

WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
APRIL 4, 5, 2019

THURSDAY, APRIL 4, 2019

Location: Viking Union 565

Time: 3:00 p.m.

1. CALL TO ORDER

3:00 – 3:05

2. RECOGNIZING THE WWU OFFICE OF TRIBAL RELATIONS AND WELCOMING EXECUTIVE DIRECTOR OF AMERICAN INDIAN/ALASKA NATIVE AND FIRST NATIONS RELATIONS AND TRIBAL LIAISON LAURAL BALLEW

3:05 – 3:15 Resolution No. 2019-01 Recognizing the Western Washington University Office of American Indian/Alaska Native and First Nations Relations

3:15 – 4:00 Blanket and Welcome Ceremony by Lummi Tribal Elders and Blackhawk Dancers

4:00 – 5:00 Reception

FRIDAY, APRIL 5, 2019

Location: Old Main 340

Time: 8:00 a.m.

3. CALL TO ORDER, APPROVAL OF MINUTES

8:00 – 8:05

- Board of Trustees Meeting, February 8, 2019

4. PUBLIC COMMENT

8:05 – 8:15

5. BOARD CHAIR REPORT

8:15 – 8:25

6. UNIVERSITY PRESIDENT REPORT

8:25 – 8:35

7. FACULTY SENATE REPORT

8:35 – 8:40

8. **ASSOCIATED STUDENTS REPORT**
8:40 – 8:45

9. **FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**
8:45 – 8:55 Presentation: Trustee John Meyer, Committee Chair

10. **STUDENT SUCCESS COMMITTEE REPORT**
8:55 – 9:05 Presentation: Trustee Mo West, Committee Chair

ACTION ITEMS

11. **APPROVAL OF 2019 SUMMER SESSION TUITION AND FEES**
9:05 – 9:20 Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
Earl Gibbons, Vice Provost for Extended Education

12. **APPROVAL OF HOUSING AND DINING RATES**
9:30 – 9:50 Presentation: Melynda Huskey, Vice President for Enrollment & Student Services
Leonard Jones, Director, University Residences

BREAK – 10 MINUTES

13. **APPROVAL OF UNIVERSITY RETIREMENT PLAN CHANGE**
10:10 – 10:25 Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs
Chyerl Wolfe-Lee, Assistant Vice President for Human Resources

DISCUSSION ITEMS

14. **COLLEGE OF HUMANITIES SOCIAL SCIENCES STATE OF THE COLLEGE AND LINGUISTICS PLANNING UPDATE**
10:25 – 11:25 Presentation: Brent Carbajal, Provost & Vice President for Academic Affairs
Maria Paredes Mendez, Dean, College of Humanities and Social Sciences
Kristin Denham, Director, Linguistics Program

15. **LEGISLATIVE UPDATE**
11:25 – 11:35 Presentation: Becca Kenna-Schenk, Executive Director of Government Relations

16. **INFORMATION ITEMS**
11:35 – 11:40
 - a. Professional Leave Report
 - b. Tenure and Promotion Report
 - c. University Advancement Report

- d. Capital Program Report
- e. University Relations and Marketing Report
- f. Admissions and Enrollment Report

- 17. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110
11:40 – 12:00
- 18. DATE FOR NEXT REGULAR MEETING: June 13, 14, 2019
- 19. ADJOURNMENT

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: April 5, 2019

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, Friday, February 7, 2019

Supporting Information:

Minutes of Friday, February 7, 2019

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, February 8, 2019**

CALL TO ORDER

Acting on behalf of Board Chair Earl Overstreet, who called into the meeting by phone, Board Vice Chair, Trustee Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 8:02 am in the Board Room, Old Main, in Bellingham, WA. Trustee Franklin noted that the meeting agenda would be abbreviated due to extreme winter weather.

Board of Trustees

Earl Overstreet, Chair – *by phone*
Chase Franklin, Vice Chair
John Meyer, Secretary – *by phone*
Citlaly Ramirez
Faith Pettis
Karen Lee – *by phone*
Mo West
Sue Sharpe

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Donna Gibbs, Vice President for University Relations and Marketing
McNeel Jantzen, Faculty Senate President
Paul Cocke, Director of University Communications
Paul Dunn, Chief of Staff to the President, Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

1. APPROVAL OF MINUTES

MOTION 02-01-2019 Trustee Pettis 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 13 & 14, 2018

The motion passed.

2. PUBLIC COMMENT

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

3. BOARD CHAIR REPORT

Calling in by phone, Board Chair Earl Overstreet elected not to deliver his report in order to abbreviate the agenda because of inclement weather.

4. UNIVERSITY PRESIDENT REPORT

President Randhawa reported that the newly hired Executive Director of American Indian/Alaska Native and First Nations Relations and Tribal Liaison, Laural Ballew, started in her position and was welcomed at a gathering with the campus community. President Randhawa highlighted that he and Vice President for Enrollment and Student Services, Melynda Huskey, have been meeting with diverse student groups and having productive conversations regarding equity, diversity and inclusion. In order to ensure that student concerns are addressed in a timely and transparent manner, the University's diversity website was updated with a timeline for action to help monitor progress on these important issues. He also noted that the Northwest Commission on Colleges and Universities (NWCCU) made a campus visit and made recommendations regarding assessing outcomes and aligning with the budget planning process. He confirmed that Western responded to those recommendation and the NWCCU has acknowledge that the recommendations have been addressed and they are satisfied with the progress made.

5. ASSOCIATED STUDENTS REPORT

Millka Solomon, Associated Student President was not present to provide her report.

6. FACULTY SENATE REPORT

McNeel Jantzen, Faculty Senate President elected not to deliver her report in order to abbreviate the agenda because of inclement weather.

7. FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT

Trustee Sue Sharpe, Committee Member, Finance, Audit and Enterprise Risk Management (FARM) Committee reported on behalf of the FARM Committee. She welcomed Trustee Faith Pettis to her first FARM Committee meeting and noted that she will bring great insight to the committee. Sharpe reported that the committee received a presentation on Physical Plant integrity and that the presentation would come before the full board at a future meeting. She noted that the FARM committee is working to establish a formal policy for University Reserves that will come to the full board for approval and that Title IX & Clery Act updates will be provided at every committee meeting. She also noted that the committee concurred with the

recommendation of the State Auditor's Office conducting the FY 2019 Financial Statement Audit.

8. STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West, Chair, Student Success Committee, reported that the Student Success Committee was updated on the dashboard that tracks success related to equity, diversity, and inclusion and that it is detailed in intention, status and progress. She explained that the committee visited the Math Department for a presentation and discussion on the strategies for non-majors to succeed in Math, particularly the introductory courses and creative pedagogical methods used in them. She also added that the committee was able to tour the Math Tutoring Center allowing a visual for resources available to students who are challenged in first year General University Requirements (GUR) in Math.

9. CONSENT ITEMS

Vice Chair, Chase Franklin introduced the consent item of the approval of Winter Quarter Degrees.

MOTION 02-02-2019 Trustee Sharpe moved, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Winter Quarter 2019, effective March 23, 2019.

The motion passed.

10. APPROVAL OF PUBLIC WORKS PROJECTS

Richard Van Den Hul, Vice President for Business and Financial Affairs and Rick Benner, Director, Facilities Development and Capital Budget, University Architect provided a brief overview of the public works projects that require Board of Trustees approval.

MOTION 02-03-2019 Trustee Ramirez moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Lydig Construction, Spokane, WA, for the amount of \$2,070,000 (and associated sales tax) for the Phase 1 level of work contract (design and preconstruction services) for the University Residences New Residence Hall.

The motion passed.

MOTION 02-04-2019 Trustee Ramirez moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to M. A. Mortenson Construction, Bellevue, WA, for the amount of \$759,996 (plus associated sales tax) for the Phase 1 contract for design and preconstruction services for the Consolidated Academic Support Services Facility

The motion passed.

MOTION 02-05-2019 Trustee Ramirez moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Regency NW Construction, Inc., Bellevue, WA, for the amount of \$886,500 (base bid, plus alternate #1) to construct the Multiple Building Office and Classroom Renovations in Environmental Studies (ES) and Campus Services (CS).

The motion passed.

11. APPOINTMENT OF FY 2019 FINANCIAL STATEMENT AUDITOR

Trustee Meyer reported that the FARM Committee agreed with the recommendation from Business and Financial Affairs to approve the State Auditor's Office to perform the FY 2019 Financial Statement Audit.

MOTION 02-06-2019 Trustee Meyer moved, upon the recommendation of the Board of Trustees FARM Committee, the appointment of the Washington State Auditor's Office to perform an audit of the Financial Statements of the University, Housing and Dining, and Wade King Student Recreation Center, and an audit of the inventory of the Associated Students Bookstore. The appointment is for a one-year term with an estimated 620 hours and an estimated cost of \$60,000.

The motion passed.

12. COLLEGE OF HUMANITIES SOCIAL SCIENCE STATE OF THE COLLEGE AND LINGUISTICS PLANNING UPDATE

Vice Chair, Chase Franklin, explained that due to inclement weather this item would be rescheduled for a future meeting of the Board of Trustees.

13. WWU ON THE PENINSULAS EXPANSION FEASIBILITY STUDY: NEXT STEPS

Vice Chair, Chase Franklin, explained that due to the inclement weather, that this item would be rescheduled for a future meeting of the Board of Trustees

14. LEGISLATIVE UPDATE

President Randhawa reported on behalf of Becca Kenna-Schenk, Executive Director of Government Relations that on Martin Luther King Jr. Day over one hundred Western students were present in Olympia as part of Western Lobby Day. President Randhawa also thanked the trustees that attended Regents and Trustee Day in Olympia representing Western. He noted that current legislative requests have been viewed as favorable during the current legislative session and that there have been supportive conversations with legislators regarding support for Western. President Randhawa also noted the former trustee, Ralph Munro, has agreed to host legislators from the Olympic and Kitsap Peninsula to discuss the future of education on the peninsula and how Western can support the future of higher education on the peninsulas.

15. INFORMATION ITEMS

a. Quarterly Report on Grants and Contracts

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

b. University Advancement Report

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

c. Capital Program Report

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

d. University Relations and Marketing Report

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

e. Annual Department of Public Safety Report

Vice President Van Den Hul provided a written report with an annual update of the Department of Public Safety.

f. Mid-year Housing & Dining Report

Vice President Huskey provided a written report regarding the University's housing and dining system.

g. Admissions and Enrollment Report

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

19. DATES FOR NEXT REGULAR MEETING

April 4 & 5, 2019

20. ADJOURNMENT

The meeting adjourned at 8:48 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 5, 2019

SUBJECT: **Public Comment Period**

PURPOSE: Information Item

Purpose of Submittal:

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

Persons wishing to comment will sign in between 7:45 – 7:55 a.m. the day of the Board of Trustees meeting. The signup sheet will be given to the Board Chair at 8:00 a.m.

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

TO: Members of the Board of Trustees
FROM: Earl Overstreet, Chair, Board of Trustees
DATE: April 5, 2019
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: April 5, 2019

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 the Faculty Senate
DATE: April 5, 2019
SUBJECT: Faculty Senate
PURPOSE: Information Item

McNeel Jantzen, Faculty Senate President, will brief the Board on recent activities of the Faculty Senate.

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa on behalf of the Associated Students
DATE: April 5, 2019
SUBJECT: **Associated Students**
PURPOSE: Associated Students Report

Purpose of Submittal:
AS President Millka Solomon will brief the Board of Trustees on recent activities of the Associated Students.

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

TO: Members of the Board of Trustees
FROM: John M. Meyer, Chair, Board FARM Committee
DATE: April 5, 2019
SUBJECT: **Board FARM Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

Chair Meyer 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 5, 2019
SUBJECT: **Student Success Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

Chair West will report to members of the Board of Trustees and the university president and his staff topics related to the 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 Brent Carbajal, Provost and Vice President for Academic Affairs and Earl Gibbons, Vice Provost for Extended Education

DATE: April 5, 2019

SUBJECT: **2019 Summer Session Tuition and Fees**

PURPOSE: Action Item

Purpose of Submittal:

It is the Board of Trustees responsibility to approve Summer Session 2019 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 2019: specifically, that resident undergraduate and graduate tuition will rise to \$261 and \$323 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$409 and \$477 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$374 per credit for resident graduate and \$933 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

Points to Consider:

As reflected in the table below, the proposed increases will still find WWU's Summer Session per credit tuition to be among the very lowest and most affordable in the state. These increases are part of a multi-year approach to strategically position WWU summer tuition in relation to that of other institutions in the state. 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 4.4% to \$261 per credit. This population accounted for 89% of the Summer Session 2018 enrollment.

Eastern Washington University's tuition will remain unchanged. Washington State University will increase tuition by 3.8%. The University of Washington will increase tuition by 1.8%. Central Washington University and The Evergreen State College have not yet finalized their Summer Session 2019 tuition rates.

Washington Resident Graduate Tuition

If this motion is adopted, Summer Session 2019 resident graduate tuition will rise 4.5% to \$323 per credit, to keep pace with what resident graduate students are paying during the current 2018-19 academic year.

Eastern Washington University's tuition will remain unchanged. Washington State University will increase tuition by 3.8%. The University of Washington will increase tuition by 2%. Central

Washington University and The Evergreen State College have not yet finalized their Summer Session 2019 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. Two institutions, Eastern Washington University and Washington State University, have adopted a single Summer Session tuition rate by student level. The University of Washington offers resident and non-resident rates by student level. Central Washington University and The Evergreen State College have not posted Summer Session 2019 rates; however, have offered resident and non-resident rates by level in past years.

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 \$409 per credit (4.6%) and the tuition rate for non-resident graduates will rise to \$477 per credit (6%). 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. 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:

1 – WSU operates on the semester system
2 – 2019 rates to be determined; 2018 rates provided

Summer Session 2019 - Proposed <i>(Ordered by Resident Undergraduate Rates)</i>							
Undergraduate				Graduate			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>
WSU ¹	\$ 513.00	WSU ¹	\$ 513.00	WSU ¹	\$ 588.00	WSU ¹	\$ 588.00
UW	\$ 337.87	UW	\$1,184.38	UW	\$ 738.57	UW	\$1,324.55
CWU ²	\$ 264.70	CWU ²	\$ 397.05	CWU ²	\$ 310.59	CWU ²	\$ 465.89
WWU	\$ 261.00	WWU	\$ 409.00	WWU	\$ 323.00	WWU	\$ 477.00
TESC ²	\$ 251.00	TESC ²	\$ 761.50	TESC ²	\$ 310.40	TESC ²	\$ 823.40
EWU	\$ 235.00	EWU	\$ 235.00	EWU	\$ 364.13	EWU	\$ 364.13

Summer Session 2018 <i>(Ordered by Resident Undergraduate Rates)</i>							
Undergraduate				Graduate			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>
WSU ¹	\$ 494.00	WSU ¹	\$ 494.00	WSU ¹	\$ 509.00	WSU ¹	\$ 509.00
UW	\$ 331.78	UW	\$1,149.88	UW	\$ 723.81	UW	\$1,296.82
CWU	\$ 264.70	CWU	\$ 397.05	CWU	\$ 310.59	CWU	\$ 465.89
TESC	\$ 251.00	TESC	\$ 761.50	TESC	\$ 310.40	TESC	\$ 823.40
WWU	\$ 250.00	WWU	\$ 391.00	WWU	\$ 309.00	WWU	\$ 450.00
EWU	\$ 235.00	EWU	\$ 235.00	EWU	\$ 364.13	EWU	\$ 364.13

**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 5, 2019

SUBJECT: Approval of Housing & Dining Rates

PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board for increases in rates for Housing and Dining room and board for 2019-2020.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the Residence Hall Association and the University President, approve the Housing and Dining rates as proposed. The 2018-2019 proposed rates call for a 5.0 percent increase in residence hall room and board rates and Birnam Wood apartment rental rates.

**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM
2019-2020 PROPOSED RATES
Information shared with Residential Student Leadership
March 15, 2019**

Introduction

WWU's Housing & Dining System is entering an exciting new era as current and ongoing planning and development will shape the system's facilities and services in new and invigorating ways. At this writing, consultants are engaging with campus stakeholders to envision a System that will creatively and effectively serve tomorrow's students' success via its programs, facilities, and services. The attached rate increase, budget and supporting documentation represents recommendations for fiscal year 2019-20 for the Housing & Dining System (the System) which consists of University Residences and the facilities & operations components of the Viking Union. This budget and rate proposal responsibly responds to inflationary pressures, maintains the functions of Western's quality residential program, and helps position the System for this forthcoming plan. 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 of necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

Summary:

The recommended housing rate increase discussed with residential student advisory groups is 5%. Ongoing residential student leadership input will be incorporated into the proposed rate increase that will be presented to the Board at its April 12 meeting.

Influences on budget and rate planning:

Inflation: Several large expenditures of the System's budget, e.g. wages, benefits, food service, and certain recharges are tied to obligatory legislative, contractual, or collectively bargained requirements. Details are noted in the following revenue and expenditure narrative:

Program: Reallocation of current funds to establish a student intercultural advisor program, to continue support for the Real Food Challenge commitments, and to explore changes to the student security patrols, and support for residential Internet/Wi-Fi infrastructure and services.

The Capital Plan, System Renovations, and New Facility Planning: The Housing & Dining System Capital Plan, which addresses the long-term financial strength of the System, is under redevelopment to reframe the current and ongoing facility renovation, deferred maintenance, and program needs of the System's facilities and services. The long-range planning effort will also align this development with the University's strategic and enrollment plans. System resource planning will ensure the quantity, condition, and response to program needs are optimized. In concert with this planning, a new 400-student residence hall is under development for Fall 2021 on the Ridgeway Highland site which, with the removal of Highland Hall, will result in the net addition of 264 beds.

Proposed Rate Increase:

The proposed rate increase for residential halls and apartments used for the pro-forma budget is 5.0%.

- 5.0% increase importantly continues to position the System for forthcoming capital development and financing based on the long-range planning guidance expected this upcoming summer.

Impact of the Rate Increase:

- Residence Halls (Room & Board): At a 5.0% increase, a double room w/125 Meal Plan increases \$64/month or \$573 for the academic year.
- Birnam Wood (Room only): With 4 residents per unit, 5.0% increases the rent \$21/month or \$189 for the academic year.

Proposed Revenue & Expenditure Details:

Comments and figures pertaining to 2019-20 are compared to the 2018-19 proposed budget and rates presented at the April 2018 Board of Trustees meeting.

Revenue Highlights and Assumptions

- Overall, the System's budgeted operating revenue increase is \$1,362,282 or 2.7% over FY2019's proposed budgeted revenue.
- Occupancy projections assume Highland Hall will close due to the possibility of siting the new residence hall there, resulting in a reduction of 136 beds. Early projections indicate a slight reduction in Fall 2019 WWU freshman admits; thus, openings for returning residents will be increased compared to last spring. Thirty (30) off campus leased spaces will continue.
- Commissions increase per the WWU-Aramark Agreement.
- Viking Union services revenue shows slight increase. The noted comparative increase is due to the incorporation of Recycling Center revenues not shown in last year's presentation. The Multicultural Center renovation is expected to conclude summer 2019, resulting in only modest impact on the Union's programs and resulting revenues.
- Mandatory Student Fee revenue continues to include the Viking Union Building Fee (Non-Academic Building Fee) and the Multicultural Center Fee. The Viking Union building fee increases \$2 over FY2019.

Operating Expenditures Highlights and Assumptions

- Budgeted Operating Expenditures are projected to increase by \$1,736,363 or 5.3%.
- Wages and Benefits increase \$998,000 or 12.6%. A portion of the comparative difference shown here, due to timing of these presentations, were put into place in FY2019 but are reflected here in the FY2020 budget. Full time staff wages are increased per WWU guidance and bargaining unit agreements. The state's 12.5% minimum wage increase is a significant impact. The State Labor & Industries proposal of increasing the exempt employee overtime threshold has an impact and is incorporated here. One FTE position is added in Housing facilities operations. FY2020 introduces the creation of the student intercultural advisor program.
- Dining services rates are under negotiation. The increase shown includes a residential dining rate increase per the WWU-Aramark Agreement, and estimates of to-be-finalized programmatic additions.

- Utilities: Taken together the various utility expenditures are expected to decrease \$70,000 or -2%. FY2020 increases are offset by savings from taking Highland Hall offline.
- Maintenance and repairs increase \$459,000 or 15% to reflect increased operating maintenance - as some long-range work is slowed pending forthcoming planning effort results. Estimated recharge rate is not finalized, but is shown here at 5.5% increase over FY2019's rate.
- Other Recharges increases \$130,000 due to two proposals from WWU departments currently under discussion: 1) University Police student patrol cost increase and proposed service expansion, and; 2) Proposed residential IT infrastructure support from WWU Enterprise Infrastructure Services.

Non-Operating Expenditures Highlights and Assumptions

- Debt service expense is similar to FY2019 per annual debt service schedule. Debt service payments for the proposed new residence hall construction and some facility renovations, funded by bonds issued in FY2020, is expected to begin in FY2021.
- Allocations for annual major repairs and planned renovations and capital plan project costs or transfers decrease \$332,000 or 14% while transfers into the capital plan which support long-range capital additions and renovations are comparable to FY2019.
- Overall, budgeted Non-Operating expenditures and transfers decrease \$374,036 or - 2.2%.

[See tables on the following pages]

**WESTERN WASHINGTON UNIVERSITY - HOUSING AND DINING SYSTEM
PROPOSED OPERATIONS FOR BUDGET YEARS ENDING JUNE 30, 2019 & 2020**

DRAFT

	DRAFT BUDGET 2018-19 As presented to BOT	DRAFT BUDGET 2019-20 As of 3/5/19	PERCENT CHANGE	DIFFERENCE BUDGET \$
REVENUES				
Room and Board Payments	\$41,367,000	\$42,190,045	1.99% 2	\$823,045
Room and Board Fees and Penalties	230,500	220,500	-4.34% 3	(10,000)
Investment Income	69,000	86,000	24.64%	17,000
Bond Interest Subsidy	276,001	0	-100.00%	(276,001)
Housing Rentals	135,850	142,850	5.15%	7,000
Conferences	532,099	532,099	0.00%	0
Commissions	2,834,699	3,115,699	9.91% 4	281,000
Viking Union Programs & Services	165,000	413,112	150.37% 5	248,112
S & A Fee Distribution	1,280,000	1,310,477	2.38%	30,477
VU Building Fee & Multicultural Center Fee	3,008,613	3,250,307	8.03% 6	241,694
Other	44,150	44,150	0.00%	0
Total Revenues	\$49,942,912	\$51,305,239	2.73%	\$1,362,327
OPERATING EXPENDITURES				
Salaries & Benefits	\$7,945,404	\$8,879,500	11.76% 7	\$934,096
Food Service (net of capital contribution)	14,037,964	14,374,015	2.39% 8	\$336,051
Communications	285,710	235,290	-17.65%	(\$50,420)
Electricity	817,335	830,931	1.66%	\$13,596
Heat	1,078,630	1,006,624	-6.68%	(\$72,006)
Water/Sewer	606,599	587,985	-3.07%	(\$18,614)
Refuse Disposal/Recycling	350,791	350,291	-0.14%	(\$500)
Television Cable	126,725	134,225	5.92%	\$7,500
Maintenance & Repairs	2,947,090	3,406,492	15.59% 9	\$459,402
Operating Supplies	333,530	348,362	4.45%	\$14,832
Equipment	418,138	395,794	-5.34%	(\$22,344)
Insurance	498,002	513,706	3.15%	\$15,704
Rentals and Operating Leases	240,375	247,138	2.81%	\$6,763
Administrative Services Assessment (ASA)	1,771,137	1,771,849	0.04% 10	\$712
Student Services Support and other Recharges	433,100	562,689	29.92% 11	\$129,589
Other Expenditures	988,043	970,045	-1.82% 12	(\$17,998)
Total Operating Expenditures	\$32,878,573	\$34,614,936	5.28%	\$1,736,363
NON-OPERATING EXPENDITURES/TRANSFERS				
Bond Debt Service	\$6,933,655	\$6,898,031	-0.51% 13	(\$35,624)
R&R/ Minor Cap./Public Works Projects	2,452,000	2,120,000	-13.54% 14	(332,000)
Other Transfers	0	0	0.00%	0
Capital plan projects: Expensed or transferred	7,678,684	7,672,272	-0.08% 15	(6,412)
Total Non-Operating Expenditures	\$17,064,339	\$16,690,303	-2.19%	(\$374,036)
Total Expenditures	\$49,942,912	\$51,305,239	2.73%	\$1,362,327
EXCESS (DEFICIT) OF REV OVER EXP	\$ 0	\$ (0)	0.00%	\$ (0)

SEE NEXT PAGE FOR FOOTNOTE EXPLANATIONS

FOOTNOTES TO THE ATTACHED 2019-20 HOUSING & DINING SYSTEM PROPOSED BUDGET

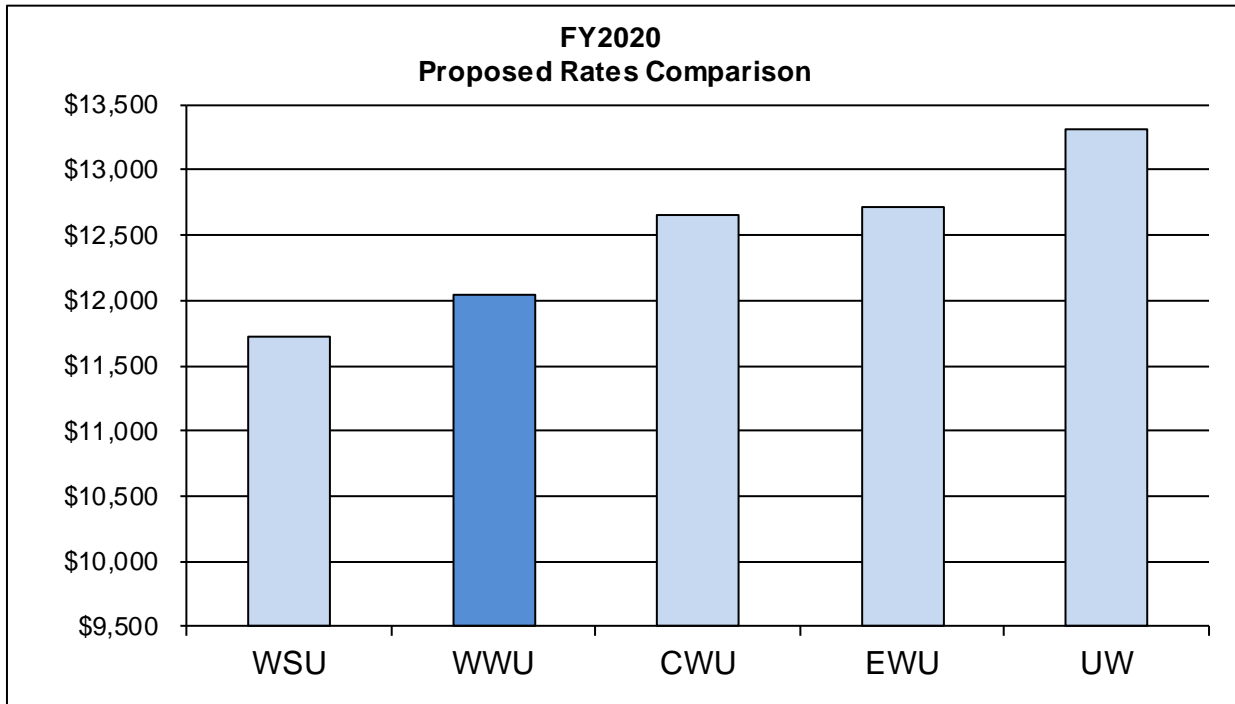
- (1) The 2018-19 Budget, as approved by the WWU Board of Trustees April 2018, is shown to compare with the 2019-20 proposed budget. After Fall 2018 opening, adjustments were made based on an analysis of opening residence hall and apartment occupancy. Those October 2018 revisions are not shown here.
- (2) Room & Board rate increase is proposed here at 5.0%. Percent change shown varies primarily due to the removal of Highland Hall (136 beds) due to possible siting of the new residence project. Other slight adjustments were made to attrition estimates. Leased bed income is included in both years.
- (3) No increase in underlying fee/penalty rates. Line item increase due to adjusting expected actuals.
- (4) Food service commissions adjusted to reflect expected actuals.
- (5) Viking Union revenue increase due primarily to FY20 showing the Recycle Center revenue which was not shown in FY19. VU facility rental and related revenue increases 7%.
- (6) Two student fees are reported here: 1) the Viking Union Building Fee is drafted at a \$2 increase. The Multicultural Center fee is the same as FY2019.
- (7) FY2020 FTE wage increase incorporates cost of living increases at the WWU-recommended level and per bargaining unit agreements. 12.5% Minimum wage increase per state mandate. Assumes existing vacancies are filled. Adds one new position in URES Facilities. FLSA-related and possible State (L&I) changes to exempt overtime incorporated.
- (8) The Food Service expense category includes residential dining, catering, conference dining and departmental food costs. Negotiations with the University's Dining Contractor are in process, so this budget conservatively shows a maximum amount for potential board plan price increase and some enhancements to the board dining program.
- (9) Increase reflects additional investment in facilities. Recharge rate increase estimated at 5.5%.
- (10) The FY2020 recharge rate for the Administrative Services Assessment (ASA) is 5.775% of adjusted revenue. FY2019 rate was the same. Amount reduced due to possible Highland closing.
- (11) Increase shown due to: 1) Proposed University Police student patrol cost increase and service expansion; 2) Proposed IT support (WWU EIS dep't). Both are under review.
- (12) This category includes expenditures for: Support provided to other departments pertaining to URES programs, student activities, audit, consultants and client services, printing & copies, laundry, and other.
- (13) Debt service includes all bonds through 2018B (BT renovation and Multicultural Center addition).
- (14) Decreased allocation offset by FY20 shift to operating maintenance needs.
- (15) The "Transfer for Capital Plan Support" is an allocation representing operating, non-operating, Building Fee, and Multicultural Center fee funds to be placed into the System's renewal & replacement reserve fund for additions to and significant renovations of University Residences and Viking Union facilities.

**WASHINGTON PUBLIC UNIVERSITIES
RESIDENCE HALL ROOM & BOARD PLAN COSTS
FY2020 (as of 3/5/19)**

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

	WSU	WWU	CWU	EWU	UW
	Level 2	1-25 Block	"Large"	Gold	"Level 4"
On-Campus population	7,324	4,144	2,813	2,640	9,362 (ResHall)
Residence Hall Room Pricing Model	New/Renovated rooms priced higher	All rooms priced same	New/Renovated rooms priced higher	New/Renovated rooms priced higher	New/Renovated rooms priced higher
Live on Requirement?	First year students	None	First year students	First year students	None
Type of Meal Plan	Declining Balance	Meals & Points	Declining Balance	Meals & Points	Declining Balance
Elements of the Meal Plan	Equivalent to Approx. 14 meals/w k	Approx. 12+ meals/w k + \$580 Points	Equivalent to Approx. 14 meals/w k	Equivalent to 2 to 3 meals per day	Equivalent to 13-15 meals/w k
Weighted Cost of a Double Room and Meals:	\$11,718	\$12,038	\$12,659	\$12,721	\$13,304
Rate of Increase Over 2018-19	Per website Ave. 2.3%	Proposed 5.0%	Proposed NTE ~5%	Per website 1.8% - 4.9%	Per website 4.4%

Some campuses have added on-campus housing, which alters the comparison of this year's to last year's figures.



**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM**

DRAFT: For Discussion Only

TEN YEAR HISTORY OF RESIDENCE HALL RATES

ACADEMIC YEAR	ACADEMIC YEAR RATE with 125 BLOCK PLAN	% OF CHANGE
2010-11	\$8,419	4.25%
2011-12:	\$8,755	4.00%
2012-13	\$9,019	3.00%
2013-14	\$9,290	3.00%
2014-15	\$9,662	4.00%
2015-16	\$9,952	3.00%
2016-17	\$10,350	4.00%
2017-18	\$10,971	6.00%
2018-19	\$11,465	4.50%
2019-20	\$12,038	5.00%
10-Year Average Percentage Change		4.08%

SAMPLE ROOM & BOARD RATES and APARTMENT RENTS FOR 2019-2020

	2018-19 Actual	at 5% incr. 2019-20 Proposed	2019-20 Cost per Month
Room & Board Plans: Academic Year (@ 5% increase)			
Double Room with Unlimited meal plan	\$11,913	\$12,509	\$1,390
Double Room with 125 meal plan	\$11,465	\$12,038	\$1,338
Double Room with 100 meal plan	\$11,025	\$11,576	\$1,286
Double Room w/ 75 meal plan	\$10,570	\$11,099	\$1,233
Triple Room with 125 meal plan	\$9,977	\$10,476	\$1,164
Single Room with 125 meal plan	\$12,686	\$13,320	\$1,480
Birnam Wood Apartment Rents: Academic Year (5% increase)			
Birnam Wood: <u>Monthly</u> rate per person per bed (Two bedrooms with 4 occupants)	\$420	\$441	\$441

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Richard Van Den Hul, Vice President, Business and Financial Affairs

DATE: April 5, 2019

SUBJECT: **Approval for Revision of Section 2.19, WWU Retirement Plan**

PURPOSE: Action Item

Purpose of Submittal:

Currently, the WWU Retirement Plan is inconsistent with the Washington State Health Care Authority (HCA) program. The HCA allows employees to **retire** under a higher education retirement plan and be eligible for retiree medical insurance as long as they are at least age 55 with 10 years of state service. Western's current University Retirement Plan requires employees to attain age 62, thus conflicting with the HCA.

The Human Resources Department and the University Retirement Plan Advisory Committee recommend revision of the definition of retirement age, as defined in Section 2.19 of the Western Washington University Retirement Plan. Because the HCA rules are already in effect, the Human Resources Department and Retirement Advisory Committee recommend that this change be effective upon Board approval.

The proposed change will also provide for WWU's Retirement Plan to be consistent with the plans of other four year state public higher education institutions.

Supporting Information:

Section 2.19 of the University Retirement Plan currently states:

2.19. Retirement Age: normal retirement age means the last day of the calendar month in which age 65 is attained; early retirement age means the last day of the calendar month in which age 62 is attained.

Proposed revisions:

2.19. Retirement Age: normal retirement age means the last day of the calendar month in which age 65 is attained; early retirement age means the last day of the calendar month in which either (a) age 62 is attained or (b) age 55 is attained with ten or more years of service completed without a Break in Service.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve modifications to Section 2.19 of the Western Washington University Retirement Plan, to read as follows:

2.19. Retirement Age: normal retirement age means the last day of the calendar month in which age 65 is attained; early retirement age means the last day of the calendar month in which either (a) age 62 is attained or (b) age 55 is attained with ten or more years of service completed without a Break in Service.

The change will be effective April 5, 2019.

Source of Funding: N/A



Western Washington University
Retirement Plan (WWURP)

Amended and Restated, Effective ~~July 1, 2011~~ April 5, 2019

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DRAFT

1. Establishment of Plan

The Western Washington University Retirement Plan has been established by the Board of Trustees under authority provided by RCW 28B.10.400 et. seq. for the purpose of providing retirement incomes to faculty and certain other employees of the University. This plan document sets forth the provisions of the Plan, as amended and restated effective January 1, 2009. This Plan is a governmental plan as defined in Internal Revenue Code section 414(d), and is intended to satisfy the provisions of section 403(b) of the Internal Revenue Code. This Plan implements the provisions of RCW 28B.10.400 et seq. with respect to Western Washington University.

2. Definitions

The terms and phrases defined in this Article have the following meanings throughout this plan document.

- 2.1. **Accumulation Account** means the separate account established for each Participant with the Fund Sponsor. The current value of a Participant's Accumulation Account includes all Plan Contributions to the Fund Sponsor, less expense charges, and reflecting credited investment experience.
- 2.2. **Annuity Contract** means a non-transferable contract described in section 403(b)(1) of the Code, that is issued by an insurance company qualified to issue annuities in the State of Washington and that includes payment in the form of an annuity.
- 2.3. **Beneficiary** means either (a) the surviving spouse of the Participant; or (b) with the written consent of the Participant's spouse, if any, in accordance with Section 7.3, such other person or persons as shall have an insurable interest in the Participant's life and who shall have been designated by the Participant in writing duly executed and filed with WWU. A new designation may be made at any time before the Participant or Beneficiary has started to receive annuity payments under the Plan; any such new designation shall be subject to the conditions of this Section 2.3.
- 2.4. **Board** means the Board of Trustees of Western Washington University.
- 2.5. **Break in Service** means termination of all WWU employment and appointments for a full calendar month.
- 2.6. **Code** means the Internal Revenue Code of 1986, as amended (Title 26 of the United States Code).
- 2.7. **Compensation** means the amount paid by WWU to a Participant as regular pay for normally scheduled hours, including regular summer pay and sea pay, together with any paid leave, perquisite or differential pay at a flat amount independent of time, but excluding earnings incidental to an individual's status as a student, differentials paid at other than a flat amount independent of time, leave cash-out payments, and additional pays and excluding any settlement, severance or tenure

purchase payments. Compensation shall be determined before taking into account any salary reduction under Code section 125, 132, 403(b), or 457(a).

- 2.8. **Custodial Account** means the group or individual custodial account or accounts, described in section 403(b)(7) of the Code, established for a Participant to hold assets of the Plan.
- 2.9. **Eligible Employee** means any employee of WWU who is employed in an Eligible Position, other than (a) an employee who has retired from a position which is covered by RCW 28B.10.400 et seq., or (b) who has retired from a position which is covered under a Washington State Retirement System and who is receiving benefits as a participant in that system.
- 2.10. **Eligible Position** means an academic, research, librarian, professional, or other position designated by the Board that requires at least 70 hours per month of the normal full-time workload per month for five or more months of the Plan Year. However, a position held by a person on a fee, retainer, or special contract basis, or as an incident to the private practice of a profession or to the employee's education, is not an Eligible Position. An Eligible Employee, once having begun participation in this Plan, shall be deemed to be employed in an Eligible Position even if his or her position no longer requires at least 70 hours per month of the normal full-time workload per month for five or more months of the Plan Year, so long as the position otherwise qualifies as an Eligible Position.
- 2.11. **Fund Sponsor** means an insurance, variable annuity, or investment company that provides Funding Vehicles available to Participants under this Plan.
- 2.12. **Funding Vehicles** means the Annuity Contracts and Custodial Accounts available for investing contributions under this Plan, as specifically approved by WWU under Section 5.1.
- 2.13. **Participant** means any Eligible Employee who participates in the Plan in accordance with Section 3.1.
- 2.14. **Plan** means the Western Washington University Retirement Plan as set forth in this document as it may be amended from time to time in accordance with Section 10.1.
- 2.15. **Plan Administrator** is defined in Section 8.1.
- 2.16. **Plan Contributions** means contributions by Western Washington University and the Participant under this Plan.
- 2.17. **Plan Year** means a 12 consecutive month period beginning on July 1st and ending on June 30th.
- 2.18. **Related Employer** means any other entity which is under common control with WWU under section 414(b) or (c) of the Code.

2.19. Retirement Age: normal retirement age means the last day of the calendar month in which age 65 is attained; early retirement age means the last day of the calendar month in which either (a) age 62 is attained or (b) age 55 is attained with ten or more years of service completed without a Break in Service.

~~normal retirement age means the last day of the calendar month in which age 65 is attained; early retirement age means the last day of the calendar month in which age 62 is attained.~~

2.20. WWU means Western Washington University.

2.21. Washington State Retirement System means any retirement system paid for by the State of Washington and administered by the State of Washington Department of Retirement Systems.

3. Eligibility and Participation

3.1. Participation.

- (a) An Eligible Employee may begin participation in this Plan on his or her date of employment in an Eligible Position or the first day of any pay period thereafter, but no later than the first day of the first pay period following the second anniversary of his or her date of employment in an Eligible Position. Once having begun participation in this Plan, a Participant cannot cease participation while employed in an Eligible Position.
- (b) A participant in a Washington State Retirement System who is moved to or whose position is converted to an Eligible Position, may make an irrevocable election to participate in this Plan or remain in the Washington State Retirement System by making the election no later than thirty days following the date of the move or conversion or such as the WWU Human Resources Department gives notice to the participant. If no timely election is made, the participant will remain in the Washington State Retirement System. Such election shall be made available only once in an individual's unbroken service to WWU regardless of future changes of position, and enrollment in this Plan shall be irrevocable. For this purpose, "unbroken service" means service without a Break in Service.
- (c) A Participant who has participated in this Plan for at least two years and who is moved to or whose position is converted to a position that qualifies for participation in a Washington State Retirement System, may make an irrevocable election to participate in the Washington State Retirement System or remain in this Plan by making the election no later than thirty days following the date of the move or conversion or such later date as the WWU Human Resources Department gives notice to the participant, provided that the initial enrollment in this Plan was not irrevocable as provided above. If no timely election is made, the Participant will remain in this Plan.

- (d) A person who is hired by WWU in a position that is not an Eligible Position but is eligible for participation in the Washington State Public Employees Retirement System, and who, immediately prior to his or her hire date, has for at least two consecutive years made or benefited from contributions under a retirement plan underwritten by the Fund Sponsor with a public university or college in the State of Washington, may irrevocably elect to participate in this Plan if the election is made within thirty days after his or her hire. If no election is made, the person will become a participant in the Washington State Public Employees Retirement System from the first day of employment
- (e) Each Participant is entitled to the benefits of and is bound by this Plan, including all amendments that may be adopted.

3.2. Enrollment in Plan. An Eligible Employee must complete and return the WWURP enrollment election form and the appropriate enrollment form(s) for the Fund Sponsor and for the Funding Vehicle(s) selected to the WWU Human Resources Department.

3.3. Cessation of Participation. An employee's participation in the Plan will cease if:

- (a) he or she retires or otherwise separates from employment with WWU and all Related Employers; or
- (b) the Plan is terminated in accordance with Section 10.1; or
- (c) he or she is transferred or reclassified to a position that is not an Eligible Position, and he or she does not remain a Participant in this Plan in accordance with Section 3.1; or
- (d) having remained a Participant under Section 3.1(c), or having become a Participant under Section 3.1(d), he or she is transferred or reclassified to a position that is not an Eligible Position and does not qualify for participation in another Washington State Retirement System.

3.4. Paid Leave of Absence During a paid leave of absence, participation in the Plan will continue.

4. Contributions

4.1. Plan Contributions. A Participant must contribute five percent of compensation from date of participation until the end of the pay period during which his or her 35th birthday occurs, seven and one-half percent of compensation until the end of the pay period during which his or her 50th birthday occurs and ten percent of compensation thereafter. WWU will make a matching contribution equal to each Participant contribution and will transmit all Plan Contributions to the Fund Sponsor(s).

4.2. Income Tax Deferral.

Except as provided in below, Plan Contributions shall be made on a tax-deferred basis as authorized under section 403(b) of the Code.

Participant contributions shall be made on an after-tax basis for certain participants who so elected on an irrevocable basis prior to April 1, 1998.

- 4.3. Limit on Salary Taken into Account.** In addition to other applicable limitations stated in the Plan and notwithstanding any other provision of the Plan to the contrary, for employees who become Participants on or after July 1, 1996, the Compensation taken into account under Section 4.1 for any Plan Year may not exceed \$245,000, as adjusted by the Commissioner of Internal Revenue from time to time for increases in the cost of living.
- 4.4. Leave of Absence.**
- (a) During an authorized leave of absence with pay, Plan Contributions will continue to be made. Plan Contributions will be calculated based on the actual Compensation WWU pays to the Participant during the leave of absence.
 - (b) To the extent required by the Uniformed Services Employment and Reemployment Rights Act of 1994, Participants who are absent from employment by reason of service in the uniformed service of the United States shall be entitled to make up contributions that they would have made had they remained in employment during the period of service and to benefit from WWU matching contributions.
 - (c) A Participant who returns to employment with WWU immediately following an authorized leave of absence, other than an absence described in (b) above, and remains employed by WWU for at least two years after such return, may contribute within five years after such return an amount equal to the total amount that would have been contributed had the Participant not been on leave (including any amount WWU would have contributed) less any contributions under (a) or (b) above with respect to the same leave. The contributions shall be based on the average of the Participant's compensation at the time the leave of absence was authorized and the time the Participant resumes employment. WWU will not match such contributions.
- 4.5. Rollovers or Transfers to the Plan.** Rollovers or transfers from other plans, accounts or annuities to the Plan will not be accepted.
- 4.6. Allocation of Plan Contributions.** A Participant may allocate Plan Contributions among Funding Vehicles in any whole-number percentages that total 100 percent.
- 4.7. Vesting of Contributions.** Each contract and certificate issued in accordance with the provisions of the Plan is the property of the Participant. Amounts attributable to Plan Contributions shall be nonforfeitable. However, Plan Contributions based on a mistake of fact, and Plan Contributions made for an

employee who fails to complete and return the enrollment forms required by Section 3.2, shall be returned to WWU if WWU so requests as provided in Section 9.6.

- 4.8. Annual Statement.** At least once a year the Fund Sponsor will send each Participant a report summarizing the status of his or her Accumulation Account(s). A Participant may obtain similar reports or illustrations upon termination of employment or at any other time by writing directly to the Fund Sponsor.
- 4.9. No Reversion.** Under no circumstances will any Plan Contributions revert to, be paid to, or inure to the benefit of, directly or indirectly, WWU, except as provided in Section 4.7, 4.10, or 9.6.
- 4.10. Maximum Contribution.** Plan Contributions for a Participant for any calendar year, together with contributions for the Participant under any other plan subject to section 402(g) or 403(b) of the Code, shall not exceed the limitations in Code sections 402(g) (without regard to section 402(g)(7)) and 415 of the Code, to the extent applicable, except as permitted by Code section 414(v). The limitations of Code sections 402(g), 414(v) and 415 are herein incorporated by reference. If the limitations are exceeded because the Participant is also participating in another plan required to be aggregated with this Plan for the purposes of Code sections 402(g), 414(v) or 415, and such other plan is maintained by WWU or a Related Employer, or WWU receives from the Participant sufficient information concerning his or her participation in such other plan, then the extent to which annual contributions under this Plan will be reduced, as compared with the extent to which annual benefits or contributions under any other plans will be reduced, will be determined by WWU. If the reduction is under this Plan, WWU will advise the affected Participant of any limitations on his or her Plan Contributions required by this Section. WWU may, in its sole discretion, cause any contribution in excess of the foregoing limitations, adjusted for income, gains, losses or expenses attributable to such excess contribution, to be returned to WWU or distributed to the Participant to the extent permitted by applicable law.

5. Fund Sponsors and Funding Vehicles

- 5.1. Fund Sponsors and Funding Vehicles.** Plan contributions are invested in one or more Funding Vehicles made available by WWU to Participants under this Plan. WWU's current choice of Fund Sponsors and Funding Vehicles is not intended to limit future additions or deletions by WWU of Fund Sponsors and Funding Vehicles. The Plan Administrator shall maintain a list of all Fund Sponsors under the Plan. Such a list is hereby incorporated as part of the Plan. Each Fund Sponsor and WWU shall exchange such information as may be necessary to satisfy section 403(b) of the Code or other requirements of applicable law. In the case of a Fund Sponsor which is not eligible to receive contributions under the Plan (including a Fund Sponsor which has ceased to be a Fund Sponsor eligible to receive contributions under the Plan), the employer shall keep the Fund Sponsor informed of the name and contact information of the Plan Administrator in order

to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.

- 5.2. **Fund Transfers.** Subject to a Funding Vehicle's rules for transfers and in accordance with the provisions of the Code governing the deferral of income tax with respect to Accumulation Accounts, a Participant may specify that a part or all of his or her Accumulation Account in one Funding Vehicle be transferred to another Funding Vehicle. However, an investment transfer that includes an investment with a Fund Sponsor that is not eligible to receive contributions under Section 4 is not permitted.
- 5.3. **Fund Review.** Funds will be chosen and reviewed by the Plan Administrator.
- 5.4. **Third Party Trading.** The Participant may assign responsibility for investment elections and other transactions under the Plan to another party, in such manner as maybe be determined from time to time by the WWU Human Resources Department.

6. Retirement

- 6.1. **Retirement Because of Age.** On the first of any month after attaining age 62, a Participant who is actively employed by WWU may elect to retire by submitting a written notification to his or her supervisor with a copy to the WWU Human Resources Department.
- 6.2. **Retirement Because of Condition of Health.** A retirement because of condition of health may be approved by the President of WWU upon request by a Participant or by the administrative officer concerned. The basis for approval is whether continued service by the Participant is likely to seriously impair or endanger the Participant's health, or if the Participant is permanently unable to carry on his or her usual duties because of health. This determination shall be made by the employee's physician, but will be subject to verification by a physician selected and paid for by WWU.
- 6.3. **Retiree Reemployment.** A retiree of the WWURP may be re-employed up to 40% of full time following the date of retirement under Section 6.1. Such reemployment shall be subject to all applicable WWU rules. A reemployed retiree is not a Participant under the Plan.

7. Benefits Distribution

- 7.1. **Retirement Benefits.** Upon retirement or termination from employment, a Participant may elect a retirement income option or combination of income options provided by each Fund Sponsor. Subject to the rules of Fund Sponsors, a Participant may elect to withdraw up to 100 percent of Plan contributions upon retirement or separation from employment. Any election hereunder requires the written consent of the Participant's spouse, if any, in accordance with Section 7.3.

- 7.2. Death Benefits.** On the death of a Participant, the entire value of each Accumulation Account is payable to the Beneficiary or Beneficiaries named by the Participant under one of the options offered by the Fund Sponsor. However, to the extent that the account has been applied to purchase an annuity, payments shall be made only if and to the extent provided by the form of annuity.
- 7.3. Application for Benefits, Spousal Consent.** To begin receiving benefits, the Participant or Beneficiary must write directly to the Fund Sponsor. The Fund Sponsor will provide the necessary forms to the Participant or the Beneficiary. The Fund Sponsor will pay benefits upon receipt of a satisfactorily completed application for benefits and supporting documents. In any case in which Section 2.3 or 7.1 requires the consent of the Participant's spouse, the consent must be in writing, must acknowledge the effect of the election or action to which the consent applies, and must be witnessed by a notary public. Unless the consent expressly provides that the Participant may make further elections without further consent of the spouse, the consent will be effective only with respect to the specific election of form of benefit, or Beneficiary, or both, to which the consent relates. Spousal consent will be effective only with respect to that spouse. Spousal consent will not be required if it is established to the satisfaction of the WWU Human Resources Department that the spouse cannot be located.
- 7.4. Minimum Distribution Requirements.**
- (a) All distributions under this Plan will be made in accordance with Code sections 403(b)(10) and 401(a)(9), as each is amended and in effect from time to time, and regulations thereunder. The entire Accumulation Account of each Participant will be distributed over a period not to exceed the life (or life expectancy) of the Participant or over the lives (or life expectancies) of the Participant and a designated Beneficiary. Minimum distributions must begin no later than April 1 of the calendar year following the calendar year in which the Participant attains age 70 1/2, or, if later, April 1 following the calendar year in which the Participant retires from WWU. Notwithstanding the above, the Accumulation Account of each Participant as of December 31, 1986 will be distributed in accordance with IRS Regulation 1.403(b)-6(e)(6). The Participant (or Beneficiary, after the Participant's death) may elect whether to use the permissive recalculation rule for life expectancies under Code section 401(a)(9)(D). Upon the Participant's death after the time benefits are required to begin hereunder, any remaining benefits will be distributed at least as rapidly as under the method of distribution in effect at the time of the Participant's death.
- (b) If the Participant dies before benefit payments are required to begin under the preceding paragraph, any benefits payable to (or for the benefit of) a designated Beneficiary will be paid by the end of the fifth full calendar year after the Participant's death, or will be paid beginning no later than the end of the first full calendar year after the Participant's death over the life of the designated Beneficiary or over a period not exceeding the life

expectancy of the designated Beneficiary. If the designated Beneficiary is the surviving spouse, payment may be delayed until the date the Participant would have attained age 70 1/2.

- (c) In applying the foregoing rules, each Annuity Contract or Custodial Account shall be treated as an individual retirement account (IRA) and distribution shall be made in accordance with the provisions of section 1.408-8 of the IRS Regulations, except as provided in section 1.403(b)-6(e) of the IRS Regulations.

7.5. Withdrawals, Loans, Benefit Distributions Withdrawals and/or benefit distributions are not available prior to termination of employment at WWU and all Related Employers. Loans are not available.

7.6. Rollover Distributions.

- (a) A Participant or the Beneficiary of a deceased Participant (or a Participant's spouse or former spouse who is an alternate payee under a domestic relations order, as defined in section 414(p) of the Code) who is entitled to an eligible rollover distribution (as defined in section 402(c)(4) of the Code) from the Plan may elect to have any portion of that distribution paid directly to an eligible retirement plan (as defined in section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant's death was neither the spouse of the Participant nor the spouse or former spouse of the participant who is an alternate payee under a domestic relations order, a direct rollover is payable only to an individual retirement account or individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited IRA (within the meaning of section 408(d)(3)(C) of the Code).
- (b) Each Fund Sponsor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.

8. Administration

8.1. Plan Administrator. WWU is the administrator of this Plan and has designated the Human Resources Department to be responsible for the day to day administration of the Plan.

8.2. Authority of WWU. WWU shall have final authority to determine all questions concerning eligibility and contributions under the Plan, to interpret all terms of the Plan, including any uncertain terms, and to decide any disputes arising under and all questions concerning administration of the Plan. Any determination made by WWU shall be given deference, if it is subject to judicial review, and shall be overturned only if it is arbitrary and capricious.

9. Miscellaneous

- 9.1. Non-Alienation of Benefits.** Except as provided in this Section, no benefit under the Plan may at any time be subject in any manner to alienation, encumbrance, the claims of creditors, or legal process. No participant will have power in any manner to transfer, assign, alienate, or in any way encumber his or her benefits under the Plan, or any part thereof, and any attempt to do so will be void and of no effect. This Plan will comply with any judgment, decree or order that establishes the rights of another person to all or a portion of a Participant's benefit under this Plan to the extent that it is treated as a qualified domestic relations order under Code section 414(p). Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. WWU shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.
- 9.2. Plan Does Not Affect Employment.** Nothing in this Plan is a commitment or agreement by any person to continue his or her employment with WWU and nothing in this Plan is a commitment on the part of WWU to continue the employment or the rate of compensation of any person for any period. All employees of WWU will remain subject to non-renewal, discharge or discipline to the same extent as if the Plan had never been put into effect.
- 9.3. Claims of Other Persons.** The Plan does not give any Participant or any other person, firm, or corporation any legal or equitable right against WWU, or its officers, employees, or Trustees, except for the rights that are specifically provided for in this Plan or created in accordance with the terms and provisions of this Plan.
- 9.4. Contracts and Certificates.** In the event there is any inconsistency or ambiguity between the terms of the Plan and the terms of the contracts between the Fund Sponsor and WWU and/or the Participants and any contracts and/or certificates issued to a Participant under the Plan, the terms of the Plan control.
- 9.5. Requests for Information.** Any request for information concerning eligibility, participation, contributions, or other aspects of the operation of the Plan should be in writing and directed to the WWU Human Resources Department. Requests for information concerning the Fund Sponsor, the Funding Vehicle(s), their terms, conditions and interpretations thereof, claims thereunder, any requests for review of such claims, and service of legal process may be directed in writing to the Fund Sponsor.
- 9.6. Mistaken Contributions.** If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the WWU Human Resources Department, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable

thereto) shall be returned directly to the Participant or, to the extent required or permitted by the WWU Human Resources Department, to WWU.

- 9.7. Governing Law.** Except as provided under federal law, the provisions of the Plan are governed by and construed in accordance with the laws of the State of Washington.

10. Amendment and Termination

- 10.1. Amendment and Termination.** The Board reserves the right at any time to amend or terminate the Plan, in whole or in part, or to discontinue any further contributions or payments under the Plan. If the Plan is terminated or if Plan Contributions are completely discontinued, WWU will notify all Participants. As of the date of complete or partial termination, all Accumulation Accounts will remain nonforfeitable.
- 10.2. Distribution Upon Termination of the Plan.** WWU may provide that, in connection with a termination of the Plan and subject to any restrictions contained in the Annuity Contracts and Custodial Account agreements, all Accumulation Accounts will be distributed, provided that WWU and any Related Employer on the date of termination do not make contributions to an alternative section 403(b) contract that is not part of the Plan during the period beginning on the date of plan termination and ending 12 months after the distribution of all assets from the Plan, except as permitted by IRS Regulations.
- 10.3. Limitation.** Notwithstanding the provisions of Section 10.1, the Board shall not make any amendment to the Plan that operates to recapture for WWU any contributions previously made under this Plan except to the extent permitted by Section 4.7 or 4.10.

*Western Washington University
Human Resources Department
A division of Business and Financial Affairs
Modified: September 6, 2011
Amended: April 5, 2019, Board of Trustees*

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 Brent Carbajal

DATE: April 5, 2019

SUBJECT: **College of Humanities and Social Sciences “State of the College” and Linguistics Planning Update**

PURPOSE: Discussion Item

Purpose of Submittal:

In this interactive session, Dean Paqui Paredes Méndez, and Linguistics Program Director Kristin Denham will give a brief update on the state of the College and will describe planning for a transition from program to department for Linguistics.

Background:

The College of Humanities and Social Sciences serves the State of Washington by producing knowledge and engaging students in distinctive, diverse programs that develop their capacities as citizens, and creators and collaborators in the workplace. Emerging from a vibrant liberal arts and sciences core, CHSS is a key pillar supporting the cultural and intellectual life of the university via collaborative learning environments that foster individual, social, cultural, creative, and scientific exploration. Students, faculty, and staff engage in research, service, and creative activity to promote life-long, engaged learning that contributes to equitable, just, and sustainable communities. Members of the CHSS community critically examine their world and themselves, embrace divergent perspectives, and devise innovative solutions to critical societal concerns. We consider the ethical implications of our actions and communicate effectively in our professional and public lives. With 13 departments and three interdisciplinary programs, CHSS continues to hold the largest number of undergraduate majors, faculty and student credit hours.

Strategic Questions:

1. What was the Trustees' level of familiarity with the College of Humanities and Social Sciences prior to this presentation?
2. Was the information about linguistics helpful to the Trustees in situating that area of study within the liberal arts?

College of Humanities and Social Sciences

Mission

The College of Humanities and Social Sciences serves the State of Washington by producing knowledge and engaging students in distinctive, diverse programs that develop their capacities as citizens, and creators and collaborators in the workplace. Emerging from a vibrant liberal arts and sciences core, CHSS is a key pillar supporting the cultural and intellectual life of the university via collaborative learning environments that foster individual, social, cultural, creative, and scientific exploration. Students, faculty, and staff engage in research, service, and creative activity to promote life-long, engaged learning that contributes to equitable, just, and sustainable communities. Members of the CHSS community critically examine their world and themselves, embrace divergent perspectives, and devise innovative solutions to critical societal concerns. We consider the ethical implications of our actions and communicate effectively in our professional and public lives.

Vision

As an integral part of the liberal arts and sciences mission at Western Washington University , the College of Humanities and Social Sciences promotes collaborative learning, critical inquiry into diverse human experiences, and excellence in scholarly and creative activity.

13 departments and 3 interdisciplinary programs:

Humanities

- Communication Studies
- English
- History
- Journalism
- Modern and Classical Languages
- Liberal Studies
- Philosophy

Social Sciences Departments

- Anthropology
- Communication Sciences and Disorders
- Health and Human Development
- Political Science
- Psychology
- Sociology

Interdisciplinary programs

- East Asian Studies
- Linguistics
- Women, Gender, and Sexuality Studies

By the numbers

- **Number of undergraduate majors: 4,000**
(approx. 35% of all majors on campus, and largest single percentage of all 7 colleges)
- **Number of SCH: 91,388**
(44% of all university SCH)
- **Number of FTE faculty: 269.6**
(295 headcount, of which 190 are tenured or tenure track. Approximately 30% of total WWU head count)

Research

- 17 books
- 162 refereed journal articles
 - 51 of which included student co-authors
- 76 creative works
- 69 book chapters
- 10 edited volumes
- 211 conference papers
 - 59 of which had students listed as co-authors

Community Service

- 123,457 hours of community service in over 80 organizations through internships, community engagement and other opportunities

Honors/Students

- All five 2018 Fulbright winners at Western were CHSS majors or double-majors
- Journalism: Mark of Excellence Award for in-depth reporting
- Political Science: Outstanding Delegation Award in National Model United Nations Conference
- Sociology: Western Libraries Undergraduate Student Research Award
- English: 2017 Sixfold Poetry Award

Honors/Faculty

- Fulbright fellowships
- 2017 Independent Book Publishers Awards (bronze medal)
- 2018 James W.. Ray Distinguished Artist Award
- WWU Faculty Leadership Award
- Senior Fellow at the University of Virginia ´s Institute for Advanced Studies in Culture
- Promising Professor award
- Joseph Wholey Distinguished Scholarship Award
- Guggenheim fellowship

Is there a crisis in the humanities and social sciences?

- Departments, programs, faculty and students are thriving at WWU.
- We are bucking national trends of decreased enrollments in the number of majors in humanities programs.
- Many of our majors in the social sciences have grown in the last few years and some are under severe access pressures.

Our strengths

- Talented, dynamic faculty and students
- Top scholars with deep commitment to teaching
- Strong programs that make crucial contributions to the general education program at Western and to the liberal arts and sciences mission of the university
- Strong majors that adjust to meet student needs and interests, as well as changes in the respective disciplines
- Strong global curriculum that prepares students for engaged citizenship and for success in their professional lives
- Strong student interest

Our challenges

- National narrative that questions the value of the liberal arts and sciences in general and the humanities in particular
- Fewer students going through our GUR programs, who in turn have fewer chances to experience our disciplines first hand
- Access pressures in certain majors
- Need for more tenure track faculty
- Need to increase recruitment of faculty and staff from historically underrepresented groups
- Space

What do our graduates do?

- Doug Massey (B.A., Sociology/Spanish/Psychology), Professor of Sociology at Princeton University
- Amy Harder (B.A., Journalism), Energy reporter with *Axios*
- Jesse Moore (B.A., Political Science), former Associate Director of Public Engagement at the Obama White House; Founder and Principal Consultant of Common Thread Strategies
- Karen Freeman (B.A., German), vice president of finance for commercial aviation services for Boeing Commercial Airplanes
- Hoby Darling (B.A., History), former CEO of Skullcandy; senior executive at Logitech
- Ijeoma Oluo (B.A., Political Science), freelance writer and speaker; author of *NYT* bestselling book *So You Want to Talk About Race*

Growth in CHSS Linguistics Department (Fall 2019)

- What is linguistics?
- Why do people study it?
- What's its role at WWU?
- How does it help our students?

Growth in CHSS Linguistics Department (Fall 2019)

- What is linguistics?
- Why do people study it?
- What's its role at WWU?
- How does it help our students?

Big Questions Linguists Ask

- How are languages structured with respect to sounds (phonetics, phonology), words, (morphology), sentences (syntax), and meaning (semantics)?
- How is language acquired, produced, and processed by the brain?
- How do languages change over time?
- How do languages vary by community, location, and situation?
- How did language evolve?

The Scientific Study of Language

Linguists study language just like other scientists study other natural phenomena, applying the **scientific method** to language data.

Students of linguistics, therefore:

- Make insightful observations
- Formulate clear and testable hypotheses, generate predictions
- Make arguments and draw conclusions
- Communicate findings to a wider community

WWU linguistics student voices

“I finally understand what science really means – that it’s not biology or chemistry, but it’s a method of inquiry. And it’s been so exciting to discover that using language data!”

“Studying linguistics has helped me to 1) analyze data, 2) become a better researcher, 3) appreciate diversity. I’m so happy I have come to learn more about this field.”

Tools for a multicultural, multilingual world

- Engages students in exploration of socio-cultural issues involved with regional, ethnic, racial, and economic diversity.
- Offers the skills and knowledge needed to be members of our increasingly multicultural and multilingual world.

More voices of our students

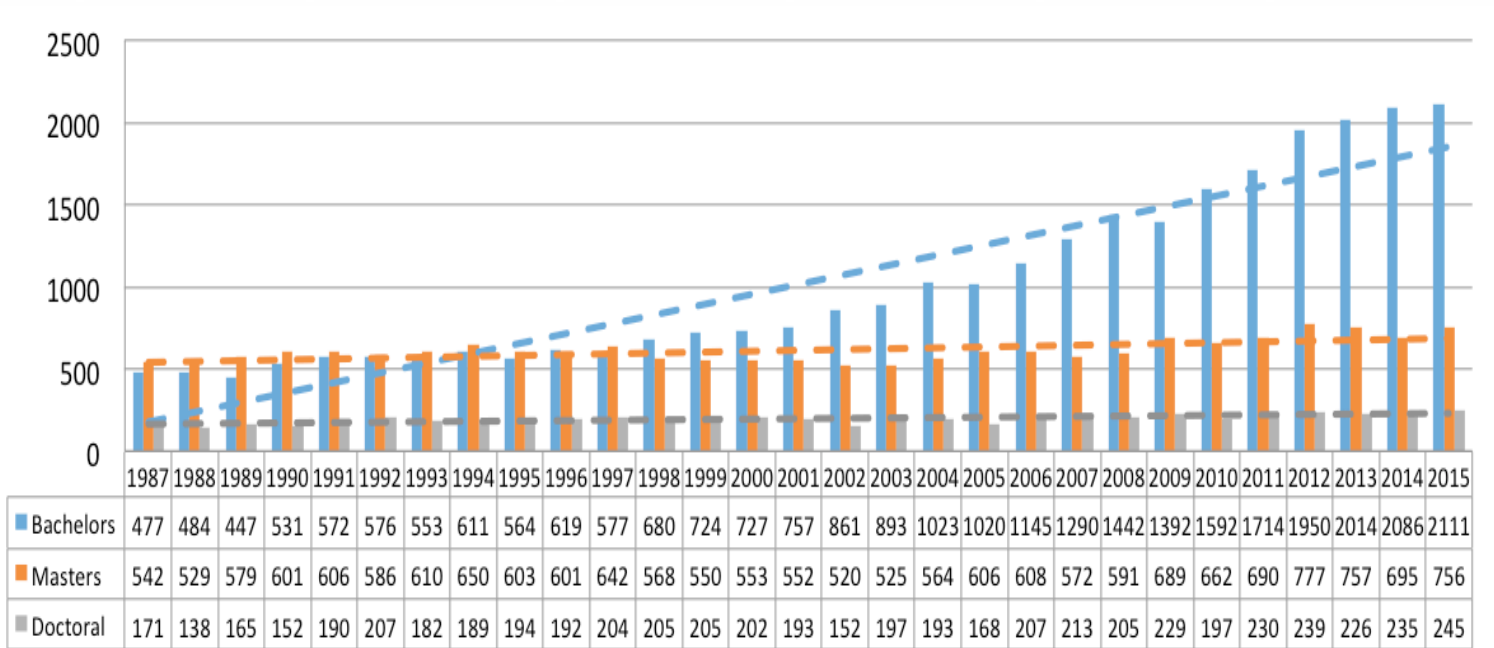
“Until I studied linguistics, I hadn’t ever thought about the place of language study in relation to cultural identity, sovereignty, and civil rights; they are so completely intertwined with language. I have gained a real understanding of the links between historical events and language change, and I want others to better understand these kinds of connections.”

“The knowledge I’ve acquired as a student of linguistics will play out in my future classroom in really important ways. Language and dialect are culturally embedded in who we are as people; they are part of our identity. Discrimination against someone’s language is discrimination against them. My future students must understand that.”

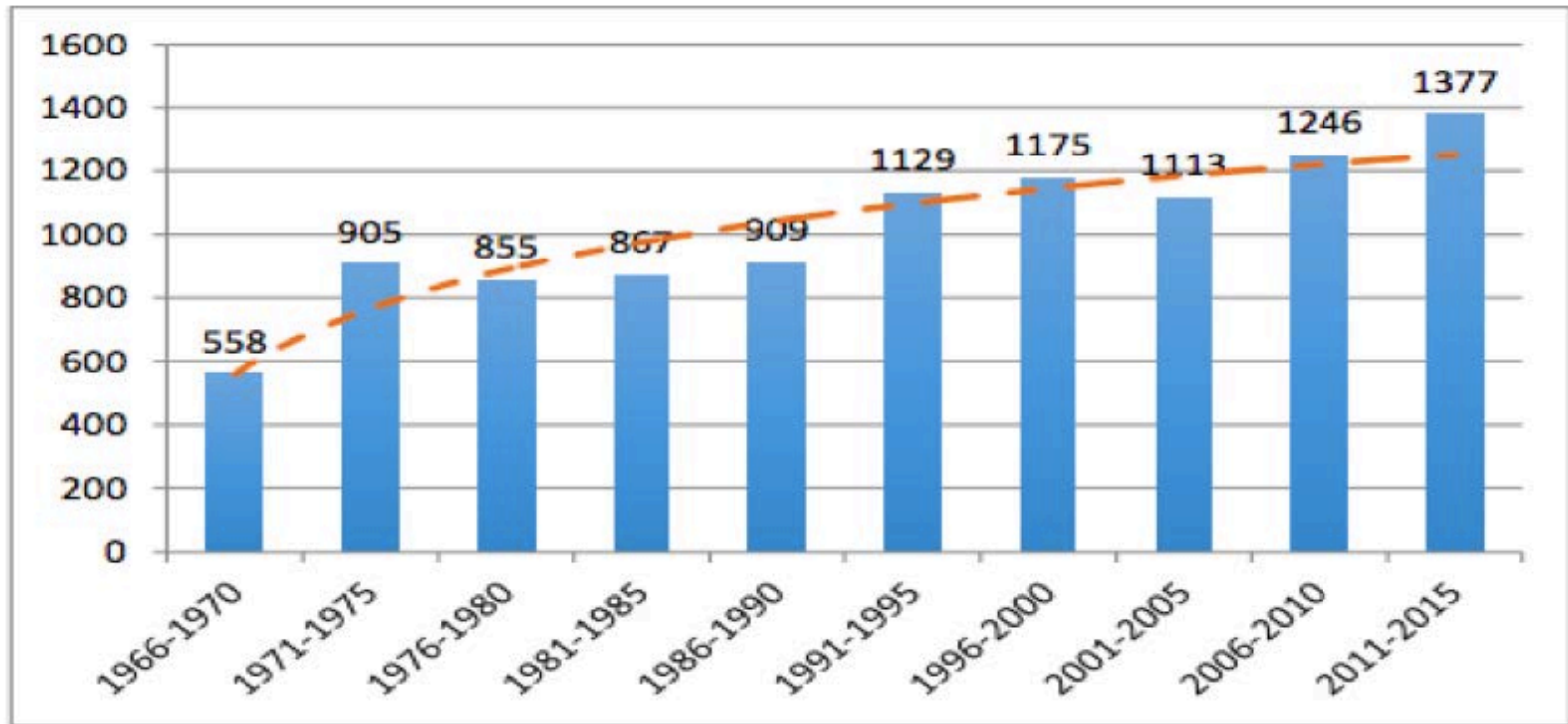
Students go on to...

- Careers in the tech industry; marketing; language documentation and revitalization; forensic linguistics; polyglot jobs (translator, interpreter, diplomat, humanitarian aid worker); education (K-12, university, TESL, testing and assessment, educational non-profits); editing, publishing, journalism, and on and on.
- Computational and clinical linguistics are among the newest, exciting career paths that have opened up to linguists.

BAs in Linguistics continue to rise



Steady growth of advanced degrees too



Why a Department at WWU?

- Faculty Recruitment and Retention
- Improved Curricular Offerings
- Evaluation of Faculty
- More Equitable Faculty Service
- Potential for Graduate Program
- Student Success

What wouldn't change

- The basic experience for students
- Connections to other departments, its interdisciplinarity. We have faculty and “area concentrations” in Anthropology, Communication Sciences and Disorders, Computer Science, English, ELL (Woodring), Modern and Classical Languages, Neuroscience, Philosophy, Psychology, and TESOL.
- Opportunity for all students to learn about linguistics via Social Science GURs LING 201 (Introduction to Linguistics) and LING 204 (Sociolinguistics).

Broad Impacts

Departmental status will allow for stronger advocacy from faculty and students for the study of language, for the value of linguistic diversity on our campus, for the protection of linguistic minorities, for pedagogical partnerships between linguistics and other disciplines at WWU, and for partnerships with other institutions, including Northwest Indian College and Whatcom Community College.

In line with Strategic Plan

Linguistics deepens one's understanding of language, sharpens inquiry skills, and develops critical thinking. It is a STEM-based discipline that also offers an important liberal arts underpinning.

Linguistics is an exemplar of a discipline that addresses critical needs in the State of Washington. Students understand, explore, and navigate issues related to multilingualism, bilingualism, and linguistic discrimination, and then are empowered to apply knowledge they've acquired as students of linguistics in their daily lives.

Thank you!

Questions?

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 5, 2019

SUBJECT: **Olympia 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 2019 Legislative Session and answer any questions the Trustees may have.

Background:

The 105-day, 2019 Legislative Session began on January 14, 2019 and is scheduled to end on April 28, 2019.

To date, Western has testified 20 times before legislative committees this session. Additionally, Western is tracking 239 bills and has submitted at least 90 fiscal notes this session. Western has also requested legislation this session—HB 1755, which would authorize the boards of trustees at WWU, CWU and EWU to approve applied doctorate degrees in education (Ed.Ds). The bill has passed the House of Representatives and is currently moving through the Senate.

Many of Western's 2019-21 operating and capital budget requests, as approved by the Board of Trustees, have been included in the House and Senate budget proposals. See attachment for a comparison of the budget proposals from the Governor, House and Senate. Additionally, higher education leaders in the House of Representatives introduced the Workforce Education Investment Act (HB 2158), which would create a new dedicated state fund for higher education investments. The fund would be supported by a targeted tax rate increase for certain businesses. For the 2019-21 budget cycle, funding generated under the proposal would go toward financial aid, expansion of STEM degree programs and student support services at the state public colleges and universities, including WWU.

Strategic Questions:

1. How can the Board of Trustees support WWU's legislative priorities at this point in the legislative session?

**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 5, 2019

SUBJECT: **Professional Leave Report**

PURPOSE: Information Item

Purpose of Submittal:

This report lists the faculty professional leave proposals that have been approved for AY 2019-20 and provides a brief summary of the exceptional research projects and scholarly activities engaged in by some of Western's faculty members. The report also outlines the process established to review applications and make award determinations.

The Professional Leave Advisory Committee is an all-university body comprised of six faculty members who have taken professional leaves within the past few years. Professional leave applications are examined first at the department level, then by the dean (and, in some colleges, the college's professional leave committee), before being forwarded to the Provost's Office and the university-wide Professional Leave Advisory Committee. The Professional Leave Advisory Committee recommendations receive final review and approval by the Provost.

Per Section 10.6.1 of the faculty Collective Bargaining Agreement, the Committee relies upon the following criteria in making its recommendations:

Academic or scholarly significance; soundness of design, procedure, or operational plan, including clear objectives and timeline; relationship of planned activity to individual's area of study and professional development; expected outcomes and benefits, including dissemination of results; evaluation of applicant's ability to achieve the proposed goals; and value of the project in terms of academic benefits to the institution upon the applicant's return from the leave.

For AY 2019-20, faculty requested 134 quarters of leave, and we were able to award 100 quarters due to state law (RCW 28B.10.650). Each application was afforded a careful and thorough evaluation based upon the merits of the application and the expected benefits to the individual, department, and the University per the Collective Bargaining Agreement.

Supporting Information: Summary of Professional Leave Awards for AY 2019-20

Troy Abel, Environmental Studies

Two quarters to study environmental justice and climate risk governance in the European Union.

Garth Amundson, Art & Art History

One quarter to travel to Ho Chi Minh City to present work at the Sàn Art Center, conduct lectures and workshops, and complete a residency.

John Antos, Chemistry

Three quarters to learn new protein ligation techniques for assembling protein fragments and complete NIH-funded work involving the development of enzymatic ligation methods for the construction of non-natural proteins.

Blanca Aranda, Modern and Classical Languages

One quarter to gather materials for a book on the subject of oral cultures in the Andes, provisionally titled, *Orality and Textuality: Carnaval de Oruro as a Textual Practice and Andean Intertext*.

Samit Bordoloi, Health and Community Studies

Two quarters to complete a book manuscript on the impact of immigration regulations on the everyday lives and personal and professional experiences of H-1B visa holders, predominantly Indian nationals, in the United States.

Andrew Boudreaux, Physics and Astronomy

One quarter to observe and participate in an 8th grade science classroom in order to better train future science teachers on how to communicate complex scientific lessons to their future students.

Patrick Buckley, Environmental Studies

One quarter to use a Computable General Equilibrium (CGE) Model of Hawaii to study the impacts of invasive species on the Hawaiian economy.

Rick Bulcroft, Sociology

One quarter to complete a revision of a textbook titled, *The Family*.

Christina Byrne, Psychology

Two quarters to conduct community-based participatory research in Whatcom County to help enhance the efficacy of services provided to individuals who have experienced intimate partner violence.

Cynthia Camlin, Art & Art History

Two quarters to conduct site-specific research and make progress on a new body of work titled, *Ruins*, a series of paintings that connects ecological subjects to issues of culture, history, and politics.

Jeff Carroll, Psychology

Three quarters to train on emerging single cell analysis methods and apply them to the problem of Huntington's Disease and to launch a program to encourage the uptake of genetic screening methods in the Huntington's Disease community.

Victor Chan, Mathematics

One quarter to conduct research on horse-race betting and popular rating systems in sports.

Deb Currier, Theatre and Dance

One quarter to expand research into the connections between applied theatre, neuroscience, and creativity.

Eric DeChaine, Biology

Three quarters to generate a georeferenced bioregional collection of plants and to publish two manuscripts on the distribution of plants around the North Pacific Rim based on biographic analyses of this new bioregional dataset.

Nolan Dennett, Theatre and Dance

One quarter to produce a suite of dances and study the gestural-movement of indigenous as well as immigrant populations moving toward or living in specific geographic regions of Spain, Israel, the UK, and Quebec.

Deborah Donovan, Biology

Three quarters to develop deeper collaborations with researchers at the University of Washington, to expand research on active-learning and group dynamics in biology classes, and to increase proficiency with statistics.

Todd Donovan, Political Science

One quarter to research public perceptions of interest groups and campaign finance rules.

Raine Dozier, Health and Community Studies

Two quarters to complete a research project examining trans individuals' ability to access insurance coverage for trans-related healthcare.

John Feodorov, Fairhaven College

One quarter to produce three to four large paintings in response to ongoing issues surrounding identity, cultural assimilation, and spiritual alienation.

Perry Fizzano, Computer Science

One quarter to develop a mentoring platform for use by all computer science students at WWU to enhance communication among students and promote connections with alumni.

Aquila Flower, Environmental Studies

Two quarters to develop a suite of cohesive, unified spatial datasets covering key socio-ecological variables and broadly useful reference features of the Salish Sea region.

Holly Folk, Liberal Studies

One quarter to advance a book project titled, *NextGen Christians: Protestant Heterodoxy in the Modern World*, a comparative study of Christian sub-traditions that have emerged in the recent past that regard their human leaders as either prophets or divine figures.

Hugo Garcia, Modern and Classical Languages

Two quarters to prepare a book that explores the influences of slavery and colonialism on the Afro-Cuban religion of Regla de Ocha-Ifá.

Tilmann Glimm, Mathematics

Two quarters to work on a model of chondrogenesis in the vertebrate limb and to model and experimentally validate the role of developmental noise in gecko skin patterning.

Jasmine Goodnow, Health & Human Development

One quarter to write a book proposal for a nonfiction travel memoir about a daughter's quest for connection with her deceased father, a Vietnam Veteran.

Pierre Gour, Art & Art History

Two quarters to execute a new body of artistic work that explores the themes of immigration, identity, and place.

Jennifer Green, Elementary Education

Two quarters to use Systemic Functional Linguistics (SFL), a method for supporting second language acquisition, to help teachers of English language learners (Ells) better serve their classrooms.

Ron Helms, Sociology

One quarter to collect better data on police killings, analyze the information, and present the findings at an annual meeting of the Academy of Criminal Justice Sciences (ACJS).

Cynthia Horne, Political Science

Three quarters to complete a book project on the timing and duration of transitional justice, defined as measures to address crimes or other wrongdoings committed in the past.

Bernard Housen, Geology

Two quarters to conduct field and lab research on plate motion and deformation in fold-and-thrust belts and to finish and submit several manuscripts for publishing.

Dan Howard-Snyder, Philosophy

Two quarters to write a book titled, *Resilient Reliance: A Theory of Faith*, that proposes solutions to several faith-related problems in philosophy and religion.

Vicki Hsueh, Political Science

One quarter to conduct archival research and interview activists and participants involved in the Detroit Summer, a multi-racial and inter-generational arts and justice collective founded by Grace and James Lee Boggs.

Hud Hudson, Philosophy

Two quarters to produce a book-length manuscript that defends a theory of the good life for human persons against a backdrop of the philosophy of pessimism and the doctrines of the Fall and Original Sin.

Keith Hyatt, Special Education

Two quarters to revise and enhance a book manuscript titled, *Developing Meaningful IEPs: The Complete Guide to Educationally Meaningful Individualized Educational Programs for Students with Disabilities*.

Ira Hyman, Psychology

One quarter to research and write about the role of attention and stress in eyewitness awareness and memory.

Milica Jelaca Jovanovic, Music

Two quarters to work on two CD solo albums and to perform an extensive series of concerts, followed by masterclasses at venues both in the US and in Europe.

Kristiana Kahakauwila, English

Two quarters to complete a series of revisions for a book manuscript, a novel-in-progress, tentatively titled, *To Weave with Water*.

Jason Kanov, Management

One quarter to advance research on the complex dynamics of suffering and compassion from an organizational perspective, looking at how members of an organization express suffering and how others become aware of that suffering.

Linda Keeler, Health & Human Development

One quarter to expand and coordinate intervention and research efforts across a multi-site, peer-led physical activity intervention for college students with depression.

Laura Laffrado, English

One quarter to begin work on a cultural biography of a neglected Pacific Northwest writer named Ella Rhoads Higginson.

Anne Lobeck, English

Three quarters to study institutionalized linguistic discrimination rooted in perceptions of and responses to grammatical errors.

Kimberly Lynn, Liberal Studies

One quarter to work on two article projects tentatively titled "Spanish Inquisitors and the Early Modern Debate over Torture" and "How Local was the Spanish Inquisition? Reflections on the Case of Seventeenth-Century Cartagena de Indias."

Stephen McDowall, Mathematics

One quarter to learn about hyperbolic metamaterials and how they might be used to facilitate ultra-efficient control and propagation of light and to study how to limit light scattering by particles dispersed in a host medium by controlling how they are spatially dispersed.

Brenda Miller, English

One quarter to complete research on a new creative nonfiction project that involves archival research on Dame Cicely Saunders, a woman widely regarded as the found of the modern Hospice movement within the medical field.

Todd Morton, Engineering and Design

Two quarters to research embedded systems, improve teaching techniques by developing material to flip two courses, and enhance contribution to the development of the proposed new electrical engineering program in computer engineering.

Niall O Murchu, Fairhaven College

One quarter to produce one or more video essays and write an article manuscript on the theme of family and nation in contemporary Palestinian cinema.

Rebekah Paci-Green, Environmental Studies

Two quarters to collaborate with the National Society for Earthquake Technology-Nepal (NSET) to help explore effective and innovative ways to achieve disaster risk reduction during the reconstruction from the Gorkha Earthquake.

Marsha Riddle Buly, Elementary Education

Two quarters to research the alternative route to teacher certification program with a goal of increasing faculty diversity and retention in the Highline School District in King County.

David Rossiter, Environmental Studies

Two quarters to complete a book named, *Politics of Indigenous Title*, and to start a second book titled, *Historical Geographies of Nature and Recreation*.

Brittany Schade, Design

Two quarters to research and produce an illustrated book provisionally titled, *An Illustrated Guide to Coworking*.

Liz Schermer, Geology

Three quarters to study earthquake faulting and slower deformation in convergent margins.

Jennifer Seltz, History

Two quarters to research a book project tentatively titled, *The Nature of Modern Birth*, looking at the cultural and environmental history of pregnancy and childbirth in the United States from the late 1930's through the early 1960's.

David Shull, Environmental Sciences

One quarter to assist a sediment monitoring team and process the samples that are collected in order to better understand why the Puget Sound's chemistry and biology are changing.

Sergey Smirnov, Chemistry

One quarter to master two new types of advanced Nuclear Magnetic Resonance (NMR) Spectroscopy experiments with the goal of making them available to all biochemistry researchers at WWU.

Roger R. Thompson, History

Two quarters to study the history of Sino-Western conflict and how that experience informed China's concept of national sovereignty.

Maria Timmons Flores, Elementary Education

One quarter to research situated learning in traditional communities of practice in Baja California Sur, Mexico.

Massimiliano Tomasi, Modern and Classical Languages

Two quarters to conduct research on a proposed new book manuscript titled, *Overcoming Defeat: Catholicism and Post-War Japanese Literature*.

John Tuxill, Fairhaven College

One quarter to advance ongoing interdisciplinary research documenting the plant diversity of Sehome Hill Arboretum.

Kristi Tyran, Management

One quarter to explore the role of male and female emotional expression in both actual leadership style and perceived leadership effectiveness when leading in crisis situations.

Sarah Zimmerman, History

Three quarters to complete a book-length manuscript project titled, *Women Making Memory and History: Slaves, Citizens, and Custodians of World Heritage on Gorée island, 1677-2017*.

**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 5, 2019

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 promotion or tenure. 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-two tenure track assistant professors granted tenure and promoted to the rank of associate professor effective 9/16/2019.
- 2) Nineteen tenured associate professors promoted to the rank of full professor effective 9/16/2019.

Tenure and Promotion - Effective September 16, 2019

Tenure and Promotion to Associate Professor

Catherine Armstrong Soule	Finance & Marketing
Jessyca Arthur-Cameselle	Health & Human Dev.
Jenise Bauman	Environmental Sciences
Rob Berger	Chemistry
Sean Bruna	Anthropology
Harsh Buddhadev	Health & Human Dev.
Gustavo Camacho	Music
Josh Cerretti	History
Xiofeng Chen	Decision Sciences
Anna Ciao	Psychology
Lina Dahlberg	Biology
Kate Darby	Environmental Studies
Dawna Drum	Accounting
Ryan Dudenbostel	Music
David Gill	Engineering & Design
Deborah Hanuscin	Elementary Education
Tim Kowalczyk	Chemistry
Colleen Laird	Modern & Classical Languages
Anna Lees	Elementary Education
Claire Lending	Finance & Marketing
Jiexun Li	Decision Sciences
John Lund	Engineering & Design
John Misasi	Engineering & Design
Evan Mueller	Theatre & Dance
Casey Mullin	Libraries
Mark Peyron	Engineering & Design
Melissa Rice	Geology
Nick Stanger	Environmental Studies
Lisa Turner	Art & Art History
Christian Vargas	Art & Art History
Theresa Warburton	English
Eric Wehrly	Finance & Marketing

Promotion to Full Professor

Marion Brodhagen	Biology
Alex Czopp	Psychology
Jason Kanov	Management
Christina Keppie	Modern & Classical Languages

Andy Klein
Ricardo Lopez
Michael Medler
Liz Mogford
Niall O'Murchu
Lynn Pillitteri
Seiko Purdue
Andreas Riemann
Ken Rines
David Rossiter
Kevin Roxas
Cristina Sampaio
Dietmar Schwarz
Stan Tag
Neal Tognazzini

Engineering & Design
History
Environmental Studies
Sociology
Fairhaven
Biology
Art & Art History
Physics - Astronomy
Physics - Astronomy
Environmental Studies
Secondary Education
Psychology
Biology
Fairhaven
Philosophy

ADVANCING THE UNIVERSITY

MARCH 2019



ADVANCEMENT UPDATE

JANUARY-FEBRUARY 2019

WWU ALUMNI ASSOCIATION ENGAGEMENT

Total Attendance **423** at **6** events

January Art Walk

- Total attendees: **67**

Governor's Mansion Reception

- Total attendees: **102**

February Art Walk

- Total attendees: **71**

Western Engaged MIS Alumni Event

- Total attendees: **32**

WWU vs. CWU Basketball game

- Total attendees: **131**

Denver Alumni Gathering

- Total attendees: **20**

WWU ANNUAL GIVING

Gifts to WWU

2,773 gifts totaling **\$1,334,708**

Phonathon Report

5,752 contacts
\$68,584 total pledge amount
977 pledges

Bequests

4 totaling **\$430,425**

Cash Donations

1765 totaling **\$834,777**

Gifts in Kind

15 totaling **\$16,965**

Pledges

471 totaling **\$1,176,688**



MARKETING METRICS

January 1 to February 28

Twitter WWU Alumni Association

3,211 followers
0.1% increase
129 engagements

Twitter WWU Foundation

346 followers
0.5% increase
51 engagements

Facebook WWU Alumni Association

6,881 followers
0.6% increase
6,288 engagements

Facebook WWU Foundation

788 followers
0.7% increase
257 engagements

Website WWU Alumni Association

20,208 visitors
27% increase

Website WWU Foundation

3,087 visitors
0.03% loss

ENGAGEMENT

Art Brings Alumni Together

January 4, 2019

February 1, 2019

Western City Center, Bellingham

January and February were dark, dreary months everywhere but at the Western City Center, which hosted two artists whose visions are bold and bright—John Tolomei in January and Jennifer Bowman in February. Jennifer offered a live demonstration for the visitors.

Reception at the Governor's Mansion

January 31, 2019

Governor's Mansion, Olympia

WWU Alumni, President Randhawa and his wife Uzma, noted members of the Western Foundation and Alumni Association, Sapphire and Life members, elected leaders and their guests gathered at the Governor's Mansion to celebrate Western's legislative successes and to highlight the warm relationship Western has with our elected officials. Western Advocates recruited legislative volunteers from the event who will serve as passionate advocates for Western in Olympia.

Alumni Enjoy Party at WWU vs. CWU Game

February 7, 2019

WWU Campus, Carver Gym

The WWU Alumni Association hosted alumni and friends for the WWU vs. CWU Men's Basketball Game. In addition to a great game, guests enjoyed beer, wine, and hearty Southern cooking.

Denver-area Vikings Gather

February 12, 2019

Denver, Colorado

Denver-area alumni gathered at Punch Bowl Social, an upscale arcade and gaming parlor. The guests bowled, played giant Jenga, enjoyed

giant Scrabble, and had a great time catching up with each other, and hearing all about Western.

Scholarship Dinner Features Flaherty

February 25, 2019

MAC Gym, WWU Campus

Scholarship dinners bring together our deserving scholarship recipients with generous donors to celebrate the spirit and impact of giving. At the February 25 dinner in MAC Gym, WWU alumna ('09) and executive director of the Chuckanut Health Foundation Heather Flaherty spoke. Sociology major Danielle Finger also spoke to the audience of 187 attendees.



Western Deepens Commitment in Poulsbo

March 7, 2019

Poulsbo, Washington

On March 7, Western sponsored a lunch hosted by Tony George ('86), CEO and President of Kitsap Bank, and President Sabah Randhawa to share the benefits of a Small Business Development Center in Poulsbo. The Whatcom County SBDC has helped small businesses raise funds for new ventures and expansion of existing businesses since 1983. Tony spoke to 45 business leaders and elected officials about the benefits of the project for development and growth on the Kitsap Peninsula. President Randhawa and CJ Seitz, director of the Whatcom SBDC, spoke about the ways in which the SBDC has benefitted Whatcom County's economy and the benefits a SBDC would bring to the area.



UPCOMING EVENTS

Western Engaged Design Alumni Night

April 6, 2019

Seattle, WA

Northern California Alumni and Donor Event

April 6, 2019

Chateau Montelena, CA

Western Engaged International Business Alumni Networking

April 11, 2019

Seattle, WA

Western Engaged WWU at Wooster's Garden

April 11, 2019

Houston, TX

Western Engaged 8th Annual Western IS Connection

April 18, 2019

Bellingham, WA

Seattle Scholarship Lunch

April 23, 2019

Renaissance Hotel, Seattle

Western Engaged Computer Science Alumni Networking

April 24, 2019

Bellevue, WA

Western Engaged Manufacturing and Supply Chain Management Alumni Networking

May 10, 2019

Bellingham, WA

Alumni Awards Dinner

May 17, 2019

WWU Campus, Bellingham

WWU Alumni Weekend

May 17-20, 2019

WWU Campus, Bellingham

SOLD OUT - Double Major: Death Cab for Cutie & ODESZA Benefit Concert

May 18, 2019

Civic Stadium, Bellingham

Give Day

May 30, 2019

Online

Graduation Celebration

June 12 & 13, 2019

WWU Campus, Bellingham

WWU Night at the Bellingham Bells

June 25, 2019

Civic Field, Bellingham

UPCOMING EVENT HIGHLIGHT



Western Winery Tour Upcoming

On April 6, Western Foundation members and alumni will gather for lunch at the Calistoga Inn, enjoy a presentation by WWU Assistant Professor of Geology Melissa Rice, and travel to Montelena Winery for a tour and tasting. Western owns land that supplies Montelena Winery with grapes for their cabernet sauvignon. The event is hosted by Dr. Carol Francisco ('78) and Mark Brewer ('87) and his wife Susan.

IMPACT STORIES



WWU Professor of Music, Jeffery Gilliam

Sanford-Hill Piano Series Endowment Inspires Students

With free master classes, world class performances, and exposure to internationally acclaimed pianists, the Sanford-Hill Piano Series Endowment supports an exceptionally prestigious and enriching educational experience for Western's students. Named for Sibyl Sanford—a professional artist, author, and philanthropist—and Ford Hill, her close friend of hers and WWU Music Associate Professor Emeritus of piano; the Sanford-Hill Piano Series was created in 2002. Since then, the series has brought pianists and rising stars from all around the world. Sarah Potocki ('19) says of her experience, "Throughout my college career at Western Washington University, I was given opportunities to play in master classes for pianists including

Anderson & Roe piano duo, David Kadouch and Philip Fisher. Each artist was brilliant, unique and effective at providing fresh insight for my piano playing."

The Sanford-Hill Piano Series has been added to the Cliburn Foundation's list of presenters. The Cliburn Foundation sponsors an international piano competition, and those who compete are offered performance engagements. WWU Professor of Music Jeffery Gilliam recently attended a round of competition as an Official Guest of the Cliburn, bringing national recognition to Western and the music program.

This endowment allows for all the proceeds from concert ticket sales

to fund scholarships for deserving WWU piano students. Not only does this series bring tremendous value to Western and to the greater community, it also fosters student success and helps shape the next generation of great pianists.

Potocki says, "I cannot thank Sibyl Sanford and Ford Hill enough for providing many opportunities to learn from these incredibly influential artists. I feel grateful to have studied piano under Professor Gilliam, as he was an integral part in my musical growth. The memories I have created over these last four years at Western's Performing Arts Center will last a lifetime."



**Capital Program Report
Board of Trustees
April 5, 2019**

MAJOR / INTERMEDIATE CAPITAL PROJECTS

Multicultural Center

Exterior finishes and systems are mostly complete and interior construction and final finishes are proceeding. Level 5 of the Bookstore area is nearly complete, followed by Level 6 and the Level 7 of the Multicultural Center. Construction progress is on schedule for completion in the summer of 2019. Web cameras showing the site can be found on the following link:
<https://www.wvu.edu/wwuarchitect/construction/pw698.shtml#webcam>

Buchanan Towers Renovation

This project is being delivered in two phases: Phase 1 - 2018 Spring and Summer quarters; Phase 2 - 2019 Spring and Summer quarters. Dawson Construction started construction of Phase 1 in March 2018; construction of Phase 1 was completed in Fall 2018. Construction of Phase 2 started March 25, 2019, and is scheduled to be complete in September 2019, prior to fall quarter move-in. Phase 1 completed the northwest wing of Buchanan Towers. Phase 2 scope of work will complete the south and east wings.

Disability Access Center (DAC) (formerly known as disAbility Resources for Students) and Veterans Services

Phase 1 work to renovate Wilson Library 290 for the new Maps Collection and Study Lounge is complete. Phase 2 to create the DAC and Veterans Services suite is complete for occupancy. Move-in is scheduled to begin the first week in April.

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

The General Contractor / Construction Manager, B N Builders, is under contract for Pre-Construction services. B N Builders is integrating with Facilities Development and Capital Budget (FDCB) and the Perkins + Will design team. Programming/Schematic Design for the project is in progress. If state funding for construction is approved, completion of the New Interdisciplinary Science Building is tentatively scheduled for February 2021.

Elevator Preservation and ADA Upgrades

The project is on schedule. The contractor is taking additional detailed measurements for the new equipment. FDCB is coordinating with the affected building occupants to determine if any access accommodations are needed while the elevators are off-line.

Anatomy and Physiology Lab

The project will create two anatomy and physiology labs in Carver 163, to be shared between Biology and the Health & Human Development departments. Regency NW started construction in November 2018; the project is scheduled for completion in May, 2019.

Multiple Building Access Control

DECO/Dutton Electric began physical construction at the beginning of the year with a current focus on the installation of the access control infrastructure. Subcontractor Convergent Technologies completed their survey of existing door functions and began work programming the new system. Door cutovers to the new system are scheduled to start in June 2019. Construction meetings are being held weekly between WWU, DECO, and Convergent. The project is currently on budget and on schedule.

New Residence Hall

WWU is working with progressive design team Lydig Construction from Spokane, with Mahlum Architects from Seattle. The team completed the initial phase of the project to verify program and investigate three possible construction sites. The final site choice is located where Highland Hall and Highland Lounge is currently located. The team has started design of the new residence hall. The remaining design and construction contract is scheduled for approval at the August 2019 Board meeting. Occupancy is scheduled for fall quarter 2021.

Consolidated Academic Support Services Facility

WWU is working with the progressive design team Mortenson Construction and HKP Architects team on Schematic Design of the project to verify program and investigate the construction site on the vacant land west of the Physical Plant. The progressive design-build Phase 1 contract has been executed. The remaining design and construction contract is scheduled for approval at the Board's June 2019 meeting. If construction funding is secured by summer 2019, occupancy is scheduled for November 2020.

Multiple Building Replacement of Switchgear, Panels and Motor Controls

DECO/Dutton Electric has begun construction and has replaced nearly half of the antiquated infrastructure in Old Main. The contractor is actively planning and phasing the implementation to minimize occupant disruption. The project remains on budget and is on schedule with completion in late August 2019.

2017-2019 Classroom and Lab Upgrades

This program is composed of several public works projects and in-house work. A couple of small and one larger public works construction projects are starting design. Most of the projects in this category are related to improvements in STEM programs.

FY 2019-2021 CAPITAL BUDGET

In December 2018, the Governor's proposed Capital Budget was released. The proposed budget includes State funding for the following projects for a total of \$80,900,000:

- Interdisciplinary Sciences Building (Construction) - **\$60,000,000**
- Electrical Engineering/Computer Science Building (Predesign/Design) - **\$6,500,000**
- 2019-2021 Classroom and Lab Upgrades (Design/Construction) - **\$3,000,000**
- Minor Works – Program (Design/Construction) - **\$1,000,000**
- Minor Works – Preservation (Design/Construction) - **\$6,846,000**
- Preventive Facility Maintenance and Building System Repairs - **\$3,554,000**

We are anticipating the House of Representatives and the Senate releasing their proposed Capital Budgets in early spring.

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

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

TO: Members of the Board of Trustees

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

DATE: April 5, 2019

SUBJECT: **University Relations and Marketing Report**

PURPOSE:

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 following is a briefing on a wide range of marketing, community development, media relations, content production, web development and graphic design initiatives produced since the last Trustees report. In addition, following are a few updates and new projects.

“MAKE WAVES” CAMPAIGN LAUNCH

The “Make Waves” brand campaign launched on January 22 in billboards, print and digital concentrated in Seattle metro. The first phase of the campaign will run through this summer, and is designed to fulfill two main roles: to [support the Western Foundation’s efforts](#) to secure more funding for admissions scholarships, study abroad experiences and student research opportunities; and to [tell Western’s story to prospective students](#) in a new and exciting way. Both of these goals work in tandem with [Western’s Strategic Plan](#). Following are several examples of current print and outdoor advertising executions.

Early Indicators: We have heard several anecdotal comments from Seattle area alumni that they are proud to see their alma mater in highly visible placements on downtown Seattle billboards, in print placements in Alaska Beyond, Seattle Magazine, 425 Magazine and the Puget Sound Business Journal, and in digital campaigns supported by several college impact videos. In terms of digital analytics:

- Our 30-second launch anthem video surpassed 11,000 views on YouTube in only six weeks, with a 26% click-through rate.
- The click-through rate on digital content across all platforms (Facebook, Instagram, YouTube and Google Adwords) has averaged 11.5%, compared to an industry average of 2-3%.
- With only two of seven planned college impact videos distributed across all platforms, we have had more than 40,000 video views, more than 100 shares and 800+ reactions.
- In the last 30 days, general traffic to our main website is up in all Washington cities, and up markedly in Kirkland (11%), Edmonds (20%), Shoreline (113%), and Bremerton (21%). This data would seem to suggest that targeted print and outdoor advertising is having an impact on top-of-mind awareness of Western.
- All of this content engagement has, thus far, not had a dramatic impact on fundraising, but we expect that will change when the brand campaign is supported by more direct fundraising appeals in April and May.

WESTERN ON THE WATERFRONT

The Port of Bellingham Commission has recently expressed public frustration with the pace of planning for Western’s presence on the Bellingham waterfront, first at its public meeting on [February 19](#) (the relevant discussion begins at 1:25:30) and again at its meeting on March 19 (the video replay of that meeting has been removed). It was also the subject of a [recent article](#) in the Bellingham Herald.

Subsequent to the February 19 Commission meeting, President Randhawa and Trustee Meyer met privately with Port Commissioner Ken Bell and Port Executive Director Rob Fix at which it was decided the two parties would develop an addendum to the existing Western Crossing Development Corp MOU that commits the two parties to work in good faith toward a shared vision that supports the Port's economic development priorities by September 30, 2019. It was also agreed that the Port and University will establish a small working group that will meet regularly over the next six months. Provost Carbajal and Vice President Gibbs attended the first meeting of the working group with Commissioner Bell, Port Economic Development Director Don Goldberg and Waterfront Project Manager Brian Gouran on March 21.

Meanwhile, the interdisciplinary faculty ideation group continues to meet twice monthly to complete work on a revised vision for Western on the Waterfront. The ideation group expects to submit a final vision by the end of the current academic year.

SBDC LAUNCH IN POULSBO

University Relations & Marketing teamed up with University Advancement to kick-off a fundraising drive to establish a Western-sponsored Small Business Development Center in Poulsbo. Western has hosted the largest [SBDC](#) program in the state since 1983. Last year, the Whatcom County SBDC helped create or save more than 300 jobs and helped small businesses access nearly \$13 million in capital to expand and launch new ventures.

The new Poulsbo SBDC will be located in the recently-opened [Vibe CoWorks](#) space. Western alumnus, Foundation board member and President and Chief Operating Officer of Kitsap Bank Tony George is leading the fundraising drive. We currently have adequate local funding for the first year, which allows us to leverage federal funds, and we feel confident in having funding for year two and beyond secured as our fundraising efforts continue. We expect to have the Center open in June with experienced provisional staff, while the search for permanent staff gets underway.

2019 PRESIDENT'S REPORT

Work has begun on the 2019 President's Report, following our [inaugural edition](#) last year. This university annual report, sent to donors, legislators and other friends of the university, is intended to serve as a report card of sorts on our key priorities and success indicators in the 2025 strategic plan. This year, the report will feature stories and images of first-generation students, staff and faculty based on Woodring professor Dr. Lauren McClanahan's [First Gen Project](#). We expect the final report will be issued in May.

LEARN ABOUT THE WORLD AND BE CHANGED BY IT.

In order to create greater understanding between different cultures, people must educate themselves about political and social happenings outside their own backyard. That's exactly what Senior Zoë Buchli is doing this year. She's been awarded a prestigious Benjamin A. Gilman International Scholarship to study journalism and foreign correspondence in Morocco. She's committed to delivering information about people's lives outside of the U.S. and observing how governments around the world are conducting themselves.



LEARN HOW YOU CAN HELP MORE STUDENTS STUDY ABROAD AT WWW.EDU/MAKEWAVES

YOU DON'T NEED TO GO TO SPACE TO FIND MARTIANS.

Professor of Biology Merrill Peterson just published a 528-page field guide devoted solely to Northwest insects. Undergraduate students have been working closely with Merrill to deepen our understanding of these otherworldly little creatures. It's this kind of close student-faculty relationship that has made Western the #1 undergraduate-focused public university in the Northwest for the last 20 years. Prepare your brain for liftoff.



MAKE WAVES.



LEARN HOW YOU CAN SUPPORT STUDENT RESEARCH LIKE THIS AT WWU.EDU/MAKEWAVES

POWER YOUR BRAIN AND THE GYM.

Last year, Business and Sustainability majors teamed up to make a big change on Western's campus. They reduced the electrical footprint of the student rec center by introducing electricity-producing exercise bikes. The project was funded by a Western Sustainability, Equity and Justice Fund grant, which supports innovative student projects like this. If you have a big idea, we'll do everything we can to make it happen.



LEARN HOW YOU CAN SUPPORT STUDENT RESEARCH AT OUR
COLLEGE OF BUSINESS AND ECONOMICS AT WWU.EDU/MAKEWAVES

THE FIRE IN OUR BELLY IS HOTTER THAN LAVA.

Professor of Geology Jackie Caplan-Auerbach doesn't run from fire, she runs to it. Along with a team of students, she is studying an erupting underwater volcano in Hawaii (talk about hands-on learning). Through seismometer readings, they hope to better understand the nature of volcanoes and how to protect the regions that surround them.



LEARN HOW YOU CAN SUPPORT STUDENT RESEARCH LIKE THIS AT WWU.EDU/MAKEWAVES

WE THROW POOL PARTIES FOR SALMON.

Environmental Science Professor Jim Helfield is helping the migration of Chinook salmon by working with tribal governments to build river logjams that form deep, cold pools for the salmon to rest in. Our small class sizes allow undergraduate students to work closely with professors like Jim to help protect our environment.



MAKE WAVES.



LEARN MORE ABOUT HOW YOU CAN SUPPORT HUXLEY COLLEGE OF THE ENVIRONMENT SCHOLARSHIPS AT WWW.WWU.EDU/MAKEWAVES

OUR NOISE POLICY: MAKE A LOT OF IT.

Hear that? It's the sound of giving back. Audio Technology, Music, and Society students at Fairhaven College of Interdisciplinary Studies help run Bellingham Girls Rock Camp. They teach young girls how to shred on guitars, blast drums, belt lyrics, and capture it all in a professional recording. The camp uses music to inspire female empowerment and create social change. Yeah, it gets a little loud sometimes. But hey, that's rock n' roll.



MAKE WAVES.



LEARN MORE ABOUT HOW YOU CAN SUPPORT SCHOLARSHIPS AT OUR FAIRHAVEN COLLEGE OF INTERDISCIPLINARY STUDIES AT WWW.EDU/MAKEWAVES

USE YOUR VOICE IN THE LIBRARY

Is getting an education a political act? How does resistance to change and fear of the unknown impact your life? These are just a couple of the questions developed by students and explored through the Western Libraries Teaching-Learning Academy, where people from the university and surrounding communities come together to listen, understand and appreciate different perspectives. Students are the creators of the topics and facilitators of the discussion, because at Western, students can be teachers too.



MAKE WAVES.



LEARN HOW YOU CAN SUPPORT STUDENT VOICES AT WWU.EDU/MAKEWAVES

Communications and Marketing

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

- The Seattle Times – as well as many other media outlets – ran a story about prominent bands Death Cab for Cutie and ODESZA coming to Bellingham for an Alumni Weekend concert on May 18 to raise money for WWU's Alumni Association Scholarship Endowment. See: <https://www.seattletimes.com/entertainment/music/death-cab-for-cutie-odesza-announce-double-major-scholarship-concert-in-bellingham/>
- An op-ed by WWU President Sabah Randhawa, along with other presidents of state public universities, on the value of higher education ran in the Olympian. See: <https://www.theolympian.com/opinion/op-ed/article225376695.html>
- An op-ed by WWU President Sabah Randhawa and Eastern Washington University President Mary Cullinan about the transformative effects of higher education ran in the Spokane Spokesman-Review and Tri-City Herald. See: <http://www.spokesman.com/stories/2019/mar/17/mary-cullinan-and-sabah-randhawa-eastern-and-weste/>
- An op-ed in the Seattle Times by Western English Professor Laura Laffrado focused on Ella Rhoads Higginson, an early 20th century Northwest writer with many ties to Western. See: <https://www.seattletimes.com/opinion/laments-over-unbridled-growth-in-our-beloved-northwest-are-nothing-new/>
- KIRO Radio ran a story about Western students, researchers and faculty members traveling to Mount Everest this spring to study the global effects of climate change. See: <http://mynorthwest.com/1290931/wwu-students-mt-everest-climate-change/>
- And our office also assisted with response to media coverage of the tragic death of a Western student following a car crash on the icy Mount Baker Highway. See: <https://www.bellinghamherald.com/news/local/article226511020.html>
- **During the recent significant snowfall**, our office provided weather alerts and messaging for several days to the Western community the university's open, closed and delayed opening status.
- **In publications**, Editor Mary Gallagher is hard at work on the next two editions of Window magazine, one for spring and one in early summer. For the first time ever, we're publishing three editions of Window magazine in one academic year. **We're also celebrating three regional awards** from the Council for Advancement and Support of Education, which honored two of John Thompson's Window magazine stories with a silver award: "Alaska Stories" about alumna novelist Eowyn Ivey, and "Megafire" about WWU faculty member Michael Medlar's work in wildfire prevention policy. A third award, a bronze, went to our spring 2018 cover, a beautiful Pointillism rendering of Old Main by **student Brandon Doak**. See: <https://westerntoday.wwu.edu/news/wwus-window-magazine-wins-trio-of-awards-at-recent-case-conference>

- **In marketing and social media**, Kessa Volland worked with the Brand Council to assist with **launch of the Make Waves campaign**, and helped form a sub-group to make additions to the Make Waves style-guide for continued campus use. She also worked on communications for the Housing/Dining Assessment, helped host an “Ask Me Anything” livestream on Facebook with incoming students, and finished the technical review of the university social media policy, which is now under 30-day review. Kessa also hosted a social media training and acted as a guest speaker for three different student groups/classes.
- **In video and photography**, our staff led by Digital Media Production/Development Manager Suzanne Blais helped on-board and train our new full-time videographer, Faith Haney. Suzanne also worked as the direct liaison to WWU's contracted production company, Hand Crank Films, **on the seven Make Waves College Impact Videos**. This included coordinating the shoots, helping to script, and giving direct feedback on the various script and video drafts. She worked with Faith to create a video for the WWU Small Business Development Center, which was used to help promote local fundraising for a Western-sponsored Kitsap County SBDC in Poulsbo. Staff also created promotional videos for various events on campus, in the community, and one used by President Randhawa while he was traveling abroad in the UAE and Pakistan.
- Western’s daily electronic newsletter, [Western Today](#), led by Assistant Director John Thompson, started a new series of weekly articles called “**Tuesday Q&A**” and “**Research Friday**.” Those were very popular and produced the most-read feature stories of the school year thus far; the Q&A in particular proved to be a novel way to highlight the research of faculty in new ways. Planning is already under way for Q&A and research topics for spring quarter. See: <https://westerntoday.wvu.edu/features/the-realities-of-climate-change-what-wvu-scientists-see-in-the-field>
- **Graphic designers** Chris Baker and Derek Bryson worked on a wide range of design projects with offices across campus, including: the **Make Waves campaign print ads** for various publications; brochure for a proposed new Poulsbo location for the Small Business Development Center; Study Mongolia templates for the library; templates for Border Briefs, Research Reports and email newsletter for Western’s Border Policy Research Institute; a nursing conference program; library ad space display and a retractable banner; Commencement program; Spring Career Fair posters; Small Business Development Center annual report; new logo design for Western’s Music Library; Woodring Education Leadership program, certificate and brochure, and design support for student publications, including the Planet, Klipsun, and Bellingham Review.

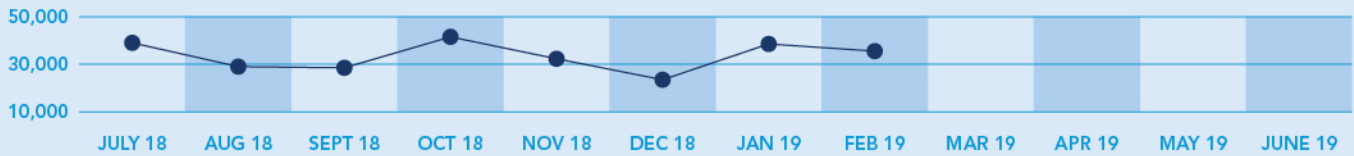
WESTERN TODAY

TOTAL HITS

74,315

TOP STORIES

- WWU offers counseling, support after death of student Madeline Hurd
- WWU ranked third nationally for student Fulbrights
- History has given us a wealth of walls to study: so do they work?



SOCIAL MEDIA



TWITTER



FACEBOOK



INSTAGRAM

STATISTICS AT A GLANCE

22,009
Total followers
283
New followers
0.65%
% gained
1,610
Engagements

48,507
Total followers
294
New followers
0.30%
% gained
4,313
Engagements

18,358
Total followers
351
New followers
0.98%
% gained
27,661
Engagements

FAMILY CONNECTION NEWSLETTER

JANUARY

11,894
Recipients
33%
Open rate

FEBRUARY

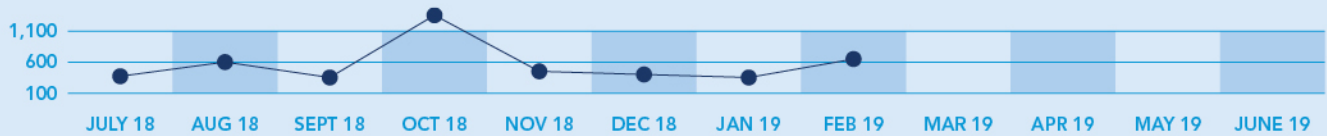
11,854
Recipients
35%
Open rate

MEDIA STORIES

1,007
Total Stories

TOP STORIES

- Death Cab for Cutie, ODESZA announce scholarship concert (Seattle Times)
- Year of the Woman in Congress leaves out Republicans (United Press International)
- A prolific vent in a Hawaiian volcano blew for 35 years—then it stopped (Washington Post)



CREATIVE SERVICES

GRAPHIC DESIGN



69 Total Projects

FEATURING

- Small Business Development Center - Poulsbo brochure
- Woodring - 2019 By the Numbers report
- Western Libraries - StudyMongolia website design
- Modern and Classical Languages - French Films event poster

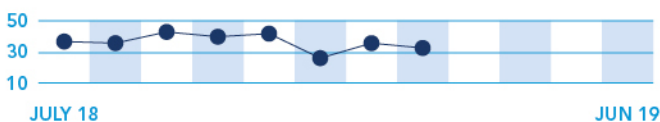


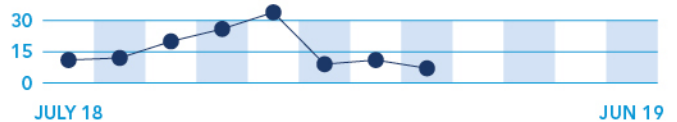
PHOTO & VIDEO



18 Total Projects

FEATURING

- Event coverage and video for Global Gourmets Banquet
- Photos and media for Window Magazine
- Photo for new Executive Director of American Indian/Alaska Native and First Nations Relations and Tribal Liaison to the President



Community Relations

CONNECTIONS REPORT	Jan 19	Feb-19	Mar-19	AY 18-19
Community-to-University Connections Made	27	40	24	396
Community Outreach Events Attended	10	10	12	80
WWU & Community Programs and Projects	1	0	0	20

Notable Projects and Connections

Community Relations Website

The Community Relations website has been completely revamped. The website serves as a centralized access point for local government, surrounding neighborhoods, civic and community-based organizations, and the local business community seeking to connect with Western. This not only makes Western more accessible to the community, but it also highlights Western's many community resources and services all in one place. www.wwu.edu/community-relations

Supporting local government

The current Whatcom County Executive and the Bellingham Mayor are not running for reelection this year and it is anticipated that many candidates will enter both races. As a non-partisan state-funded institution, Western plays a careful and important role in supporting city and county campaigns by providing student interns, occasionally hosting forums, and engaging the community in civic involvement. Community Relations serves as a non-partisan conduit for candidates seeking interns who might be interested in internship opportunities supporting individual campaigns. Additionally, the Director of Community Relations has been asked to facilitate one local mayoral candidate forum to be held later this spring.

Providing Volunteers for Junior Ski to Sea Race

The Junior Ski to Sea Race is a local tradition where 900 3rd – 12th graders compete in teams as a part of the annual Ski to Sea festivities. Community Relations connected Jr. Ski to Sea organizers with the WWU Recreation department who will provide the dozens of volunteers needed to help coordinate the annual event.

Recognizing Grace Borsari

The 2019 Whatcom Business Alliance Awards Dinner awarded local business owner, Grace Borsari, co-founder of Alpha Technologies, with a Lifetime Achievement Award. Grace has been an ardent supporter of Western over the years, and Community Relations worked closely with the WBA and University Advancement to facilitate Western's sponsorship and visible presence at the event to show our support and appreciation of Ms. Borsari.

Additional Community Support

Community Relations is always glad to help businesses, community members and nonprofits connect with WWU's exceptional students and faculty who can help find solutions to their challenges. Recent examples include:

- Finding a student videographer for Chuckanut Builders;
- Connecting Splitvane Engineers with Scientific Technical Services to analyze casting specimens in iron;
- Providing a student violinist for a community member getting married;
- Finding a student web developer for the Sumas Historical Society and Museum and;
- Connecting the Sea to Shore Seafood Company with the Small Business Development Center to help with their business plan.

SMALL BUSINESS DEVELOPMENT CENTER

WWU Small Business Development Center: Q1 2019 HIGHLIGHTS

- SBDC advisors featured in local business media:
 - "Furloughed federal workers in Whatcom County find some help during the U.S. shutdown," <https://www.bellinghamherald.com/article224085485.html> – Bellingham Herald
 - "Larsen votes to reopen key federal agencies to support small businesses," <https://larsen.house.gov/press-release/larsen-votes-reopen-key-federal-agencies-support-local-small-businesses> – Congressman Rick Larsen Press Release
 - "A few good journeymen: Why skilled tradespeople are so hard to find," <http://bbjtoday.com/blog/a-few-good-journeymen-why-skilled-tradespeople-are-so-hard-to-find/36729/> – Bellingham Business Journal
- Published "Know your numbers, Know your business" in the Bellingham Business Journal
 - http://bbjtoday.com/blog/know-your-numbers-know-your-business/36716/?utm_source=BBJToday&utm_campaign=2cc059fc92-Newsletter_daily&utm_medium=email&utm_term=0_5eb5d79635-2cc059fc92-228451297
- Presented at a fundraising luncheon hosted by Western and attended by Poulsbo and Kitsap County business and civic leaders to establish a new SBDC in Poulsbo. We expect to start initial operations in May.
- Presented 2018 Economic Impacts to local funders, the Port of Bellingham, City of Bellingham and Whatcom County
- Presented at the WECU Small Business Seminar
- Presented "Considering Customer Objections to Improve Your Company's Service" at the Bellingham Executives Association
- Presented "How to Grow and Scale Your Business" at Sustainable Connections
- Met with professional service providers in financing, business consulting, insurance, commercial real estate
- Attended Opportunity Zone Forum
- Attended 2019 Benefits Legal Update

- Attended Employee Owned Business seminar
- Attended SHRM event on Corporate Social Innovation
- Attended Downtown Bellingham Partnership meetings
- Attended Small Cities Partnership meetings
- Attended Chamber meetings in Blaine, Birch Bay, Ferndale, Mt. Baker Foothills, Point Roberts and Sumas

TRIBAL LIAISON

Laural Ballew, aka Ses Yehomia, is a Swinomish tribal member and the new Executive Director of American Indian/Alaska Native and First Nation Relations and Tribal Liaison to The President starting on January 28, 2018. The Tribal Liaison has spent the past two months setting up the office, making acquaintances with the staff and becoming acclimated to the university.

The Tribal Liaison has met with the Native American Student Union club to assist them on an advising level for the upcoming spring pow wow in April. The Tribal Liaison met the Vice Presidents group, the Admissions staff, the Salish Sea Institute, faculty members and the Student Affairs Cultural Competency Committee for introductions and to offer services for advising with regard to tribal relations and tribal protocol.

The Tribal Liaison has developed a strategic plan which includes the following:

- Establishing an external and internal advisory board.
- Establishing recurring funding for the annual Native American Student Union spring pow wow.
- Completing the tribal enrollment and descendance proposal for clear documentation of tribal enrollment status.
- Funding and building a traditional Coast Salish longhouse on campus.
- Preparations for government to government training for WWU administrative staff in order to build upon effective tribal government relationships in order to better serve Native students.

The Tribal Liaison will spend the next several months visiting with tribal officials throughout the state to:

- foster and build effective working relationships with WWU;
- seek regional tribal support and recruitment in the promotion of Native student access and success;
- and for resource and research development for Native faculty, staff and students.

The first internal advisory committee for the Tribal Liaison office was held in March with Native faculty and staff. The group met to discuss the role of the group and to advise on the strategic plan of the Tribal Liaison. The group will reconvene in April after the start of spring quarter.

The Tribal Liaison facilitated a meeting for Huxley college professor, Nick Zaferatos and Northwest Indian College staff. This meeting was intended to support the establishment of a cooperative program between Northwest Indian College and Huxley College of the Environment to provide an elective concentration in the field of Community and Environmental Planning. This discussion is ongoing and will hopefully develop into a working model for additional collaborative agreements between the two institutions.

WASHINGTON CAMPUS COMPACT

- 1) **Legislative Session.** Washington Campus Compact is meeting with legislators to solicit support for the Student Civic Leaders Initiative. If funded, civic internships would be available for students to address the following critical issues on campuses and in communities: food/housing insecurity, opioid epidemic, mental health, breaking prison pipeline, and strengthening civic education. Students will learn about policies that impact these issues and seek out diverse perspectives on how to solve these and other critical issues. Budget provisos have been submitted in both the House and the Senate in support of this initiative.
- 2) **Statewide Presidents' Meeting.** Washington Campus Compact will hold a statewide presidents' meeting focused on how to prepare students for democratic engagement on April 19, 2019.
- 3) **Students Serving Washington Awards Ceremony.** Outstanding college student leaders who are making a difference on their campuses and in their communities through service, social entrepreneurship, and civic engagement will be recognized at the annual Students Serving Washington Awards Ceremony on April 19, 2019.

WEB COMMUNICATION TECHNOLOGIES

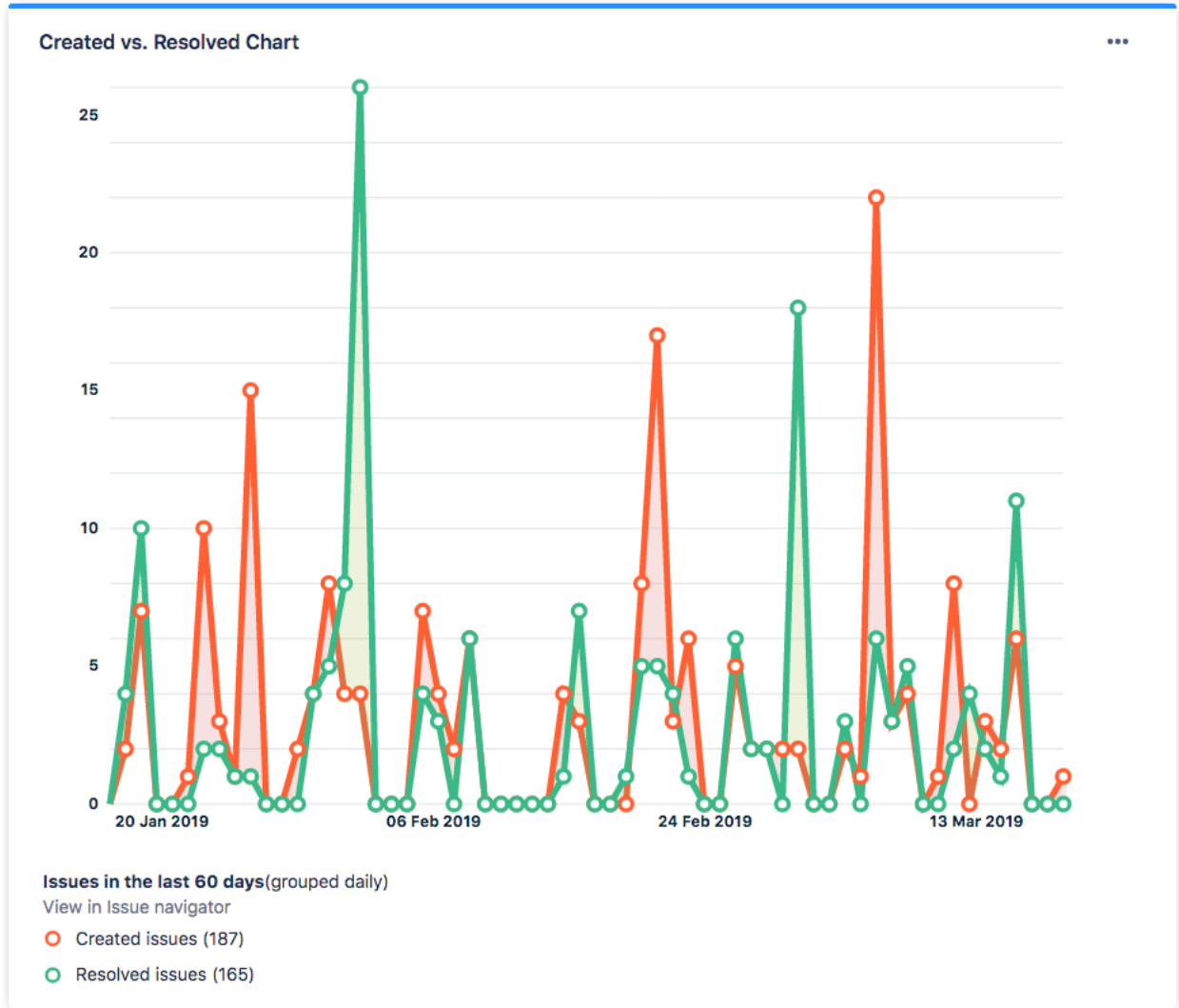
WebTech realigned and focused on internal tools and behind the scenes work to make further progress on the digital accessibility resolution effort. We added a new temporary staff member working full time through the end of June. This position will assist the university with fixing PDF files that are not up to the required accessibility standards.

WebTech is leading software development at DrupalCon North America in Seattle this April, to move forward AblePlayer. AblePlayer is a video player that allows for both audio description and video captions to be viewed at the same time. Vimeo and YouTube, the most popular ways to watch videos cannot handle audio descriptions in the same player so we are forced to send users to another copy of the video. We hope to have a release candidate available to the world by late April. Attached to this report is a web accessibility progress report that outlines what has been accomplished and what we have left to do prior to September 1, 2019.

The Graduate School has a new website, <https://gradschool.wvu.edu>. It features the new WWU digital look and feel and aligns closely with their print collateral. Work will continue with the graduate school to enhance their degree pages. WebTech also is close to undertaking the internal launch of a new digital asset management tool replacing the legacy system, ContentDM. This provides enhanced research capabilities and provides a one-stop shop for staff on campus looking for images, videos, and other assets to use in their creative works. Finally, WebTech is working with Extended Education on revising their web presence focusing on the Peninsulas and is excited to launch a new look with enhanced usability later in April.

A lot of the work being done to drive organic search engine traffic is focused on the webpages that describe our majors and funnel interested students towards applying. This focused approach is beginning to pay dividends. At the beginning of February, 155 pages ranked on page one of search results, we now have 179, and we picked up 5 more keywords that are now ranked. This continual improvement shows that the approach is working. We expect further

improvements over the next period as further recommendations from Bright Edge, our SEO platform are implemented.



New requests continue to keep WebTech busy. A lot of new requests over these past two months has been focused on assistance with updating content on websites, not something WebTech traditionally has done for clients. We suspect that this due to the fact that departments across campus are not replacing webmaster positions or communications support functions. We continue to seek automated efficiencies.

WWU Web Accessibility Progress Report

3-13-2019

Western's public facing digital footprint is made up of three systems, CampusWeb, Drupal, and WordPress. This report summarizes where we are with each of those platforms as well as PDF and video accessibility compliance.

CampusWeb

In December of 2017 we had 225 sites on the platform. Since then:

- 114 sites have been deleted and another 14 will be
- 50 sites have been migrated to an accessible theme
- 8 sites are currently migrating
- 6 sites are approved for migration
- 13 are still under research and 16 sites remain to be dealt with

Faculty Sites (3,917 pages)

Last year we discovered 100 off brand faculty websites that link to our institutional website, comprising 3,917 pages. Through dogged communication there is movement on these.

- 6 have been migrated
- 4 are archived and 14 are scheduled to be archived
- 21 are migrating to another system
- 2 have been deleted
- 30 site owners have yet to respond to any communication

PDFs

WWU has over 15,000 PDFs on the public facing web. Of those, 9,016 of them have some sort of assessed issue that would affect accessibility. It is great to see 6,000 or so that are accessible. Of the remaining PDFs just, a tick over 5,000 belong to the Associated Students. They are working hard to fix those. Of the remaining 4,000 WebTech has hired a full-time employee through the end of June 2019 to help remediate and conduct outreach to the document owners.

Drupal & CampusWeb WCAG 2.0 AA progress (12,818 pages)

When we began this work in December of 2017 we had the following breakdown of issue types:

- 92 level A issues
- 7 level AA issues
- 15 level AAA issues

We now have 74 level A issue types, 6 AA, and 13 AAA remaining. Of the issues remaining 27 are errors and 14 of those types affect fewer than 100 pages.

Quality control has improved on these platforms though there remain 2,345 broken links and 486 identified misspellings.

WordPress (WP) WCAG 2.0 AA progress (3,154 pages)

Work began on WP sites in August of 2018 and at that time we had the following breakdown of issue types:

- 82 level A issues
- 5 level AA issues
- 13 level AAA issues

We now have 66 level A issue types, 5 AA, and 13 AAA remaining. Of the issues remaining, 42 are errors and 18 of those types affect fewer than 100 pages. This means that there are some underlying issues with WP that still must be fixed to make further progress.

Quality control is fairly good on these sites with 353 broken links and only 58 identified misspellings.

Vendor Systems (6,138 page)

We have realized that certain webpages are generated automatically by third party systems. These systems effectively lock Western out from making changes. We are working with our procurement team to ensure that contract renewals require accessibility audits. Additionally, we have a new compliance step added into the contract process for accessibility and an area in that tool to store accessibility related documents such as VPATs, user tests, and other documentation.

The vendor pages have 95 broken links and 26 misspellings.

Video Captioning (1,934 videos on YouTube)

There has been significant improvement on video caption compliance over the past year. The Center for Instructional Innovation and Assessment is at 98.59%, We Are WWU 100%, Journal of Educational Controversy, 95.92%, and the main WWU channel 90.11%. In these channels the videos not captioned are the ones posted prior to 2014 yet are still online for various purposes.

The Athletics department video channel is concerning. They have 410 videos and are constantly adding more but only two are captioned. They are mainly full-length sports games, so the cost to caption all 408 at this time would be roughly \$50,000 (\$2x60minx408)

YouTube captions are challenging as we have to wait for access to the video channels before being able to provide the captions. We are waiting on several accounts to provide us access or to even find the login themselves so that they can login.

**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 5, 2019

SUBJECT: Admissions and Enrollment Report

PURPOSE: Information Item

Spring Quarter 2019

New student enrollment this spring will compare similarly to last year. We anticipate 15 new first-year and 181 new transfer students compared to 15 first-year and 190 transfer students last year.

Fall Quarter 2019

First-year Students

Although total admission applications received from first-year students for fall is the third-highest in Western's history at 10,334, this remains a challenging recruitment year. We are pleased to report that academic indicators for this year's admitted pool are comparable to last year, but have significant work ahead of us as we bolster the yield of admitted students.

We are seeing a decrease of 643 first-year applications, equivalent to 5.9% compared to the same time last year: 10,334 vs. 10,977. This is in part due to a 9.4% decrease in high school seniors in our state. Institutions are competing fiercely for the same resident students because there are fewer of them. In addition, we are feeling the impact of the new Seattle Promise scholarship program for students from Seattle public high schools. The Promise program will provide full coverage of community college tuition that remains after scholarships and financial aid have been applied. Therefore, students from participating public high schools in Seattle are being encouraged to stay at home and pursue postsecondary education at community colleges. Preliminary reporting shows that overall applications and applications from students of color from King County are down by nearly 10%.

Of course, Admissions is doing everything possible to admit qualified students in record time. We have 1,267 confirmations compared to 1,325 at the same time last year, representing a decrease of 58 students or 4.4%. Confirmations from students of color are down at 298 compared to 308 last year, a difference of 10 or 3.2%. In addition, Western was among the first of the public four-year institutions in our state to send financial aid notifications to prospective first-year and transfer students for Fall 2019.

We are planning a number of events to help us bring in the incoming class of 2019. These include:

- Western Preview, to be held Saturday, April 6. This is our premier visit program for admitted students and their families.
- The Multicultural Achievement Program (MAP) scholarship luncheon, to be held Saturday, April 13. MAP scholarships recognize students making significant contributions to advance equity, justice and change. We are holding this year's event in Seattle instead of Bellingham to personally congratulate and reach out to more students and their families.
- Four Admitted Discovery Days events in March and April, where students and families are informed of next steps, visit academic departments, attend a faculty and student informational panel and, of course, take a campus tour.

We saw the decline in Washington high school seniors coming over a year ago. To mitigate the decline in applications and better position Western for Fall 2020 and 2021, we have implemented additional measures to encourage applications and enrollment via new and improved marketing and communications, systems and application processing and recruitment and outreach efforts.

Marketing and Communications

- Deployed new email messages through the new CRM (Constituent Relationship Management) software, Slate, to deliver more targeted content to admitted students
- Increased messaging to 30,000 additional SAT/PSAT test-takers (classes of 2019-21)
- Expanded our digital advertising plan
- Messaged to students who had submitted a FAFSA but had not applied for admission
- Hired a social media intern to engage with prospective students
- Developed additional video content
- Enhanced select web pages, including a new page for admitted students; assisted in the creation of a web page to help undocumented students navigate admissions processes
- Retained inquiry and lead generation services (Hobsons and Carnegie Dartlett)
- Boosted content in publications for families of admitted students, to aid in their decision making
- Delivered additional communications to Washington College Bound Scholars

Systems and Applications Processing

- Identified new markets by purchasing additional SAT/PSAT names from the College Board;
- Streamlined and expedited application processing for faster rendering of decisions
- Developed awarding guidelines to promote new scholarships for non-resident students

Recruitment and Outreach Team

- Doubled the number of High School visits in Whatcom and Skagit counties
- Increased number of application-completion workshops in the King and Pierce counties
- Scheduled additional yield events in select in-state and out-of-state markets, including new events in Bellevue, Yakima, Alaska, Montana, Idaho, and Colorado
- Supported additional "College Signing Days" throughout the state (where admissions counselors celebrate students' commitment to Go On! and attend college)
- Communicated directly with parents and school counselors to assist in the application completion process

- Streamlined application review and scholarship processes
- Partnered with College Success Foundation in Seattle, Tacoma, and Auburn to extend overnight programs for dozens of prospective students and their mentors
- Established new personal contact plan by Admission Counselors to prospective students, including the mailing of personal postcards to admitted students, with a focus on first generation students

Transfer Students

Washington community and technical colleges continue to experience a decline in enrollment, leading to a drop in applications we are receiving from transfer students.

We are seeing a decrease of 178 transfer applications, equivalent to 9.4%, at 1,725 compared to 1,903 last year. Applications from students of color are down at 514 compared to 535 last year at 21 or 3.9%. We have 147 total transfer confirmations compared to 183 at the same time last year. However, these numbers do not reflect a batch of last-minute applications received near the deadline that are under review.

To mitigate the decrease in community college enrollments and resultant transfer applications, Admissions has engaged in additional workshops with representatives from Whatcom Community College, Skagit Valley College, as well as community colleges in King and Pierce counties and the Olympic Peninsula. We have also redirected some of our scholarship funds toward transfer student enrollment to help sustain some of our enrollment goals.

The five-year slide in the community college sector's enrollment—with no sign of improvement—is prompting us to revisit strategies and priorities associated with our partnerships with state community colleges as well as our support of transfer students engaged in the enrollment process.

Expanded Scholarship Outreach

Presentations in Residence Halls

Our Scholarship Center expanded outreach beyond annual scholarship search and application workshops held centrally on campus to a pilot outreach consisting of scholarship presentations within 5 residence halls: Higginson, Nash, Buchanan Towers, Birnam Wood and the Ridge. Turnout was terrific. We will continue to partner with University Residences to help our students receive scholarships, as we have found that meeting students where they live supports increased participation.

Passport to Scholarship Success Initiative

The Passport to Scholarship Success was created to develop the scholarship search and application skills of Western students and provide the opportunity to win a \$500 scholarship. The Passport essentially consists of a scavenger hunt, with the goal of helping students prepare for prime scholarship application season (March through May). Students who complete six of nine tasks are eligible to submit their passport by April 12th and be entered into the drawing for the \$500 scholarship.

Tasks include:

- Meeting with a peer advisor in the Career Services Center to update or create a resume
- Visiting the Scholarship Center to learn how to navigate the website and search for scholarships
- Submitting a scholarship essay draft or work in-person with a writing assistant at the Hacherl Research/Writing Studio
- Attending an annual all-campus scholarship workshop
- Attending a University Residences scholarship workshop
- Submitting a scholarship application for any 2019-2020 scholarship for which they qualify
- Articulating traits that add positively to a resume (work, volunteer, club participation, leadership, etc.)
- Researching academic department scholarship opportunities
- Visiting staff in the Education Abroad Office to discuss scholarship opportunities for studying abroad

Benjamin A. Gilman International Scholarship Program Honors Western

Western has been recognized by the Benjamin A. Gilman International Scholarship Program as a Top Producing Institution for the 2017-2018 academic year. Specifically, we were honored as a top producer of students with disabilities who studied abroad on the Gilman Scholarship. This resulted from a partnership between the Financial Aid Department's Scholarship Center and Education Abroad Office that began in 2017 to increase student awareness of the Gilman Scholarship and provide the opportunity for more of our students to study abroad.

17. EXECUTIVE SESSION

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

18. DATE FOR NEXT REGULAR MEETING

- **June 13 & 14, 2019**

19. ADJOURNMENT