery Task Force to draft a proposal requesting establishment of a Washington state disaster business grant/loan program. CJ worked with Representative Alicia Rule (D-Blaine), who sponsored HB 1957, and thanks to those efforts the Washington Legislature passed a capital budget that makes considerable investments in flood recovery and future flood risk reduction including \$20 million for a small business disaster recovery financial assistance program, including \$10 million solely for eligible businesses in Northwest Washington. CJ is a leading partner in Whatcom County's economic development strategy and works closely with the Port of Bellingham, Whatcom County and City of Bellingham to support our small businesses and community growth.

Much of this work falls outside the mandate defined for SBDCs by the Small Business Administration, and another area of unmet need that CJ and team have identified is tailored technical assistance for emerging Hispanic, Asian, Native American, and Black-owned businesses in Whatcom County.

For the upcoming 2023-25 biennium budget cycle, URM has prioritized additional funding for the SBDC to create a program specifically to support underserved and historically marginalized communities in tandem with our request for funding to support marketing targeted at increasing graduate program enrollment growth. For nearly 40 years, the SBDC has served as one of the university's leading centers of engagement for graduate students, and graduate assistants from the SBDC are highly sought after by marquee employers.

Additional state funding would allow the SBDC to engage BIPOC graduate students as Associate Advisors to do outreach and overcome barriers to inclusion caused by inflexible federal regulations that currently funnel SBDC services toward well-resourced, predominately white-owned client businesses.

The Small Business Administration asks Congress for appropriations for the SBDC. Congress wants a good return on investment, and quickly, ideally within 24 months—which requires meeting clients, establishing trust, creating a plan, and successfully executing a plan ALL within 24 months. SBDC client meetings are reviewed quarterly to make sure the organization is on track to meet annual performance goals. To meet these goals requires the SBDC to find clients with perfect credit, a prosperous professional network, and enough education, experience, and language skills to keep pace with a mid-career MBA business advisor in “execution mode.”

Although 60 percent of the WWU SBDC's clients are women, and some clients are not white, the SBA rules force the SBDC to mostly focus efforts on clients from privileged backgrounds who have access to resources. By reaching out to BIPOC small-business owners in Whatcom County, the Associate Advisors would develop trust, identify safe spaces for service delivery, initiate client contact and provide cultural support during service delivery with BIPOC clients. The SBDC will also mentor Associate Advisors interested in pursuing a pathway to a career as a Certified Business Advisor, helping them overcome structural inequities that have the potential to make advancement challenging.

We are excited to see how this new BIPOC business assistance pilot in Whatcom County fares, and the team is eager to share their experience and learnings on this pilot with the 1,400 other SBDCs across the country.

It's often hard to see the impact of the SBDC on campus since their efforts are largely directed to supporting our surrounding communities, but the work that CJ and her team of advisors do in Whatcom – and now Kitsap County too – is a critical part of the University's strategic goal to advance a deeper understanding of, and engagement with, place. It's worth noting, too, that the WWU-sponsored centers are almost always the highest performing centers in the state.

UNIVERSITY COMMUNICATIONS

Our skilled professionals worked on a wide range of online, media relations and social media projects, which included:

Our office continues to provide broad, rapid and intensive communications support for needs across campus, from COVID messaging and crisis response work during and after the Viking Union gun violence threat lockdown during Black History Month activities in February, to weather messaging and media liaison work.

Interim UComm director and Western Today editor John Thompson continued to provide support for Western's COVID Response Team, COVID Communications Group and the associated structure of campus stakeholders, from the Student Health Center to Counseling, Health & Wellness; University Residences; Enrollment & Student Services; Academic Affairs; the Western Libraries and more.

The updated Western Today website, now fully converted to Drupal 9, made its debut in winter quarter. The new design sports a crisp, clean look and additional functionality especially in how it handles imagery, and work is ongoing to continue to refine ways to deliver content to campus stakeholders in new ways. Western Today has continued to be a vital conduit of information to campus, relaying important content to more than 19,000 potential readers each day - from modality changes at the beginning of winter quarter through the new masking rules and the sharing of [COVID dashboard data](#).

With Western responding to the Omicron wave with extended online classes, Social Media Coordinator Zoe Fraley spent much of the start of winter quarter sharing important class and health information and monitoring and sharing feedback received on our posts. Throughout the quarter, we promoted free campus booster clinics and reminders about testing to keep health a focus on our channels.

Sharing FAFSA priority deadlines and application deadlines was also a focus on social media during this time, as well as promoting Western's Martin Luther King Jr. Day event and weekly Black History Month events on campus. We continued our Instagram Stories takeovers with an emphasis on mental health and student connection during a challenging quarter, with a Beat the Blues takeover by Counseling, Health & Wellness' Chris Edwards, an Associated Students club takeover that highlighted opportunities for students to connect with clubs, a Fast Friends takeover to promote

events to help students meet new friends, and two Student Admissions Representatives (StARs) takeovers that allowed our audience to connect with a current student as they shared their experience on campus.

In Publications, the office is preparing to launch a redesigned Family Connections Newsletter that will offer families more depth and guidance on how to help their students succeed at Western. The winter edition of Window magazine is online, featuring a profile of WWU alums working to solve global supply chain issues and another alumna who specializes in diseases that are shared by humans and animals, a key source of emerging research to combat viruses like COVID-19. We're also hard at work on the spring edition expected to be published in June accompanied by a redesigned immersive digital edition.

Western also continued to perform important media liaison work, including:

- Interviews with **Cascadia Daily News (CDN)** on Western's newest trustee, alumnus Chris Witherspoon. This new publication has many WWU alumni on its staff and we look forward to building good lines of communication with them.
- The office celebrated two huge wins in earned media in February: WWU's Alia Khan, following the publishing of her research on the acceleration of ice melt in Antarctica due to pollution in "Nature," one of the world's most prestigious scientific journals, was interviewed on-air for both **CNN** and for NPR's **All Things Considered**. A print story about her work also appeared in the **CDN**. Khan was also featured in [this story](#) in Window magazine, as well as on [Gaia](#), the University's online journal of scholarship and research.

OFFICE OF UNIVERSITY COMMUNICATIONS



METRICS DASHBOARD

JANUARY – FEBRUARY 2022

WESTERN TODAY

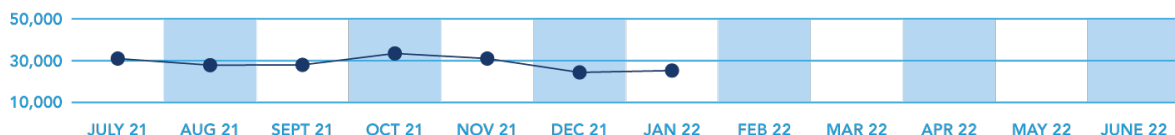
Total Sessions

Jan. 26,028

Feb.*

Top Stories

- The Nooksack River is in “grave danger,” warns Whatcom scientist with numbers to back it up – [Link](#)
- Jan. 24 Return to In-Person Learning Q&A– [Link](#)
- Unfortunate timing, a fast-moving virus and the return to class – [Link](#)



* Due to a software upgrade, the February session statistics are unavailable for Western Today, but this will only impact that month's data, as new monitoring is now in place.

SOCIAL MEDIA

Twitter

Facebook

Instagram

STATISTICS AT A GLANCE

22,591	50,909	26,525
Total followers	Total followers	Total followers
120	154	420
New followers	New followers	New followers
.5%	.3%	1.6%
% gained	% gained	% gained
193	4,358	36,402
Engagements	Engagements	Engagements

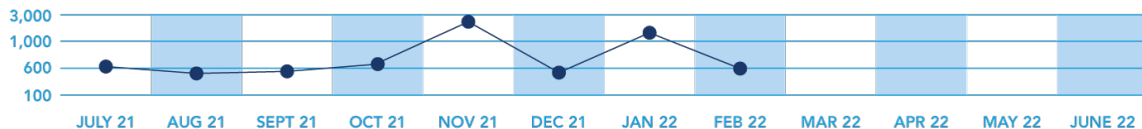
External Media

Total Stories

2,223

Top Stories

- Soot is accelerating snow melt in popular parts of Antarctica, a study finds– [NPR's All Things Considered](#)
- What is black carbon? The latest way humans are causing changes in Antarctica – [CNN](#)
- The self-styled 'Freedom Convoy' rumbled up at an inopportune time for U.S.-Canada trade – [Washington Post](#)



FAMILY CONNECTION NEWSLETTER

January

Sent: 9,782

Opened: 43%

Clicked: 6.5%

February

Sent: 9,689

Opened: 41%

Clicked: 5.8%

Top stories for January: Career Center Events, AS Outdoor Center excursions, FAFSA information, plans for resuming in-person classes.

Top stories for February: Education Abroad info sessions, Career Center events, Fast Friends event, Passport Party, Renting and Ramen event.

UNIVERSITY MARKETING

Summary

University Marketing is engaged in a range of work which includes digital marketing, collateral creation, video and photography, brand management, and marketing planning & project management.

Digital Marketing

The UM team is responsible for strategy, creative asset production and budget reconciliation. UM digital marketing is broken down into two main sections, campaign work that is coordinated with a third-party service provider, Carnegie Dartlet, and in-house placement of ads.

Campaign Digital Marketing

Beginning September 2021, URM launched the 2021-22 undergraduate digital campaign in partnership with Admissions as the primary enrollment and brand awareness campaign for WWU. This includes display, display retargeting, Snapchat, YouTube, Pay-per-click, Audience Select (leveraging academic achievement-oriented data from over 700 data points to serve IP targeted display advertising directly into the home), and Facebook/Instagram advertising which runs for a six to nine-month cycle, depending on the platform.

This year we are also including a targeted transfer campaign (launching Nov 2021) and a graduate school campaign (launching October 2021) focused on general awareness, plus Weekend MBA and Rehabilitation Counseling (OCE supported programs). And after our success last year, we will have a Financial Aid focused message running December 2021-February 2022 targeting parents.

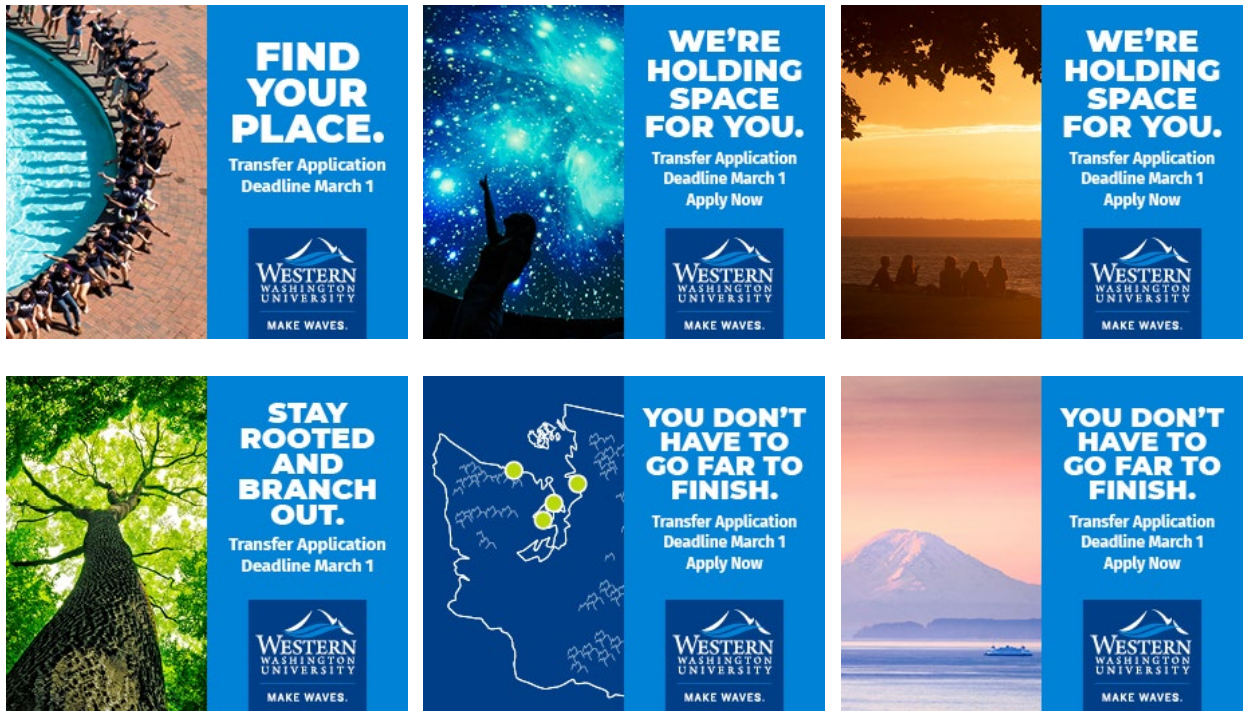
At-a-Glance (January 1 – February 28, 2022) Undergraduate Campaign “Apply Now” messaging with [video creative](#) featuring a WWU alumna who worked on a National Science Foundation-funded grant to embed quantum dots in glass that create solar power in conventional windows. The technology was licensed by a Los Alamos, N.M.-based start-up where the alum is now employed.

- Total Impressions = 6,795,027
- Total Ad Clicks = 100,070
- Total Conversions (Application or Request for Information button clicks) = 1,223



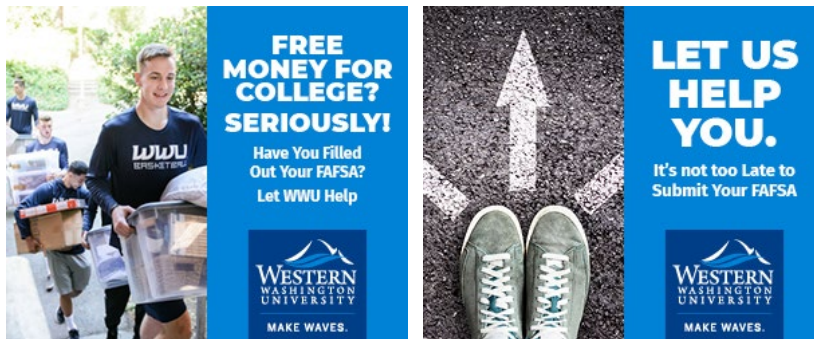
At-a-Glance (January 1 – February 28, 2022): Transfer Campaign – Bellingham and Locations

- Total Impressions = 1,691,069
- Total Ad Clicks = 4,340
- Total Conversions (Application or RFI button clicks) = 664



At-a-Glance (January 1 – February 28, 2022): Parents/FAFSA Campaign

- Total Impressions = 490.339
- Total Ad Clicks = 1,529
- Total Conversions (button clicks) = 12



At-a-Glance (January 1 – February 28, 2022): Spanish Parents/FAFSA Campaign

- Total Impressions = 290,514
- Total Ad Clicks = 1,605
- Total Conversions (button clicks) = 0



Collateral Creation (Graphic Design)

In January and February, the designers collectively worked on 145 projects and produced 574 individual assets.

Notable projects include:

- Ad Creative for Campaign (Undergrad, Grad, Transfer, and Spanish-Speaking Households)
- MLK Day creative
- Queering Research Series (LGBTQ+) creative
- Career Fair Annual Report
- Window Magazine
- Window Magazine UX Redesign
- Animated Guaranteed Transfer Agreement ads
- Center for Economic and Business Research identity refresh
- SEA Discovery Center external signage

Brand Management

The creative team works with partners across campus to manage Western Washington University's brand. This includes the development of design elements and assuring adherence to Western's brand standards.

In January and February, the Creative Team:

- Completed brand identity work for:
 - Sustainability Engagement Institute
 - Tribal Relations
 - Center for Economic and Business Research
 - Energy Studies Institute

- College of the Environment
- SEA Discovery Center
- Started and still working on brand identity work for:
 - Washington Campus Compact (rename and rebrand)
 - Entrepreneurship and Innovation
- Continued University's SEO strategy and interdepartmental collaboration, utilizing a "one Western" approach.

COMMUNITY RELATIONS

Notable projects and connections that enhance WWU visibility, improve community access, and increase community-to-university partnerships.

Bellingham City Club with Dr. Sislana Ledbetter

The director of Community Relations serves on the program committee for Bellingham City Club. This creates opportunities for WWU's exceptional faculty, staff, students and researchers to present at City Club on relevant topics impacting our community and world. February's City Club event featured Dr. Sislana Ledbetter, Associate Vice President of Counseling, Health and Wellbeing at WWU. Dr. Ledbetter served as the keynote speaker at the event titled, "Youth Mental Health in the Age of Anxiety and Why it Matters to Everyone." In her sold-out presentation, Dr. Ledbetter talked about root causes of anxiety in our youth today and ways to help address these issues so society as a whole will be healthier in the future.

Black History Month

WWU celebrated Black History Month by highlighting performances and lectures offered by departments campus wide. Those departments include Music, Art and Art History, Dance, Music, University Residences, Associated Students, KUGS Radio, English, Fairhaven College, Western Libraries, LGBTQ+ Western and others. Community Relations collaborated with those departments and other campus partners including Western's Web Communication Technologies (WebTech) and University Communications to consolidate and promote the diverse offerings which can be found at www.wvu.edu/black-history-month.

WWU Downtown Spring Clean

Community Relations, in collaboration with the Downtown Bellingham Partnership, hosted the inaugural WWU Downtown Spring Clean on Saturday, April 16, 2022. Open to 80 volunteers, this event provided an opportunity for WWU students, faculty and staff to support downtown's small businesses which struggled during the pandemic. Volunteers painted over graffiti, picked up trash and cleaned up downtown's flowerbeds. In addition to doing good for the community, students met other students while exploring Bellingham's vibrant downtown. Plans are already being made for next year's event with goals to double the number of available volunteers.

APIDA Heritage Month

May is Asian Pacific Islander Desi American (APIDA) Heritage Month. Facilitated by Community Relations, WWU is collaborating with higher education and K-12 institutions in Whatcom and Skagit Counties to host a virtual speaker series from May 17-19. The theme is "Raising our Voices: Our Collective Responsibility for Change." Speakers (including author and screenwriter Paula Yoo) will be asked to address stereotypes APIDA-identified individuals face while encouraging the APIDA community to speak up and speak loudly to create change. More information will be available at www.wvu.edu/apida at the end of April.

Host and M.C. of Multiple Events

In an effort to bridge partnerships and facilitate community connections, the director of Community Relations, served as M.C. for multiple events including interviewing Bellingham Mayor Seth Fleetwood and Whatcom County Executive Satpal Sidhu for Bellingham City Club, Bellingham Regional Chamber of Commerce Breakfast, Downtown Bellingham Partnership City Block launch, and the Presidents Student Civic Leadership Awards.

TRIBAL LIAISON

Planning

The Tribal Liaison has been working with campus colleagues to complete the process for a Progressive Design-Build team for the House of Healing Longhouse project. The Liaison has completed a list for a tribal elders advisory committee who will guide the longhouse planning review committee and will hold their first combined meeting in April. The elders will lead the advisory group with their knowledge of protocol and cultural expertise of sense of place.

The Tribal Liaison, along with President Sabah Randhawa, presented to the Whatcom County Council on February 22 to seek financial support of the WWU House of Healing Longhouse project in order to facilitate filling the \$500,000 funding gap. This presentation was met with favorable response by the Council, and we are awaiting confirmation of final funding of \$75,000.

The Tribal Liaison and President Randhawa also met with the Mount Baker Foundation for a presentation seeking support for the longhouse project. The Foundation has recommended a generous \$300,000 grant to go to their Board for approval in April. This is such exciting news for the Tribal Relations Office!

Events

The Tribal Liaison has met with Lummi Indian Business Councilman, Anthony Hillaire, who has suggested a presentation by the Tribal Liaison to the upcoming Affiliated Tribes of Northwest Indians Conference on May 16-19 at the Silver Reef Casino. The Tribal Liaison will make a presentation seeking financial support from the tribes for the House of Healing Longhouse project. Details will follow in the next BOT report.

The Tribal Liaison has also submitted a chapter for the first-ever Tribal Administration Handbook titled, "Leadership in Higher Education." Laural has been working on this project for a year and half and the book is scheduled to be released in July 2022.

Training

The Tribal Liaison has spoken to several classes at WWU during the winter quarter regarding the longhouse project and her role as the Executive Director of Tribal Relations. The Tribal Liaison continues to support WWU in recognizing the accomplishments of the university on behalf of Native students, faculty and staff.

Advisory Functions

The Tribal Liaison is currently serving on the University Communications Director Search committee. This process is now making on site interviews for a final selection to be provided to the VP of University Relations & Marketing.

The Tribal Liaison continues to provide support to Human Resources New Employee Orientation by presenting on the role of Tribal Relations Department.

Relationship Building

The Tribal Liaison continues to serve as a Trustee for Northwest Indian College. This partnership has proven instrumental in collaborations with the NWIC, WWU and the Lummi Nation.

SMALL BUSINESS DEVELOPMENT CENTER

WWU SBDC BELLINGHAM Q1 HIGHLIGHTS

Businesses Served	Q1 2022	Q1 2021	YTD 2022
Business Counseling Received	176	166	176
Research or Student Projects	1	1	1
SBDC Sponsored Training Participants	25	203	25
Information or Resources Provided	44	38	44

Clients' Economic Impacts	Q1 2022	Q1 2021	YTD 2022
Capital Formation	\$5.4M	\$3.5M	\$5.4M
Business Starts	3	0	3
Jobs Created or Retained	289	101	289

Top Areas of Counseling: Buy/Sell Business, Start-up Assistance, Financing/Capital, Managing a Business, Human Resources/ Managing Employees

Rolling 12-month Demographics

Top Industries: Retail, Service Establishment, Accommodation & Food Services, Health Care & Social Assistance

Annualized Sales: \$265.9M

Jobs Supported: 2,587

Highlights

The SBDC has served an increasing number of start-ups and clients hoping to buy or sell a business in 2022

- 31 clients hoping to buy or sell a business
- 68 clients in the process of starting a business

The WWU SBDC continues to play a major role in flood recovery since mid-November

- CJ Seitz is leading the Countywide Business Recovery Task Force
- Coordinated with FEMA and the national SBA to open Business Recovery Centers in Everson and Deming
- One-on-One direct outreach provided to over 80 businesses by SBDC Certified Business Advisors
- 25 hours of disaster-related business counseling
- 122 hours dedicated to outreach activities
- Created and hosted a multi-agency Flood Disaster Business Resources Roundtable with over 30 community attendees

- CJ Seitz testified in support of House Bill 1957, (which would establish a small business disaster recovery financial assistance program) with the support of WWU Office of Government Relations.

Seven SBDC clients were recognized as nominees (in various categories) in the 35th Annual Whatcom Business Awards

WWU SBDC KITSAP Q1 HIGHLIGHTS

Businesses Served	Q1 2022	Q1 2021	YTD 2022
Business Counseling Received	38	57	38
SBDC Sponsored Training Participants	1	56	1
Information or Resources Provided	2	10	2

Clients' Economic Impacts	Q1 2022	Q1 2021	YTD 2022
Capital Formation	\$1.6M	\$557K	\$1.6M
Business Starts	0	1	0
Jobs Created or Retained	65	13	65

Top Areas of Counseling: Managing a Business, Buy/Sell Business, Start-up Assistance, COVID-19 Financing/Capital, Financing/Capital

Rolling 12-Month Demographics

Top Industries: Retail, Accommodation/ Food Services, Service, Professional, Scientific & Technical Services, Arts & Entertainment

Clients' Annualized Sales: \$35.1M

Jobs Supported: 492

Highlights

Local Funding Partners: The Kitsap Small Business Development Center exists because local partners are matching federal dollars to sustain it. As launch funding expired in 2021, all local Kitsap County governments and the Port of Bremerton have pledged as funding partners for 2022, joining original stakeholders: City of Poulsbo, First Fed Community Foundation, Kitsap Bank, and Kitsap Credit Union (who renewed their 3-year pledge).

Capital Acquired (verified by clients): Kitsap SBDC has assisted clients in obtaining over \$1.6 million in financing during Q1.

New Partnership: Business Advisor Jaime Forsyth was invited to join the Bainbridge Island Economic Development Committee, and is looking forward to deepening and expanding Island connections for the Kitsap SBDC.

VISUAL MEDIA PRODUCTION

Projects Undertaken

File Organization of current and legacy projects on the new media server (known as EVO). Thousands of previously created assets were organized by team members that have since left the university and were located on many physical drives. An effort was made to organize and tag the projects before the new director and visual journalist staff member arrived, but the workflow is now in much better shape due to workflow optimization, implementing file name conventions, and reducing the number of identical files living in multiple places within the ecosystem.

Optimizing and facilitating efficiencies to better share multimedia assets with campus partners for social media, Window Magazine, etc. This previously was done on a case-by-case basis and now workflow is taking shape on reducing the amount of effort to share such things.

Equipment organization, itemizing, and inventory. Every single asset purchased by URM for Media Production use is now in an inventory that previously did not exist. All items are also physically tagged, so if misplaced, a number can be called to arrange a return.

Implementing a new project to capture general footage and imagery of all buildings on campus as a repository and resource for the WWU community. Future plans call for having imagery for all four seasons for each building and campus location.

Creating new and readapting previously made assets for the 2022 MLK Day livestream:
<https://vimeo.com/668781163> (PW: MLK2022)

Assisting in the creation of an external vendor created asset, "Solar Window:"
<https://vimeo.com/668337172/15cc98305e> (Future content on this project will be created in May)

Creating the 2022 Anthem video:
<https://vimeo.com/691938970/27bc4f49f5>

Creating the 2022 Orientation videos:
<https://vimeo.com/691499558/3bd3e036ee>
<https://vimeo.com/694993392/668829ad42>

Adapting previously made material for marketing and storytelling use.

WASHINGTON CAMPUS COMPACT

Presidents Student Civic Leadership Awards

On April 15, 2022, Washington Campus Compact will be holding the first in-person awards ceremony in two years to recognize outstanding student civic leaders from across the state. Each member-president selected two student civic leaders to win the award. The two students who were selected as Western's President's Student Civic Leaders Award winners are:

Nate D. Jo

Nate has been actively engaged as an officer for the Queer and Trans People of Color club, with the goal of cultivating a space for people of multiple minority identities. As the WWU Associated Students Vice President for Business and Operations, he sponsored and passed a proposal to create dedicated funding for LGBTQ clubs and advocated for the construction of multi-occupancy gender neutral bathrooms on campus. Building on these campus leadership experiences, Nate set his sights on creating change at a broader level, being selected to serve as legislative intern to Washington State House Speaker Laurie Jenkins in the 2021 legislative session. In June of 2021 Nate was appointed by Governor Jay Inslee to serve as the student trustee on Western Washington University's Board of Trustees. Outside of Western he has volunteered as a crisis counselor for LGBTQ+ youth for the Trevor Project. Nate applied for the Rhodes Scholarship this year and became Western Washington University's second-ever finalist.

Nate has done all of this while maintaining a 3.97 GPA—putting him on track to graduating magna cum laude in Spring 2022. He has also maintained a diverse array of co-curricular activities including serving as captain of the Western swim team since 2019 and as a member of

the WWU Concert Choir. Nate's passion is in public policy, particularly housing security, and he plans to pursue advanced work in this area after graduation.

Alyssa Tsukada

Alyssa is truly a civic leader and has been the glue holding WWU sustainability programs together over the past couple of years. She has helped generate funds to help dozens of students to attend WOHESC, a regional sustainability conference. This experience helps educate and create sustainable leaders on campus. Additionally, Alyssa has been an intern and assistant coordinator in the sustainability representatives' program. She has led the sustainability ambassadors' program, navigated through the transformation of the Office of Sustainability to the Sustainable Engagement Institute, and now works to organize roundtable events that bring together leaders from various sustainability programs on campus.

Through all of this work she demonstrates her love for her community. Alyssa stands up for what she believes is right, and is a dedicated student, tackling a STEM major and taking high level calculus classes, because she enjoys them. Alyssa is involved in multiple research positions and has been a tireless advocate for causes she cares about.

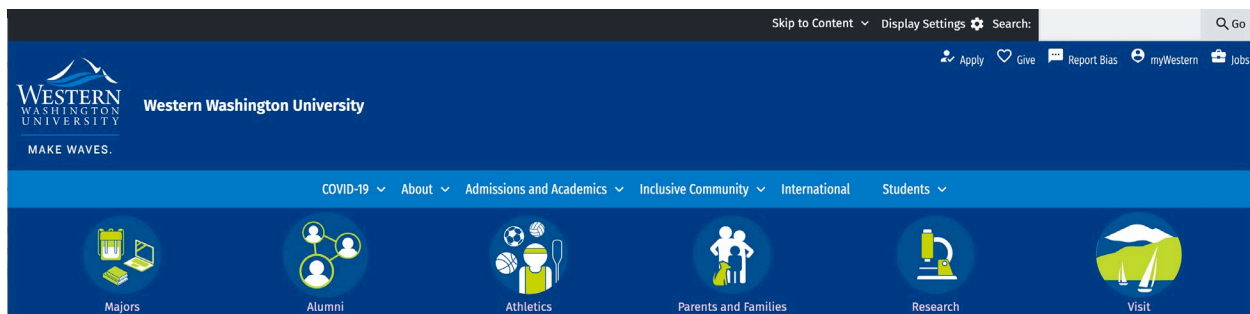
Congratulations to these two students for being recognized as Western's President's Student Civic Leader Award winners in 2022!

WEB COMMUNICATION TECHNOLOGIES (WebTech)

Summary

WebAim released the results of their 1 million Project. The million home page list combines the top home pages and domains from [the Majestic Millions list](#), [the Alexa Top 1,000,000 web sites](#), and [the DomCop top 10 million domains](#). Western's institutional homepage, www.wwu.edu again registered zero automated accessibility errors detected. For the first time as well, Western Today appeared in the results, also with zero errors. This is the second year in a row our site has achieved this result.

WebTech has been fervently delivering projects across campus. The most impactful of these are the new institutional homepage navigation, which included moving features that had been at the top of the header into what we are calling a pre-header. This has provided more space for the Western logo to sit and made it easier for our diverse constituencies to find information. The navigation was then split into both dropdowns and icons. The purpose of the icons is to facilitate increased traffic and engagement.



The response has been positive. To facilitate the icons a reimagined [Visit webpage](https://www.wwu.edu/visit) (<https://www.wwu.edu/visit>) was created highlighting visit options for prospective students, families, and community members. In partnership with New Student Services and Family Outreach (NSSFO) the old student services overview webpage was migrated into the [Viking Resource Hub](#)

(<https://nssfo.wvu.edu/viking-resource-hub>). This change is an improved user experience and a more appealing way to engage with services around campus.

This change went live at the end of this reporting period and we are collecting data on the change to identify if further changes will be warranted.

The campus directory project concludes with the release of the [updated personnel directory](https://directory.wvu.edu) (<https://directory.wvu.edu>), a collaboration between Enterprise Application Services (EAS), Human Resources (HR), and WebTech. This project will evolve further in a new phase to ensure continued digital accessibility, improved user experience, and increased security of personnel information in coordination with the Information Security Office (ISO).

myWestern (<https://mywestern.wvu.edu>) was updated after user studies conducted by WebTech and Marketing. It now has a trending topics box at the very top that automatically reflects what is being used frequently within the hour as well as a revised search feature making the page quicker to review and allowing for expanded resources in the future without overwhelming the user with information.

Western Today received an update at the start of February. The new site will allow increased use of video for story telling as well as feature more imagery and enhanced discovery opportunities for site visitors via highlighted stories, long form narrative, and topic listings.

Finally, a little-known resource, the Building Pages (<https://www.wvu.edu/buildings>), have been revamped and new photography supplied. These pages appear when users visit the campus map and want more information about the buildings.

WebTech's newest member who transferred from OCE, Jean Nissen, has significantly improved training options for staff across campus for Drupal, the content management system used by most websites on campus. We now offer beginning and advanced training as well as guides on how to set up for success covering topics such as [uploading images and video](https://brand.wvu.edu/using-media-library-drupal-9) (<https://brand.wvu.edu/using-media-library-drupal-9>), [search engine optimization](https://designsystem.wvu.edu/seo/search-engine-optimization-seo) (<https://designsystem.wvu.edu/seo/search-engine-optimization-seo>), and [advanced linking](https://brand.wvu.edu/how-create-anchor-jump-link) (<https://brand.wvu.edu/how-create-anchor-jump-link>).

All Drupal sites now come with Editoria11y (meaning "editorial accessibility"), a built-in accessibility checker for editors that runs while they work on their site, so they can make immediate yet impactful fixes. The Editoria11y widget can be found near the bottom of the page or screen:



Applying to Western

See which applications are open, find application deadlines for all quarters, and begin your application for admission and scholarships.

[Apply Now](#)

In-Person and Virtual Tours

There are lots of great ways to learn more about life and academics at Western. From guided in-person and virtual tours to academic webinars, you and your family are invited to connect and explore.

[Explore Western](#)

Contact Admissions

Our Admissions counselors are here to help! They can answer your questions about applying and anything related to your college search.

[Get in Touch](#)

✓ No Accessibility errors detected.

Show tags ? ▾ ×

Web Traffic Analysis

Traffic continued to outpace the prior year for the institutional homepage. Total page views are up 12% year over year, with 1,680,562 page views. The page view growth was supported by an average of over 1,800 new users each day.



Institutional Homepage - Page views compared to the prior year

External digital marketing is driving much of the traffic. [Get Plugged In](#) (68,128 views), [Learn About Your World](#) (253.1% increase in views to 18,430), and [Let's Get Things Started](#) with an astronomical 10,561% increase in views to 10,661. The pages allowing students to explore majors offered at Western, the Work at Western webpage, and colleges overview page also received significant traffic.

The marketing campaigns continue to drive engagement on YouTube as well, with "Solar Window" watched 37,372 times totaling 1,438 hours of watch time. "Find Your Place" is still being watched 24,780 more times, now totaling 95,217 and the 4K version was watched an additional 35,806 times. Much like "Find Your Place" when it was premiered, 96.78% of viewers watched the 30-second version of "Solar Window – Bring Ideas to Life" all the way through.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Melynda Huskey

DATE: April 22, 2022

SUBJECT: Enrollment Management

PURPOSE: Information Item

I. Enrollment

Higher education enrollment realities from around the state continue to raise some concerns, but Western is well positioned to take a confident, positive next step as we move further away from the more disruptive period of the pandemic.

Spring 2022 Enrollment

As of census day for Spring 2022, Western reported enrollment of 13,218 students, less than 1% (about .6%) fewer than in Spring 2021.

Spring Enrollment - All Students						Spring 2022 Peak
Enrollment by Race/Ethnicity						
	Spring 2017	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022
Hispanic or Latino Ethnicity	1,202 (8.5%)	1,284 (8.9%)	1,385 (9.5%)	1,451 (10.2%)	1,388 (10.4%)	1,372 (10.4%)
American Indian or AK Native	304 (2.2%)	295 (2.0%)	283 (1.9%)	259 (1.8%)	241 (1.8%)	221 (1.7%)
Asian	1,497 (10.6%)	1,529 (10.6%)	1,538 (10.6%)	1,533 (10.8%)	1,517 (11.4%)	1,514 (11.5%)
Black or African American	367 (2.6%)	389 (2.7%)	382 (2.6%)	375 (2.6%)	417 (3.1%)	404 (3.1%)
Native HI or Other Pacific Isl	64 (0.5%)	61 (0.4%)	65 (0.4%)	57 (0.4%)	55 (0.4%)	58 (0.4%)
White	10,215 (72.3%)	10,348 (71.6%)	10,288 (70.7%)	9,955 (69.9%)	9,100 (68.4%)	9,068 (68.6%)
Two or more races: Other	160 (1.1%)	160 (1.1%)	175 (1.2%)	173 (1.2%)	157 (1.2%)	173 (1.3%)
International	165 (1.2%)	165 (1.1%)	174 (1.2%)	146 (1.0%)	119 (0.9%)	150 (1.1%)
Race and ethnicity unknown	151 (1.1%)	229 (1.6%)	268 (1.8%)	286 (2.0%)	302 (2.3%)	258 (2.0%)
Total	14,125	14,460	14,558	14,235	13,296	13,218
<i>Students of Color</i>	3,594 (25.4%)	3,718 (25.7%)	3,828 (26.3%)	3,848 (27.0%)	3,775 (28.4%)	3,742 (28.3%)
<i>Non-Resident</i>	1,602 (11.3%)	1,706 (11.8%)	1,804 (12.4%)	1,620 (11.4%)	1,506 (11.3%)	1,719 (13.0%)
<i>First Generation</i>	4,581 (32.4%)	4,652 (32.2%)	4,568 (31.4%)	4,385 (30.8%)	3,934 (29.6%)	3,577 (27.1%)
<i>PELL-Eligible</i>	3,511 (24.9%)	3,700 (25.6%)	3,550 (24.4%)	3,279 (23.0%)	2,929 (22.0%)	2,757 (20.9%)

Importantly, nonresident enrollment remains strong as does the enrollment of students of color as a proportion of total enrollment. The rate of enrollment of first-generation college students and low-income students continues to suffer.

COVID Vaccination Policy Compliance—Students continue to comply with the policy at a very high rate. Those enrolled this winter who did not comply with the policy had a hold on their spring registration and were not allowed to register for classes until taking action to provide vaccination records or petition for a waiver of the vaccination requirement for medical or

religious reasons. New students starting with us in the spring quarter were allowed to register, and we are working with those students to ensure that they all come into compliance if they have not yet done so.

The following table provides COVID vaccination compliance data for all students enrolled at Western in Spring 2022 as of Monday, April 11th.

Number of Enrolled Students			
by Covid Vaccination Status & Course Modality			
	some/all	no	
	FTF/HYBD	FTF/HYBD	all
Compliant	12,331	824	13,155
Vaccinated	12,073	786	12,859
Exemption	258	38	296
No Info	40	23	63
all	12,371	847	13,218
<i>% Compliant</i>	<i>99.7%</i>	<i>97.3%</i>	<i>99.5%</i>
<i>% Vaccinated</i>	<i>97.6%</i>	<i>92.8%</i>	<i>97.3%</i>

A few highlights:

- 99.5% of our students have complied with the requirements under the COVID vaccination policy.
- 97.3% of all enrolled students have submitted proof that they are fully vaccinated.
- 296 students have been granted medical or religious exemptions.
- 99.7% of students who have at least one in-person class have completed their COVID requirements under the policy.
- Only 63 currently enrolled students have not yet submitted records to the Student Health Center and have not met the requirements under the COVID vaccination policy.

As was true last quarter, Enrollment Management is working closely with Academic Affairs and the COVID Support team to manage issues with COVID compliance and in-person instruction for spring quarter. We have provided data about aggregate COVID vaccination and COVID compliance rates by course and will continue to monitor that data. We have also facilitated the work of Academic Affairs with the courses that were approved to be limited only to students who are vaccinated.

Course modality—Spring quarter classes are engaging in-person instruction at rates similar to those of Winter 2022, with 88.6% of spring courses being taught face-to-face or hybrid.

Spring 2022 Course Modality by Course Level

All Main Campus Sections with Enrollment

	FTF	HYBD	SYNC	ASNC	BLND	all	% FTF/HYBD
<100-Level	4	1		-		5	100.0%
100-Level	283	37	9	10	3	342	93.6%
200-Level	274	33	27	20	9	363	84.6%
300-Level	519	69	35	32	25	680	86.5%
400-Level	655	59	42	21	28	805	88.7%
500-Level	162	12	12	1	3	190	91.6%
600-Level	62			-	1	63	98.4%
all	1,959	211	125	84	69	2,448	88.6%

Number of Enrolled Students

by Course Modality

	Count	Percent
all FTF/HYBD	6,512	49.3%
some FTF/HYBD	5,859	44.3%
no FTF/HYBD	847	6.4%
all FTF/HYBD	13,218	100.0%

Fall 2022 Recruitment

Key indicators continue to point to a high level of interest in Western among college-bound students. That stands in contrast to what we are seeing around the state among high school seniors and within the application processes at some of the other Washington public baccalaureate institutions. Western continues to focus on strategic enhancements to our recruitment processes, including digital marketing, campus visits, FAFSA completion, housing applications, scholarship plan, and vaccination messaging, to name a few. Sustained focus on and execution of these efforts may have prompted a collective lift where the higher education landscape in which we operate points to another difficult fall term for many schools still seeking to recover from the pandemic.

Totals as of Week -23 (April 13, 2022):

New first-year students—Bellingham

	Applied	Admitted	Confirmed
2022	11,624	10,756	2,089
2021	10,371	9,963	1,911
2020	10,075	8,968	1,725
2019	10,415	9,374	2,219

New transfers—Bellingham

	Applied	Admitted	Confirmed
2022	1,689	1,176	430
2021	1,570	1,240	401
2020	1,743	1,047	284
2019	1,860	1,419	516

New transfers—other locations

	Applied	Admitted	Confirmed
2022	111	29	14
2021	192	28	26
2020	193	28	20
2019	183	45	45

Important notes on New First-year Applications for Fall 2022

- Application numbers are up (12.1% compared to this time last year in the Fall 2021 cycle).
- While the number of offers is larger than last year, as a percentage our offer rate is down slightly, reflecting an increase in selectivity—92.5% as compared to 96.1% for Fall 2021.
- We are securing confirmations from more of those students to whom we have offered admission--yield (19.4% compared to 19.2% for Fall 2021).
- Confirmations are up by 9.3% over last year at this time in the cycle.
- Students of Color comprise 27.0% of the confirmed student population this year (compared to 26.3% this time last year).
 - Particular note on Native students: 36 confirmed this year, compared to 21 last year.
- Running Start students comprise 28% of the confirmed student population this year (compared to 34.1% this time last year).
 - For the past two years, community college courses were delivered almost entirely through virtual/remote modalities. This decline in Running Start participation—also reflected in data from Community & Technical Colleges—indicates high school students' preference for in-person instruction at their neighborhood schools.
- First-generation students comprise 17.5% of the confirmed first-year population this year (compared to 24.4% last year).
- Washington residents make up a slightly larger percentage of the applicant pool this year (72% this year v. 70.6% last year).
- Confirmations from nonresidents continue to grow year over year and this year are up 15.3% from this time for Fall 2021.

Important notes on New Transfer Applications for Fall 2022

- The proportion of our transfer student population that is coming from Washington community colleges continues to decline (62.2% compared to 68.3% at this time in the Fall 2021 cycle).
- Students of color make up 30.2% of the confirmed transfer student population (compared to 25.7% in Fall 2021).
- A smaller proportion of confirmed transfer students come from first generation backgrounds (19.5% compared to 34.9% last year). This drop is something we are watching closely and attempting to address.

Admitted Student Day programs—This year, we hosted two in-person Admitted Student Day programs (April 2nd and April 9th). For the April 2nd program, 454 students registered, and 415 attended—a 91.4% attendance rate. With their guests, the total count was 1,148. For the April 9th program, 523 students registered, and 464 attended—an 88.7% attendance rate. With their guests, the total count was 1,259 visitors.

These attendance rates are significantly higher than any we experienced pre-pandemic (usually 70-80%). Part of this increase could be attributed to a more robust ASD experience, where we hosted a number of value-added departmental updates (e.g. Safety and Security; Transferring College Credit) in addition to promoting a new offering: sample classes taught by faculty from the University's undergraduate colleges. Initial results from feedback surveys suggest that those were a hit!

There is evidence to suggest that other behavioral elements may be at play. After a two-year hiatus, there may have been pent-up demand for families to visit colleges. Our own campus tours and info sessions have been booked to capacity since February, and feedback is overwhelmingly positive. Additionally, anecdotal accounts suggest that families are delaying the decision-making process leading up to the May 1 confirmation date. Colleges and universities are adjusting experiences and extending yield activities deep into the month of April. Following the April 9th ASD program, Western is hosting several Friday events (called *Discovery Days*) through the remainder of the month, with about 75 students registered (200 total guests) for each.

Yield—The larger applicant pool and admitted pool allow us to better weather dropping yield rates that are being experienced by schools like Western. It is important to keep watch on the overall environmental landscape in which we operate.

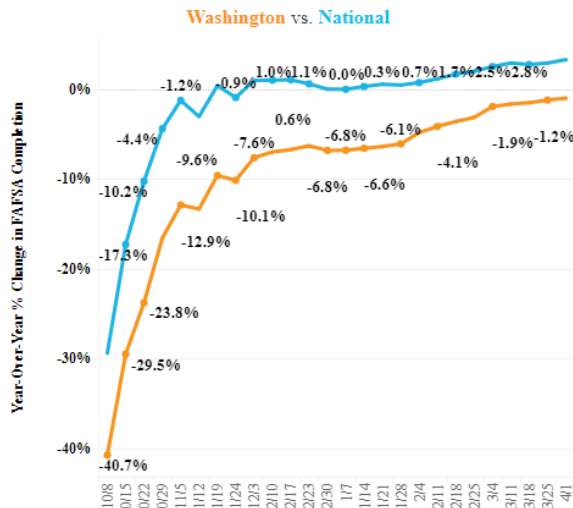
In a March 23rd [article](#) for *The Atlantic*, titled “The College-Admissions Process Is Completely Broken,” author Jeffrey Selinger—Professor of Practice and Special Adviser to Michael Crowe, President of Arizona State University—highlights how students are applying to more institutions than in the past—driven primarily by the uncertainty of admission to ultra-selective institutions. “Over the past two decades,” Selinger writes, “the number of applications submitted to colleges has increased more than 150 percent, even as the size of high-school graduating classes has remained fairly stable.” This is “leading [students] to needlessly apply to multiple colleges when they can enroll in only one,” he affirms. The article focuses on recommendations to fix a “broken system,” as evidenced in the *NY Times* best-selling author’s new book, *Who Gets In and Why: A Year Inside College Admissions*. The implications for colleges and universities are clear: more students applying to more schools increases anxiety and uncertainty throughout the system. This feedback loop of uncertainty generates a need for colleges to rely on ever-growing applicant and admit pools to secure their incoming classes which, in turn, lowers the likelihood of yielding admitted students.

FAFSA Submissions—As we have reported in the past couple of years, we have committed more and more strategic focus to outreach aimed at FAFSA submission and digital marketing directed to that goal. This year we are seeing a significant increase in the rate of FAFSA submission by new first-year students and new transfer students. Of interest, this is not reflective of FAFSA submission realities across the state or the nation. Note: the Financial Aid Department has the most up-to-date and official records on FAFSA and WASFA submissions. Below is information pulled from Admissions records, which may vary slightly from data in financial aid records on the same day, because of the timing of data uploads from one database to another.

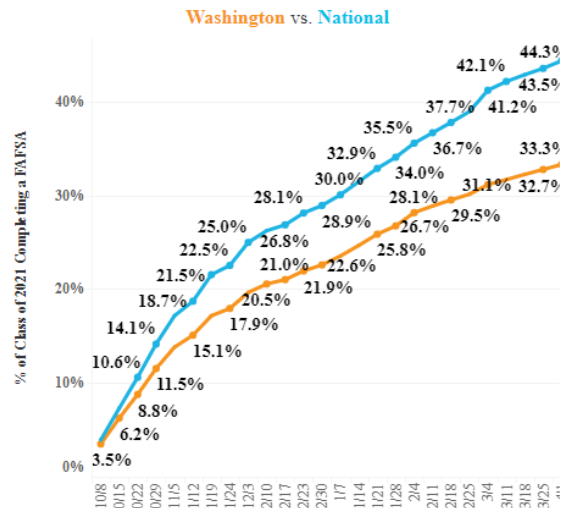
First-Year Admits	F21	F22	Chg n	Chg %
FAFSA submitted	6474	8029	1555	24.0%
<i>% of cohort</i>	65.4%	74.8%		
FAFSA not submitted	3418	2709	-709	-20.7%
<i>% of cohort</i>	34.6%	25.2%		
Total	9892	10738	846	8.6%
First-Year Confirmed				
	F21	F22	Chg n	Chg %
FAFSA submitted	1085	1483	398	36.7%
<i>% of cohort</i>	63.6%	76.2%		
FAFSA not submitted	622	462	-160	-25.7%
<i>% of cohort</i>	36.4%	23.8%		
Total	1707	1945	238	13.9%
Transfer Admits (B'ham Only)				
	F21	F22	Chg n	Chg %
FAFSA submitted	404	581	177	43.8%
<i>% of cohort</i>	36.9%	50.7%		
FAFSA not submitted	691	566	-125	-18.1%
<i>% of cohort</i>	63.1%	49.3%		
Total	1095	1147	52	4.7%
Transfer Confirmed (B'ham Only)				
	F21	F22	Chg n	Chg %
FAFSA submitted	135	207	72	53.3%
<i>% of cohort</i>	41.4%	52.3%		
FAFSA not submitted	191	189	-2	-1.0%
<i>% of cohort</i>	58.6%	47.7%		
Total	326	396	70	21.5%

As of the April 1, 2022 report on the *FAFSA Tracker*, Washington ranked 46th for the current year, with 33.3% of high school seniors completing the FAFSA. Washington ranked 35th in terms of the year-over-year change in FAFSA submissions, with a change in the negative. Source: *FAFSA Tracker*, sponsored by the National College Attainment Network at <https://formyourfuture.org/fafsa-tracker/>.

Year-Over-Year % Change in FAFSA Completions



Estimated Percent of Seniors Completing a FAFSA



	Current Rank	% of Seniors Completing
Tennessee	1	63.7%
Washington, D.C.	2	56.6%
Illinois	3	54.9%
Louisiana	4	53.7%
Texas	5	53.3%
Washington	46	33.3%
Oklahoma	47	32.7%
Florida	48	32.4%
Arizona	49	31.2%
Utah	50	28.6%
Alaska	51	21.9%

	Current Rank	% Change
Texas	1	26.3%
Alabama	2	20.2%
Mississippi	3	7.5%
New Mexico	4	5.9%
Utah	5	5.6%
Missouri	31	-0.2%
Pennsylvania	32	-0.3%
Nevada	33	-0.7%
Nebraska	34	-0.8%
Washington	35	-1.0%

Looking beyond Fall 2022

In May, attention will turn to Fall 2023 in many ways. Every Friday in May, we will host *Junior Visit Days*, for prospective students and families. Also, and most notably, we will begin the development of an application platform as [new members of the Common App](#) consortium. This will position us alongside nearly 1,000 colleges and universities—including most in the state of Washington—and will strengthen Western’s position in the years ahead.

II. Student Aid

Awarding 2022-23 Financial Aid to New Students

The Financial Aid Department has offered financial aid to over 8,000 admitted new students, with the first batch of over 7,000 students awarded on March 7, 2022. In addition to notifying undergraduates electronically, students were sent paper aid offers to further capture the attention of the student and their family.

This year, Financial Aid will need to revise the aid offers of most new students due to updated information. To be competitive with other schools, Financial Aid has to issue aid offers early in the admissions cycle. As is typically the case, Financial Aid awarded students before tuition and fees and on-campus room and board costs had been finalized. In addition, however, the Federal Pell Grant awarding guidance was issued later than usual by the U.S. Department of Education, after most new student aid offers had been distributed, and we are awaiting updated awarding guidance from the Washington Student Achievement Council for state aid programs.

Maximum Federal Pell Grant to Increase by \$400 for 2022-23

Although the U.S. Department of Education published 2022-23 Federal Pell Grant Payment and Disbursement Schedules on January 31, 2022, the published awards were unchanged from the previous year and were viewed by aid administrators as a placeholder for subsequent legislation.

On March 15, 2022, President Biden signed the Consolidated Appropriations Act of 2022, which increased the maximum Federal Pell Grant from \$6,495 to \$6,895 for the 2022-23 school year. The corresponding maximum Pell Grant eligible expected family contribution will increase from \$5,846 to \$6,206.

Financial Aid is in the process of alerting new students who have already been sent aid offers of their increased Pell Grant eligibilities. In the meantime, our Financial Aid systems team is working with Enterprise Application Services to merge a recently-issued Ellucian Banner software patch that incorporates the Pell Grant changes into our existing software for awarding purposes.

Implementation of a New State Aid Program: Washington State Bridge Grant

The Washington State Bridge Grant program was created during the 2022 state legislative session to provide \$500 grants to the lowest income, resident students, for purposes of assisting with college expenses beyond tuition and fees. The Washington Student Achievement Council is in the process of writing guidance that will be issued to schools. A student is eligible for a Washington State Bridge Grant if the student receives a maximum Washington College Grant award and does not receive the College Bound Scholarship. We estimate that 600 Western students will be eligible for a Bridge Grant.

Higher Education Emergency Relief Fund (HEERF) Update

Financial Aid has awarded HEERF grants totaling \$22,952,502 to Western students from allocations totaling \$27,742,616, leaving a balance remaining of \$4,790,114 to award.

The U.S. Department of Education informed schools on April 6, 2022, of an extension for awarding HEERF funds to June 30, 2023, but encourages schools to spend their funds as soon as possible. Western's original deadline based on the date funds were made available to us was May 20, 2022.

Of special note, schools have been authorized to provide HEERF assistance to former students with exceptional need. On March 23, 2022, in coordination with the Student Business Office, Financial Aid awarded \$254,474 to 224 former students who had balances owing for HEERF-qualified expenses on their student accounts. We did this to help these needy students pay for qualified expenses, including those owed on their student accounts, and encourage them to get back on track academically.

Western students will be able to apply for HEERF funding via an electronic application posted to the Financial Aid website from noon on April 12 to noon on April 25. Students were sent e-mails

inviting them to apply for HEERF funding. Notices have also been sent to campus colleagues who are in a position to advise students of the opportunity to apply.

Scholarship Fair

The first in-person Scholarship Fair in three years was held on Feb. 17, 2022, from 2-4:30 p.m. in the Viking Union. The purpose of the fair was to inform students and parents of scholarship offerings and related support services at Western.

A total of 207 students and parents attended, and enthusiasm for this in-person event was high. All seven of Western's academic colleges participated, as did colleagues from the Hacherl Research & Writing Studio and Career Services.

III. New Student Services/Family Outreach

Orientation, Advising, and Registration (OAR) Programs for New Students

NSSFo recently completed an extensive review of peer institutions that included Western's 25 peer institutions and Washington State universities to review current practices, formats, and policies for orientation, academic advising, and course registration. With Western's Academic Advising Center staff moving all advising and registration events to virtual delivery, the peer review was integral and informative in our collective revisioning and presentation of the orientation, advising, and registration process and experience for new students moving forward. Within NSSFo, the review also informed and influenced a significant redesign of our website to better reflect the new advising and registration event experience, focused orientation process for new students, and another layer of updates and refining the webpages and resources for parents and families.

For Fall 2022, dates for all Advising & Registration (A&R) sessions have been set for new first-year, transfer, and post-baccalaureate students, with five sessions in July for transfer and post-bacc students and 16 sessions in August for first-year students (four of which are designated for high credit—45 credits or more). Reservations for sessions will open in early June. One additional first-year session in September prior to the start of classes is also set for students who cannot make an August session. All sessions will be virtual.

In addition to the A&R sessions, a New Student Orientation Checklist has been designed that more strongly anchors the orientation process for new students, creating a detailed and sequential set of required and recommended tasks to complete. The checklist more accurately represents the orientation and onboarding process in smaller, more manageable steps, including sequencing of actions before, around, and after their A&R session. Once on campus, orientation continues in person through Western Welcome Week activities planned by a variety of campus departments, services, clubs, and organizations.

The "Welcome New Students" landing page - <https://nssf0.wvu.edu/welcome-new-students> - gives any new student a place to begin their journey, no matter which quarter they are beginning. The New Student Orientation Checklist - <https://orientation.wvu.edu/orientation> - allows a student (or parent/family member) to have a consistent location to track activities and tasks also applicable to any quarter a student may begin.

Family Outreach

The review of peer institutions also included an examination of websites and resources for parent/family programs, orientation, and resources. We noted that our webpages for parents/families were well-developed in comparison to many, but especially tracked trends in

topics and content that seemed to have consistent presence. We have added a “Welcome New Families” page (<https://nssfo.wvu.edu/new-families>) which also includes a new family orientation checklist, enhanced student services resource hubs, and critical links to campus communications resources.

NSSFO staff have also been finishing up a strategic plan for the department which will serve as a stronger framework for communicating departmental goals and identifying strategies to enhance the overall student and family experience with our office, resources, and events.

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

TO: Members of the Board of Trustees
FROM: John M. Meyer, Chair, Board Committee on Trustees
DATE: April 22, 2022
SUBJECT: **Board Trustees Remarks**
PURPOSE: Information Item

Purpose of Submittal:

Chair Meyer will provide time to members of the Board of Trustees and the University President for any final remarks, questions, or observations.

22. EXECUTIVE SESSION

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

- 23. DATE FOR NEXT REGULAR MEETING**
- **June 9 & 10, 2022**

24. ADJOURNMENT