

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
June 14, 2013**

I. CALL TO ORDER, APPROVAL OF MINUTES

Chair Peggy Zoro called the regular meeting of the Board of Trustees of Western Washington University to order at 8:03 a.m. June 14, 2013 in Old Main 340, Western Washington University in Bellingham, WA.

Board of Trustees

Peggy Zoro, Chair
Karen Lee, Vice Chair
Dennis Madsen
Dick Thompson
Ralph Munro
Sue Sharpe
Joseph Meyer

Western Washington University

Bruce Shepard, President
Catherine Riordan, Provost and Vice President for Academic Affairs
Stephanie Bowers, Vice President for University Advancement
Eileen Coughlin, Senior Vice President, Vice President for Enrollment and Student Services
Steve Swan, Vice President for University Relations
Richard Van Den Hul, Vice President for Business and Financial Affairs
Sherry Burkey, Associate Vice President for University Relations
Wendy Bohlke, Assistant Attorney General
Paul Cocke, Director of University Communications
Ethan Glemaker, Associated Students President
Karen Stout, Faculty Senate President
Barbara Stoneberg, Assistant to the President and Secretary to the Board of Trustees
Elissa Hicks, Assistant Secretary to the Board of Trustees
Paul Dunn, Senior Executive Assistant to the President

MOTION 6-1-2013 Trustee Madsen moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes; Board of Trustees Meeting from April 11 and 12, 2013.

Motion carried.

2. PUBLIC COMMENT

Per Substitute House Bill 2313, time was provided for public comment at the June 14, 2013 regular meeting of the Board of Trustees. There were no requests for public comment.

3. RECOGNITIONS AND INTRODUCTIONS

- **Clara Capron, Assistant Vice President, Enrollment & Student Services**

Dr. Eileen Coughlin, Senior Vice President, Vice President for Enrollment and Student Services introduced Clara Capron, and said she has been with Western nearly 22 years, and has served the University as the Director of Financial Aid and Executive Director of Admissions and Financial Aid. In recognition of the critical importance of the admissions and financial aid functions to the well-being of Western and every one of its students, Clara was named assistant vice president for Enrollment and Student Services on November 16 of 2012. Clara has a degree in marketing and management from the University of Oregon and received her master's degree in Student Affairs Administration from Western in 1995.

- **Mark Greenberg, Dean of Libraries**

Dr. Catherine Riordan, Provost and Vice President for Academic Affairs introduced Dr. Mark Greenberg as the newly hired Dean of Libraries at Western Washington University. Dr. Greenberg bring 13 years of leadership experience with him from the University of South Florida where he was Associate Librarian and member of the Dean's senior management team with responsibility for the Special and Digital Collections, Florida Studies Center, Oral History Program and the Holocaust and Genocide Studies Center. Dr. Greenberg holds a doctorate in American History from the University of Florida, a master's of Library Science from the University of South Florida and a master's of Public History from the University of Western Ontario.

- **Fulbright Scholars & their Advisors**

Provost Riordan introduced Dr. Tom Moore, Fulbright Scholar Program Advisor and Dr. George Mariz, Director, University Honors Program. Tom described a little about the Fulbright program at Western, the average application process and the program criteria nationwide. This year Western had eight, possibly nine, Fulbright Scholars and the first Rhodes Scholar finalist. In the previous five years Western has had fourteen Fulbrights. Last year around the nation, no master's granting university had more than six Fulbright Fellowship award winners, so Western likely leads the nation among similar institutions. In addition Western students have won five Hollings Scholarships which are a National Ocean and Atmospheric Administration (NOAA) scholarship and internship program, three Boren Awards for language fellowship, six German Academic Exchange Scholarships, and five Gillman International Scholarship awards and a variety of other nationally competitive student scholarship programs.

- ❖ **Rebecca Donaldson**, English Teaching Assistantship (ETA), Brazil. Double major in Linguistics and Spanish with an additional concentration in Portuguese.
- ❖ **Valeria Fisher**, ETA, Germany. Double major in German and Sociology.
- ❖ **Elani Koogle**, ETA, Germany. Honors Program and German major.
- ❖ **Andrew Lapidus**, ETA, Austria. Major in German and minors in Spanish and Bilingual Education.
- ❖ **Ariel Morgan**, ETA, Mexico. Double major in American Cultural Studies and Bilingual Education with a Spanish minor.
- ❖ **Olivia Mothershead**, ETA, Austria. Double major in English Literature and German, with a Minor in TESOL.
- ❖ **Matthew Osborne**, ETA, Austria. Self-Designed major in Political Science and Music with a post-B.A. concentration in German and TESOL.
- ❖ **Hanna Jo Wolf**, Research, Romania. Theater major, with concentrations in Directing and Acting.

- **Dr. Catherine Riordan, Provost & Vice President for Academic Affairs.**

Chair Zoro asked President Shepard to introduce Catherine Riordan and invited Trustee Sue Sharpe to read Resolution 2013-05; Recognizing the Service of Dr. Catherine Riordan, Provost & Vice President for Academic Affairs.

RESOLUTION NO. 2013 – 05
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Catherine Riordan

WHEREAS, in 2009, CATHERINE RIORDAN was appointed by President Bruce Shepard as the Provost and Vice President for Academic Affairs at Western Washington University; and

WHEREAS, CATHERINE RIORDAN brought to her appointment as Provost and Vice President for Academic Affairs experience as Vice Provost, Assistant Vice President for Curriculum and Assessment, and member of the Psychology department at Central Michigan University; and

WHEREAS, CATHERINE RIORDAN brought to her appointment as Provost and Vice President for Academic Affairs experience as Director of Management Systems, Assistant to the Chancellor for Affirmative Action, Kellogg Fellow for the Missouri Youth Initiative at the University of Missouri-Rolla; and

WHEREAS, CATHERINE RIORDAN has served as a consultant for numerous commissions, advisory groups, committees within the government, private companies, published widely, and received numerous awards for distinguished teaching, advising, research, and service; and

WHEREAS, CATHERINE RIORDAN received her undergraduate degree from Eastern Michigan University; and her doctorate from the State University of New York at Albany; and

WHEREAS, under CATHERINE RIORDAN's exceptional leadership and strong commitment to student success and faculty development, Academic Affairs has unwaveringly focused on class access, transparency of processes and decision-making, decentralization of financial resources, team building within a strong dean model, and strategic planning; and

WHEREAS, under CATHERINE RIORDAN's guidance, Academic Affairs increased capacity and infrastructure for internationalizing the curriculum and student body, led efforts to expand access to Western's programs with institutions in the community and technical college system, and encouraged responsiveness to campus initiatives and task forces, and strongly supported diversity and equity in the workplace and in the classroom; and

WHEREAS, CATHERINE RIORDAN is a highly effective leader noted for her vision, energy, commitment, candor and ever-present good humor, and has served with commitment and distinction as Provost and Vice President for Academic Affairs and as a trusted member of the Western Washington University leadership team; and

WHEREAS, CATHERINE RIORDAN will be resigning from her position as Provost and Vice President for Academic Affairs at Western to pursue new adventures in the next stage of her life;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to CATHERINE RIORDAN on her many achievements and exemplary service as Provost and Vice President for Academic Affairs.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 14, 2013.

- **Roger Gilman, Dean, Fairhaven College**

Chair Zoro asked Provost Riordan to introduce Roger Gilman and invited Trustee Dick Thompson to read Resolution 2013-02; Recognizing the Service of Roger Gillman, Dean of Fairhaven College.

RESOLUTION NO. 2013 – 02
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF DEAN
ROGER W. GILMAN

WHEREAS, in 2006, ROGER GILMAN was appointed by President Karen W. Morse as Dean of Fairhaven College of Interdisciplinary Studies at Western Washington University; and

WHEREAS, ROGER GILMAN also served as Interim Director of the Center for International Studies from September 2010 through December 2011; and

WHEREAS, ROGER GILMAN brought to his appointment as Dean of Fairhaven College of Interdisciplinary Studies, thirty years of experience at Northeastern Illinois University, which includes experience as a faculty member, as well as experience as Chair of the Department of Philosophy, and Associate Dean of the College of Arts and Sciences; and

WHEREAS, ROGER GILMAN received his undergraduate degree with honors from Western Washington University's Fairhaven College in 1972; and his graduate degree and doctorate from the University of Chicago; and

WHEREAS, under ROGER GILMAN'S leadership, Fairhaven College of Interdisciplinary Studies has successfully addressed a number of significant goals, including the college's very successful 40th anniversary celebration in 2010 which was of significant value to the college and university; and

WHEREAS, as Acting Director of the Center for International Studies, ROGER GILMAN encouraged the inclusion of international study and global perspectives as part of the university's mission statement and strategic goals; and

WHEREAS, ROGER GILMAN has been a tireless and effective advocate for interdisciplinary and global studies and for innovative pedagogies whose contributions to the Center for International Studies and to advancing global education within Fairhaven have been significant; and

WHEREAS, ROGER GILMAN has served with commitment and distinction as Dean of Fairhaven College of Interdisciplinary Studies and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, ROGER GILMAN will complete his appointment as Dean of Fairhaven College of Interdisciplinary Studies on June 30, 2013;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to ROGER GILMAN for his many achievements and for his service as Dean of Fairhaven College of Interdisciplinary Studies.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 14, 2013.

- **Wendy Bohlke, Senior Counsel**

Chair Zoro asked President Shepard to introduce Wendy Bohlke and invited Trustee Karen Lee to read Resolution 2013-03, Recognizing the Service of Wendy Bohlke, Senior Counsel.

RESOLUTION NO. 2013-03
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF SENIOR COUNSEL
WENDY K. BOHLKE

WHEREAS, WENDY K. BOHLKE, Senior Counsel and Assistant Attorney General for the Washington State Office of Attorney General, served as legal counsel for Western Washington University from July 1983 through June 2013; and

WHEREAS, WENDY K. BOHLKE served under five Washington state attorney generals: Slade Gorton; Kenneth Eikenberry; Christine Gregoire; Rob McKenna; and Bob Ferguson; and

WHEREAS, WENDY K. BOHLKE provided legal counsel to the Attorney General's Office Education Division, providing tireless service to the following institutions of higher education: Western Washington University; Skagit Valley College; and Whatcom Community College; and

WHEREAS, WENDY K. BOHLKE has served four Western Washington University presidents: G. Robert Ross; Kenneth P. Mortimer; Karen W. Morse; and Bruce Shepard; two interim presidents, Albert Froderberg and Roland DeLorme; nine provosts; and a multitude of administrators, faculty, and staff; and

WHEREAS, WENDY K. BOHLKE served with distinction as legal counsel for Western Washington University for thirty years, with unflagging good humor, compassion and concern for the best interests of all in the Western community; and

WHEREAS, WENDY K. BOHLKE has served Western Washington University's Board of Trustees attending approximately 211 board meetings, with the goal of minimizing risk, ensuring timely legal compliance of state and federal laws, and doing so in an ethical, cordial, efficient, and reliable manner; and

WHEREAS, the Board of Trustees gratefully acknowledges Senior Counsel Bohlke's dedicated and thoughtful oversight of numerous activities and decisions affecting the University;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Western Washington University that WENDY K. BOHLKE be and is hereby honored for outstanding service to the University;

AND NOW, THEREFORE BE IT FURTHER RESOLVED, that WENDY K. BOHLKE is extended the gratitude and best wishes of the entire University community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 14, 2013.

- **Lynda Goodrich, Athletic Director**

Chair Zoro asked Vice President Eileen Coughlin to introduce Lynda Goodrich and invited Trustee Ralph Munro to read Resolution 2013-06, Recognizing the Service of Lynda Goodrich, Athletic Director.

RESOLUTION NO. 2013 – 06
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF
LYNDA GOODRICH

WHEREAS, in 1987, LYNDA GOODRICH was appointed by President G. Robert Ross as the Director of Athletics at Western Washington University; and

WHEREAS, LYNDA GOODRICH brought to her appointment as Director of Athletics prior experience as Associate Athletics Director for two years and Director of Women's Sports for seven years, and 19 seasons as women's head basketball coach, all at Western; and

WHEREAS, LYNDA GOODRICH received both her bachelor's and master's degrees from Western; and

WHEREAS, LYNDA GOODRICH has provided exceptional leadership and the WWU Athletics Department has enjoyed unmatched success in school history for 26 years, now being recognized regionally and nationally both athletically and academically as one of the elite NCAA Division II programs; and

WHEREAS, LYNDA GOODRICH has been a highly effective leader noted for her vision, straight forwardness, energy and commitment and has served with commitment and distinction as Director of Athletics; and

WHEREAS, LYNDA GOODRICH has directed Western to nine team national championships, the only ones in school history, and guided the program in stepping up from the NAIA to NCAA Division II; and

WHEREAS, LYNDA GOODRICH led Western to nine Great Northwest Athletic Conference All-Sports Championships, including each of the last five years, and

WHEREAS, LYNDA GOODRICH took Western to its most successful campaign in school history in 2012-13, winning the most league titles (8) and garnering the most points (206) in GNAC history, along with the men's and women's basketball and men's golf teams all advancing to the national semifinals, the women's rowing team placing third, the women's soccer team reaching the Far West Regional final and the volleyball squad getting to the regional semifinals; and

WHEREAS, LYNDA GOODRICH, won 411 games in 19 seasons as women's basketball coach, never having a losing season, reaching the post-season 18 times, winning 20 games 13 times; and

WHEREAS, LYNDA GOODRICH, was twice a finalist for National Division II Coach of the Year honors in 1981 and 1982, directed the Vikings to two quarterfinal finishes at the NAIA National Tournament and three regional titles and subsequent trips to the AIAW National Tournament; and

WHEREAS, LYNDA GOODRICH, directed a program which had student-athletes graduate at rates well above the national average for NCAA Division II; and

WHEREAS, LYNDA GOODRICH, has garnered numerous sports administration honors, received the Distinguished Alumnus Award from Western's Alumni Association in 1988, and has been inducted into five Hall of Fames, including the NAIA, WWU Athletics, Northwest Women's Sports, Snohomish Country Athletics and Lake Stevens High School Athletics; and

WHEREAS, LYNDA GOODRICH will be retiring from Western to pursue new adventures in the next stage of her life;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to LYNDA GOODRICH on her many achievements and exemplary service as Director of Athletics.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 14, 2013.

- **Secretary to the Board of Trustees Liz Sipes.**

Chair Zoro asked President Shepard to introduce Liz Sipes and invited Trustee Dennis Madsen to read Resolution 2013-04, Recognizing the Service of Liz Sipes, Secretary to the Board of Trustees.

RESOLUTION NO. 2013 – 04
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF SECRETARY TO THE BOARD OF TRUSTEES
ELIZABETH SIPES

WHEREAS, ELIZABETH SIPES, of Bellingham, Washington, was hired in 1984 as a manuscript typist in Western Washington University's Bureau for Faculty Research, now the Office of Research and Sponsored Programs; and

WHEREAS, ELIZABETH SIPES served from 1985 – 1999 as Administrative Assistant to the Western Washington University Director of Libraries, working with three different Libraries Directors; and

WHEREAS, ELIZABETH SIPES has served in several administrative roles in the President's Office from 1999 to the present, most recently as Secretary to the Western Washington University Board of Trustees; and

WHEREAS, ELIZABETH SIPES was instrumental in organizing searches for numerous senior leadership positions at Western Washington University, including those for the President, Provost and Vice President for Business and Financial Affairs; and

WHEREAS, ELIZABETH SIPES brought to her appointment as Secretary to the Board of Trustees a spirit of conscientious service, hard work and confidentiality, and a can-do attitude appreciated by all Board Chairs with whom she has worked; and

WHEREAS, ELIZABETH SIPES has been a highly valued colleague in the President's Office and throughout the institution, known for her teamwork, dedication, candor, and ever-present good humor, serving with distinction as Secretary to the Board of Trustees for fourteen years; and

WHEREAS, ELIZABETH SIPES will be retiring from Western to pursue new adventures in the next stage of her life;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University extends its gratitude and commendation to ELIZABETH SIPES for her exemplary service and dedication to the University.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 14, 2013.

MOTION 6-2-2013

Trustee Lee moved that the Board of Trustees, approve the following Resolutions:

- 2013-02 Thanking Roger Gilman
- 2013-03 Thanking Wendy Bohlke
- 2013-04 Thanking Liz Sipes
- 2013-05 Thanking Catherine Riordan
- 2013-06 Thanking Lynda Goodrich

Motion carried.

4. BOARD CHAIR REPORT

Chair Zoro said a few words and read Resolution 2013-01 Recognizing the Service of Student Trustee Joseph Meyer.

RESOLUTION NO. 2013 – 01
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF TRUSTEE
JOSEPH MEYER

WHEREAS, JOSEPH MEYER of Seattle, Washington, has served as a member of the Western Washington University Board of Trustees from August 6, 2012 – June 30, 2013; and

WHEREAS, JOSEPH MEYER has the distinction of being the fifteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, JOSEPH MEYER brought to his appointment as a trustee dedication to the campus community through his service as the Associated Students Legislative Liaison, as Chairperson of the AS Election Board, and as an administrative aid for Western Advocates and Western Votes; and

WHEREAS, JOSEPH MEYER, as a designer and leader of an Eagle Scout project; brought to his appointment as a trustee dedication to his community through his leadership experience as an intern with the Washington Clean Technology Board, as a U.S. Senate Page in Washington D.C., and as a Constituent Services Intern for Senator Maria Cantwell; and

WHEREAS, JOSEPH MEYER has contributed his time and commitment to the University at considerable personal sacrifice while pursuing a B.A. in Economics/Environmental Studies with a minor in Business Administration and Energy Policy; and

WHEREAS, JOSEPH MEYER contributed to the increased stature and the future potential of Western Washington University through his participation in numerous activities and decisions affecting the University;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Western Washington University that JOSEPH MEYER be and is hereby honored for outstanding service and dedication to the University and is extended the gratitude and best wishes of the entire University community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 14, 2013.

b) Report on AGB National Conference on Trusteeship, April 19 – 23, 2013

Chair Zoro provided an oral report about the AGB National Conference on Trusteeship on April 19-23 in San Francisco. She attended pre-conference workshops that she thought would be helpful to her as the chair.

1. "Leadership Strategies for Board Chairs of Public Colleges and Universities." This workshop addressed assessing and working with leadership without micromanaging, managing the Board agenda, expectations of university leadership, and trustee relationships.
2. "Sharing Governance, Balance of Influence Between Board, Faculty and Administration." This workshop focused on the synergy between the three different groups and how to interact successfully.
3. "The Changing Academic Workforce." Chair Zoro learned that faculty is aging, graying, and staying. As faculty want to work until a later age, the average age of faculty is increasing. Also the split between full-time and part-time/adjunct faculty is changing and how to balance faculty workload and class schedules.

Trustee Karen Lee was invited to talk about her experience as well. She attend the "Strengthening the Board Through The Governance Committee: Recruiting Board Members, Assessing Board Performance, and Getting the Most From the Board Members", and came out with the impression that we have a such a good framework at Western for our Board that we don't have many of the challenges that other institutions deal with. Trustee Lee thanked the chair for the opportunity to attend the conference.

5. UNIVERSITY PRESIDENT

President Shepard said it is a time of commencement, reflection and transition, adding that there will be nearly 2,000 students who will graduate and go on to live productive lives because of their education and service at Western. He acknowledged that it is Associated Student Body President Ethan Glemaker and Faculty Senate President Karen Stout's last meeting, and thanked them both for their service and input at the meetings. He went on to thank those who assisted and provided thoughtful input for his five year comprehensive review with Dr. John Moore, and said that the input was very valuable and will have tangible results. President Shepard said that as he talks with the Board over the coming months they will be discussing an agenda for the University going forward in the future.

Chair Zoro also thanked Ethan Glemaker and Karen Stout for all their service.

6. ASSOCIATED STUDENTS

Associated Student (AS) Body President Ethan Glemaker summarized the AS Board's legislative efforts for the year. Their top priority was the DREAM ACT and they succeeded by getting that the proposed legislation on the top of the list for the Washington Student Association, even though the bill didn't pass. The AS Board had 6 legislative lobby days, one being the largest Viking Lobby day ever in Olympia. There were two student initiatives that were focused on this year, the first being the printing quota which is now included in the student technology fee, and the other being the water bottle initiative which will be implemented soon. Work was also done on changing the AS Board meetings focus to quality over quantity, and lessened the overall workload to provide for real and meaningful participation.

Glemaker went on to introduce the new AS Board who will be assuming their official duties on June 15, 2013.

- Carly Roberts, AS President
- Mayra Guizar, ASVP for Diversity

- Josie Ellison, ASVP for Academic Affairs
- Hung Le, ASVP for Business and Operations
- Robby Eckroth, ASVP for Student Life
- Jarred Tyson, ASVP for Activities (unable to attend)
- Kaylee Galloway, ASVP for Governmental Affairs (unable to attend)

Trustee Munro reminisced about how when he was student body president in 1964 and made a request to appear in front of the Board of Trustees, his request was denied. He added that he is pleased the AS President is participating at the meetings now a days and how it is such a delight to work with student leadership.

7. FACULTY SENATE

Dr. Karen Stout discussed how thankful she was to have had the opportunity to be Faculty Senate president and to work with President Shepard and the Board over the past two years. She discussed the three primary goals she had during her time in office: 1) strengthen shared governance across the campus; 2) improve communications; 3) address important topics and discussion issues with the Senators so they know their contributions make a difference. Dr. Stout commented that she feels good about the progress and changes she has made overall, highlighting her work in creating a faculty senate president's handbook, a reconstructed and more user friendly senate website, and the ongoing work with the Provost's office to create a Western Academic Honesty Policy.

8. CONSENT ITEMS

MOTION 6-3-2013 Trustee Munro moved that the Board of Trustees of Western Washington University, on the recommendation of the President, approves the following consent items:

- Approval of Spring Quarter Degrees
- Construction Contract for Multipurpose Playfield (PW 660)

Motion carried.

9. 2013 - 2014 PRELIMINARY OPERATING BUDGET

President Shepard gave a brief overview of the timeline and process of developing an operating budget request. He explained that we need to have the final budget numbers and expectations in language from the Legislature before a thoughtful, vetted and meaningful budget could be put together. Therefore, due to the lack of a legislatively approved and passed statewide budget Western cannot make final budget recommendations to the Board at this meeting. President Shepard noted that due to the lack of the state budget, students have not received their financial aid packages yet which puts them in a holding pattern. He added that Western may start the beginning of the fiscal year without a budget, and that the budget presented at this meeting is a temporary operating budget until such time as we can present a final recommended budget.

Vice President Van Den Hul described the recommended temporary authority budget proposals and answered questions. Please see **ATTACHMENT A** for specifics.

MOTION 6-4-2013 Trustee Thompson moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a preliminary FY 2013-2014 Annual State Operating Budget of \$140,113,687 consisting of a State Appropriation, WWU net tuition operating fee revenue, administrative services assessment, and one-time funds. At a special public Board of Trustees meeting, to be scheduled as soon as possible after the Legislature has passed a budget, the President will present the recommended operating budget for FY 2013-2014 and tuition recommendations for the 2013-15 biennium.

Motion carried.

10. 2013 - 2015 PRELIMINARY CAPITAL BUDGET

President Shepard asked Vice President Van Den Hul to discuss the status of our current capital construction program summer schedule, and the status of legislation in Olympia. Please see **ATTACHMENT B** for specifics.

MOTION 6-5-2013 Trustee Munro moved upon recommendation of the President, that the Board of Trustees hereby delegates its authority to the President to make such expenditures out of the reappropriated capital funding as necessary to fund those contractual obligations as may become due and owing after July 1, 2013, as allowed by the Office of Financial Management; and, delegates permission to expend new Capital appropriations, once passed by the legislature and signed by the Governor. Once a final capital budget is approved, the President is to bring the budget back to the Board of Trustees for final approval.

Motion carried

11. 2013 - 2014 STUDENT FEES

Senior Vice President Coughlin said her division brought forward this item with the knowledge that these fees are connected to the budget and policy in Olympia, but that the fees discussed at this meeting have been previously vetted and voted on by the Associated Students. The fees and action at this meeting are contingent upon the final budget and policy guidance from the Legislature, and if there are changes needed her office will adjust appropriately. VP Coughlin added that final amounts are needed to do the work necessary to build student financial aid packages. There were questions from the Trustees about what the different fees apply to. See **ATTACHMENT C** for specifics.

MOTION 6-6-2013 Trustee Munro moved that the Board of Trustees of Western Washington University approve, contingent upon passing of the 2013-15 legislative budget, the 2013-14 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activities Fee (*general S&A*) (\$6/quarter or 3.47% increase; or an increase up to the percentage that tuition increases, as limited by RCW)
- Health Services Fee (\$2/quarter or 2.86% maximum increase)
- Technology Fee (\$10/quarter or 40% increase)

- Non-Academic Building Fee (*No increase*)
- Green Energy Fee (*No increase*)
- Student Recreation Fee (S&A) (*No increase*)
- Student Transportation Fee (*\$1.25/quarter or 5% increase*)

Motion carried.

12. MATTERS CONCERNING WATERFRONT PRESENCE

President Shepard started by saying that the proposed agreement and action brought to this meeting mark a significant step in the evolution of the University, and that the vision of expanding to the Waterfront has considerable history on campus. Vice President Steve Swan gave an overall history of the process, discussions and major developments regarding the Waterfront and Western since 2004.

VP Swan described the specifics of the Memorandum of Understanding (MOU) that was reached June 12, 2013 between the University and the Port of Bellingham. He noted that the MOU will facilitate the transfer of the Hannegan Road real property to the Western Crossing Development Corporation. Upon Board of Trustees approval, Western will transfer the Hannegan Road real property to the Western Crossing Development Corporation. As soon as reasonably practicable, the real property shall be marketed for sale by the Western Crossing Development Corporation. Within 30 days after the approval and execution of the Master Plan documents by the Port of Bellingham and the City of Bellingham, the Port of Bellingham will transfer approximately 6.1 acres of real property within the institutional mixed-use area of the Waterfront District to the Western Crossing Development Corporation. The University will then complete and approve a development plan no later than December 31, 2015.

Trustee Thompson thanked staff and legal counsel for previously working through and answering his questions and issues regarding this topic, and that he is confident this is the right action and critical for Western's future.

Trustee Madsen reminded everyone he has been a member of the Board for almost a decade and has had continuous and ongoing discussions about this opportunity his entire tenure. He noted that when you think something is an overnight success, it isn't; there is always so much preparatory work that goes on ahead of time and behind the scenes, and that this project is one of those times. Trustee Madsen added that this is not something that has been taken lightly, it has been a dream, discussed thoroughly, and now the University is headed to the next public step.

President Shepard said that he remembers when he was being hired and this was mentioned as a top priority. However, with the down turn in the economy over the past several years, planning slowed down significantly but still continued. Now with this step, we have something that will protect all the interest of the University and allow us to establish a presence on the waterfront. He is anxious to see further activity and to continue building a new partnership with the community.

MOTION 6-7-2013 Trustee Thompson moved on recommendation of the President, that the Board of Trustees authorizes the sale or exchange of WWU's real property on Hannegan Road, approximately 24 acres, for real property of approximately 6.1 acres at the Port of Bellingham Waterfront, through the Western Crossing Development Corporation, the governmental Washington non-profit corporation created to facilitate such development; and that the

Board of Trustees hereby delegates to the President or his designee, to sign such papers and documents as may be necessary to effectuate such sale or exchange of real property.

Motion carried.

13. DISCUSSION ABOUT BOARD COMMITTEES AND APRIL 2014 MEETING DATE AND POSSIBLE ACTION

Chair Zoro started by saying that after looking at the structure of the Board, she would like to permanently add the newly formed Committee on Trustees to the official Rules of Operation. Trustee Lee, as the chair of the Committee on Trustees, added that this new committee will be helpful to new trustees in the future and is considered a best practice among other intuition's Boards. She added that this committee has been happening informally over the past couple of years and would like to formalize the committee in the Rules of Operation as well.

Official language to add:

5.6 (b) Committee on Trustees.

The Committee on Trustees assists the Board in fulfilling its responsibility to periodically facilitate assessments of board effectiveness, to assist in orientation of new trustees, to support effective succession planning, and develop guidance on trustee engagement. In sum, this Committee is responsible for good governance, and shall review and recommend to the Board practices affecting the performance of the Board of Trustees and its members in service to Western Washington University and to the public trust.

MOTION 6-8-2013 Trustee Thompson moved on recommendation from the Chair, that the Board of Trustees amend Section 5.6 of its Rules of Operation to provide for the newly created Committee on Trustees.

Motion carried.

Chair Zoro introduced the alternative proposed dates for the April 2014 meeting and explained the request for a change. The established dates of April 10, 11, 2014 presented a potential conflict because the Association of Governing Boards (AGB) set their 2014 National Conference on Trusteeship for April 13 – 15, which would make it difficult for our Trustees to attend and participate. The date change would allow the Trustees to participate in both important functions.

MOTION 6-9-2013 Trustee Sharpe moved on recommendation from the Chair, that the Board of Trustees change its currently scheduled meeting on April 10, 11, 2014 to the preceding Thursday and Friday of April 3, 4, 2014.

Motion carried.

At 10:15 a.m. Chair Zoro announced a 10 minute break. The meeting reconvened at 10:25 a.m.

14. OTHER ACADEMIC PROGRAM FEES

Provost Riordan introduced Ichi Pencil, Director, Academic Budgeting who explained what other academic program fees cover and which fees were evaluated at this year. The proposed maximum increase for fees this year was 4.5% with some fees increasing and some decreasing. Please see **ATTACHMENT D** for specifics.

There was conversation among the Trustees and Ms. Pencil regarding some specific fees and what program they were designated for, what the fees specifically apply to, how they are billed to students. There was also discussion about what triggers the process of a fee assessment and amount setting. President Shepard stated that fees are set and guided by our adopted University policies.

MOTION 6-10-2013 Trustee Lee moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2013- 2014 Other Academic Program fee schedule.

Motion carried.

15. 2013 - 2015 INTERNAL AUDIT SCHEDULE

President Shepard noted that this proposed internal audit schedule was discussed in the Board Audit committee the previous day, and comes as a recommendation from the committee. Kim Herrenkohl, Director, Internal Auditor gave a brief explanation of the schedule and how decisions were made on which audits to conduct through management and leadership suggestions. Trustee Thompson said that based on conversations from the Audit Committee meeting that he believes we have the right workload balance between what matters on campus and our available resources in the audit schedule.

MOTION 6-11-2013 Trustee Thompson moved that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Audit Committee and President Shepard, approve the 2013-2015 Internal Audit Schedule.

Motion carried.

Chair Zoro recognized that a motion had not been made or voted on for Resolution 2013-01, Thanking Trustee Joseph Meyer. She then presented him with his plaque and asked for an official motion.

MOTION 6-12-2013 Trustee Sharpe moved that the Board of Trustees approve Resolution 2013-01 Thanking Trustee Joseph Meyer.

Motion carried.

16. INSTITUTE FOR ENERGY STUDIES

President Shepard asked Provost Riordan to introduce Dr. Andy Bunn, Director, Institute for Energy Studies; Manca Valum, Director, Development for Western's College of Sciences and Technology and Huxley College of the Environment; and Joseph Meyer, Student and Member, Board of Trustees. Dr. Bunn gave an overview of the Energy Studies Program at Western and their goals for the next year noting that the program mission is to educate future leaders for a clean, efficient and renewable energy future. He added that Western fills a gap with this program within the Washington state educational system between the technical colleges and the research level. Dr. Bunn said that they launched the energy policy minor on campus this past fall of 2012, with some graduates in Spring 2013 and that they are still looking to attain public and private funding for the last part of the major program creation.

Student Trustee Joseph Meyer gave a brief explanation of his experience in the program, why he decided to participate and the great value of his education experience. He stated that the program and courses are built upon strong public viability, feasibility with a strong cross disciplinary perspective. Students are excited about this opportunity and classes are filling up fast and students are adjusting their schedules to try and fit it in.

17. REPORT ON THE PRESIDENT'S TASKFORCE ON EQUITY, INCLUSION AND DIVERSITY

President Shepard introduced Bill Lyne, Taskforce Coordinator and Faculty Associate to the President. Dr. Lyne said when the taskforce was launched the first question they decided to address was "what diversity is". The committee was committed to being a meaningful way of fostering change to provide access to people who have been historically and structurally excluded.

The first recommendation made by the committee and approved by President Shepard regarded the grossing up of salaries for those employees who are in same sex partnerships. Currently there is a penalty implemented by the federal government on same sex partner's benefits. The recommendation was to gross up those particular salaries to cover the penalty. It is a widely practiced policy in private industry, but Western is only the second public institution in the nation to adopt the policy.

The second recommendation made and approved regarded being able to designate a preferred name, other than your legal name, for use on campus. This change made it much easier for transgender or any student to make known their preferred name, therefore in effect, being able to name themselves without the cost of a legal name change.

Other recommendations that are currently awaiting state funding are permanent funding for a women's studies director and three tenure track lines in the American Cultural Studies program. American Cultural Studies is the program that offers minors in several specific ethnic studies. Over the years this program has waned and waxed, but currently it is in a low and it was recommended that in order to increase diversity opportunities the program needed to be bolstered.

There was discussion among the Trustees and Dr. Lyne about campus diversity, accessibility and graduation requirements for diversity classes. Western currently requires the national standard for ethnic study/diversity classes. Trustee Sharpe asked Dr. Lyne, based on the surveys that the group conducted, what the group saw as the most significant areas that need attention. Dr. Lyne stated that subtle racism and salary structure are the biggest concerns right now, but both need further study, research and contextual information in order to have solid recommendation for meaningful changes.

18. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement reported on the University Campaign, stating as of June 14, 2013 the campaign was at \$27.8 million dollars, which included a generous donation that had not yet been announced. The Foundation had also increased the Alumni database by 1,000 donors, and as of May 3, 2013, the campaign was \$1.5 million dollars above the cash donations from the previous year.

19. OLYMPIA UPDATE

Sherry Burkey, Associate Vice President for University Relations, introduced the new Government Relations Specialist in their office, Brad Sherman. She then gave an update on activities in Olympia, stating that a budget had yet to be agreed upon. Burkey noted that all parties have agreed that education is a top priority, but disagreed on how to fund, either through revenue increase or savings through reforms. She said both chambers had introduced new budgets with in the past week with a reduction in controversial stands on both sides, but are still far apart on core pieces. The McCleary case continues to be a huge fiscal challenge in order to meet the funding requirement, because to meet the financial responsibility, it affects all of state government. Burkey said that higher education differences are relatively minor, but her office continues to emphasis that current maintenance levels are critical to be able to provide our core university curriculum, that it can't be reduced without reducing services. She also stated that her office is communicating that Western's ability to keep tuition increases to a minimum depends on new state investment, so any new investment from the state takes pressure off of tuition expenditures. In the current proposed state budgets the Senate has tuition set at zero, and the House at a three percent increase.

Burkey explained that there has been a focus from Western and throughout Olympia this legislative session on trying to fund Science, Technology, Engineering, and Mathematics (STEM) Programs, but that the funding for those programs need to be new money in order to move forward and respond to statewide needs. President Shepard pointed out that in current proposals there are only three named schools for STEM funding, University of Washington, Washington State University, and Western, and that says a lot about Legislators trust in our University. In normal budget situations, Associate Vice President Burkey thinks that our proposals would have been jumped at to be funded, but that there just isn't enough money to go around this budget cycle. She will have a more comprehensive report once the session ends.

20. COMPREHENSIVE REVIEW OF THE PARKING SYSTEM

Vice President Richard Van Den Hul along with Randy Stegmeier, Director, Public Safety/University Police Chief and Rick Benner, University Architect/Director, Facilities Development & Capital Budget gave a presentation about the current efforts on the comprehensive review of the parking system here on campus. The issues identified in the early stages of the review were financial, transparency, sustainable planning, access to campus, fair fees and rates, and can we maintain what we currently have. The group has been meeting for just over a year, and have made the first of two recommendations from the early stages of the review.

21. AUDIT COMMITTEE REPORT

Trustee Thompson provided a brief report of discussions from the Board Audit Committee meeting on June 13, 2013. He stated that the Committee was provided an update on the existing Audits on campus and that the committee deferred discussion on the Audit Committee Board Self-Evaluation until the next meeting in August.

22. INFORMATION ITEMS

a) Academic Reports

Provost Riordan provided a written report on this year's Fulbright Scholar award recipients from Western Washington University.

b) Admissions and Enrollment Summary

Sr. Vice President Eileen Coughlin provided a written report on general update on enrollment and admissions.

c) Alumni Relations Report

Vice President Bowers provided a written report to update the Board on Alumni Relations activities.

d) Capital Program Report

Vice President Van Den Hul provided a written report to update the Board on the campus capital programs with the Carver Academic renovation, the Fraser Hall renovation, and the scheduled summer construction and renovation projects.

e) Development Report

Vice President Bowers provided a written report on activities of the Western Washington University Foundation.

f) Staff Diversity Climate Survey

Vice Provost Sue Guenter-Schlesinger provided a written report on the Staff Diversity Climate Survey.

g) Quarterly Grant/Contract Report

Provost Catherine Riordan provided a written report with information from the Office of Research and Sponsored Programs concerning grant awards for the period of January 1, 2013 – March 31, 2013 and fiscal year 2012/2013.

h) University Relations Report

Vice President Swan provided a written report on the recent activities of University Relations.

23. DATE FOR NEXT REGULAR MEETING: August 22, 23, 2013

24. ADJOURNMENT

The meeting adjourned at 11:50 a.m.

25. LUNCH

The Board of Trustees enjoyed a lunch in the Solarium with the student recipients of the 2013 Presidential Scholars Award, along with their respective College Deans, Department Chairs and nominating faculty members.

ATTACHMENT A

2013 – 2014 Preliminary Operating Budget

WESTERN WASHINGTON UNIVERSITY
2013-15 Biennial Operating Budget Request / 2013-14 & 2014-15 Annual Operating Budgets
FY 2012-13 TIMELINE

June 12, 2013 Update

			Planning Activities	
			1	2
Date	Olympia	WWU	2013-15 Biennial Request	2013-14 & 2014-15 Annual Operating Budget Process for Submission to BOT <u>Dates are tentative & subject to change based on legislative process</u>
Jul	Jul 11 - 30-day Legislative Special Session (2) Ends	July 1 - Begin FY 2013-14 (year one of 2013-15 biennium)	Predicated on a Final Legislative Budget passed by June 28	<p>Jul 3 - President, VPs and Deans meet to finalize planning unit recommendations</p> <p>Jul 5 - 2013-14 & 2014-15 Planning Unit Leader recommendation posted to the web for comments until Jul 14</p> <p>Jul 9 - President's Cabinet meeting for review and comment</p> <p>Jul 14 - Final day of comment period</p> <p>Jul 17 - President's 2013-15 recommendation mailed to BOT and posted to tBO's website</p> <p>Jul 19 - BOT Special Meeting (subject to signing of state budget into law) to discuss the following:</p> <ol style="list-style-type: none"> 1) 2013-14 Annual Operating Budget presented to BOT for approval; 2) 2013-15 tuition levels presented to BOT for approval; and 3) 2013-15 Annual Operating Budget presented to BOT for review only.

ATTACHMENT B

2013 – 2015 Preliminary Capital Budget

WESTERN WASHINGTON UNIVERSITY

2013-15 CAPITAL REQUEST

PROJECT LISTING <small>with Funding Source</small>		WWU Request - Sept. 2012		*Gov. Gregoire Budget - Dec. 2012		Senate Budget - Apr. 9, 2013		House Budget - Apr. 10, 2013		Conference -	
		Bonds	Local	Bonds	Local	Bonds	Local	Bonds	Local	Bonds	Local
1	MINOR WORKS - Preservation	13,479,000			7,500,000		7,500,000		7,500,000		
2	MINOR WORKS - Program		9,900,000								
3	CARVER ACADEMIC RENOVATION	69,310,000									
4	GATEWAY COMPLEX (ACAD. SERV. & PERFORMING ARTS FACILITY)	7,235,000									-
5	INTERDISCIPLINARY SCIENCE FACILITY	500,000									
6	PERFORMING ARTS EXTERIOR RENEWAL	3,082,000		3,082,000		3,082,000		2,947,000			
7	NORTH CAMPUS UTILITY UPGRADE	3,764,000		3,764,000		3,434,000	120,000	3,582,000			
8	CLASSROOM & LAB UPGRADES PH. 2	2,450,000	2,450,000	3,984,000	916,000	3,774,000	916,000	3,860,000	886,000		
	Preventive Facility Maintenance & Repairs				3,629,000		3,629,000		3,614,000		
TOTAL BY FUND SOURCE		99,820,000	12,350,000	10,830,000	12,045,000	10,290,000	12,165,000	10,389,000	12,000,000	-	-
BIENNIUM TOTAL - ALL FUNDS		112,170,000		22,875,000		22,455,000		22,389,000		0	

Color Key:
 ~ Predesign
 ~ Design
 ~ Construction
 ~ Intermediate project

NOTE: For the House Capital Budget Proposal

An additional \$21,000, not on this chart, was appropriated out of local funds to OFM for Higher Ed facilities assessments

* Governor Inslee made no changes to Governor Gregoire's budget

D. Rosen Rev 04-09-13

ATTACHMENT C

2013 – 2014 Student Fees

2013-2014 Mandatory Student Fees

Executive Summary

- This proposal is to increase four of the seven mandatory student fees for 2013-14 (Services & Activities, Health Services, Technology and Transportation Fees.)
- This proposal constitutes a net average increase of 4.44% for all existing mandatory student fees, an increase of \$57.75 from \$1,302.00 to \$1,359.75 per academic year.

Fee Increases Proposed

- Services & Activities Fee: Increase 3.47% (from \$173 to \$179 per quarter) to fund increasing operational costs due to inflation in categories such as travel.
- Health Services Fee: Maximum increase of 2.86% (from \$70 to \$72 per quarter) as needed to meet operating budget expenses.
- Technology Fee: Increase 40% (from \$25 to \$35 per quarter) to fund:
 - Computer lab renewal and replacement
 - The Student Technology Center
 - Wireless network renewal and replacement
 - The STF Proposal Fund
 - The Microsoft Student Advantage
 - Virtual labs and U-drive upgrades
 - Student print quota
- Transportation Fee: Increase 5% (from \$25 to \$26.25 per quarter) to fund increased payments to WTA, a shared cost of the Western Card Office, and an increase in fuel costs.

No Fee Increase Proposed

- Non-Academic Building Fee
- Green Energy Fee
- Student Recreation Fee (S&A)

See Attachment A for a chart summarizing all of the mandatory fees.

**Attachment A
2013-14 Mandatory Student Fees**

Summary of Current and Proposed Mandatory Student Fee Levels

It is proposed to increase four of the seven mandatory student fees for 2013-14. This proposal constitutes a net average increase of 4.44% for all existing mandatory student fees.

2013-2014 Mandatory Student Fees - Proposed Increases Effective Fall Quarter*

*Subject to Board of Trustees Approval on June 14, 2013

Fee	Notes	Current Status	Quarterly Fee				Academic Year Fee			
			Current	Proposed	\$\$	%	Current	Proposed	\$\$	%
			2012-13	2013-14	Change	Change	2012-13	2013-14	Change	Change
Services & Activities (S&A) Fee	(1) (2)	Proposed increase of \$6 per quarter (3.47%). The S&A Fee Committee is recommending distribution by percentages for each constituent. Fee is prorated per credit with 10+ credits paying the full fee. Note: The % increase in this fee is limited by the % increase in undergraduate tuition which is unknown at this time. So, this proposal is subject to that restriction.	\$173.00	\$179.00	\$6.00	3.47%	\$519.00	\$537.00	\$18.00	3.47%
Health Services Fee	(4)	Proposed increase of a maximum \$2 per quarter (2.86%). The fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services.	\$70.00	\$72.00	\$2.00	2.86%	\$210.00	\$216.00	\$6.00	2.86%
Technology Fee		The Associated Students Board has proposed an increase of \$10 per quarter (40%). In Spring 2013, students voted 78% in favor of a 5 year renewal of this fee at the \$35 level. The full fee is charged to students taking 6+ credits. Those taking 1-5 credits would be charged \$17.50 (previously \$12.50.)	\$25.00	\$35.00	\$10.00	40.00%	\$75.00	\$105.00	\$30.00	40.00%
Non-Academic Building Fee		No change proposed. Fee is charged to students taking 6+ credits.	\$39.00	\$39.00	\$0.00	0.00%	\$117.00	\$117.00	\$0.00	0.00%
Green Energy Fee	(3)	No change proposed. Spring 2010 student initiative passed with 80.6% approval (23.7% voter turnout), authorizing fee to be between \$4 and \$9/qr. for purchase of renewable energy certificates (RECs) and sustainable energy projects. Fee is charged as 70 cents per credit with a max of \$7 for 10 credits or more.	\$7.00	\$7.00	\$0.00	0.00%	\$21.00	\$21.00	\$0.00	0.00%
Student Recreation Fee (S&A)	(1)	No change proposed. Recent bond refunding resulted in annual savings in addition to funds to support the multi-purpose field. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain access/services.	\$95.00	\$95.00	\$0.00	0.00%	\$285.00	\$285.00	\$0.00	0.00%
Student Transportation Fee		The Associated Students Board has proposed an increase of \$1.25 (5%). In Spring 2013, students voted 84% in favor. The fee is charged to students taking 6+ credits. Summer quarter fee is less than academic quarters because the extra late night shuttle service is not provided; the summer rate would increase from \$20 to \$21 and covers just the bus pass.	\$25.00	\$26.25	\$1.25	5.00%	\$75.00	\$78.75	\$3.75	5.00%
Total Mandatory Fees			\$434.00	\$453.25	\$19.25	4.44%	\$1,302.00	\$1,359.75	\$57.75	4.44%

Notes:

- (1) Fee is subject to 3.5% Student Financial Aid/Loan Fee deduction.
- (2) Bond Covenants pledge a minimum of \$32/full-time student per qtr and \$6.40/part-time student per quarter to the Housing & Dining System.
- (3) Net fee revenues (from over-enrollment and/or lower-than-expected energy costs) are held in reserve. The reserve is being allocated systematically for sustainable energy projects.
- (4) The Health Services Fee is proposed to increase by a maximum of \$2 per quarter (2.86%) as needed to meet operating budget expenses.

Attachment B 2013-14 Mandatory Student Fees

Services & Activities Fee

Proposed Distributions and 3.47% Increase in Fee

Proposed Fee and Distribution: The Services and Activities (S&A) Fee Committee recommends a 3.47% increase to the Services & Activities Fee for the 2013-2014 academic year, maintaining the Summer 2014 rate at 65.15% of the academic year rate; and recommends approval of the distribution of fees for the 2013-2014 academic year and Summer 2013 as outlined.

The committee proposes a 3.47% increase to the S & A Fee for the 2013-2014 year (from \$519 to \$537 per academic year, or \$173 to \$179 per quarter).

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

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

Background

The Services and Activities (S&A) Fee Committee operates under the authority of RCW 28B.15.045 and makes recommendations on the distribution of S & A Fees for the following constituent groups: Housing & Dining, Associated Students, Athletics, Campus Recreation and Department-related Activities (DRAC). In concert with the RCW, the committee is comprised of 12 members, seven voting and five non-voting. The voting members include one faculty member and six students representing Associated Students, Athletics, Campus Recreation and DRAC. The non-voting members include staff advisors from Associated Students, Athletics, Campus Recreation and DRAC, and a designee of the Vice President for Enrollment and Student Services who serves as Chair.

The S&A Fee Committee follows an established annual process to prepare its recommendations on the level and distribution of S&A Fees. This process includes the review of budget requests for each constituent group and an open hearing process to provide the opportunity for input from members of the campus community.

Maximum allowed increases for academic year S&A Fees are limited by RCW to percentages established for tuition increases.

Proposed Fee Distribution

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of \$14,890
- Housing & Dining to receive minimums as required by bond covenants for debt service. This amounts to \$32 per quarter per full-time student and \$6.40 per quarter per part-time student.
- Recommendation is based on projected revenue. Revenue in excess of projection to be allocated to constituents on a percentage basis.

Academic Year Allocations	2012-13 Actual	2013-14 Proposed	Variance
Fee Revenue	6,254,768	6,436,229	181,461
-Less 3.5% for Financial Aid Fund	218,917	247,493	28,576
Net Available for Distribution	6,035,851	6,188,736	152,885
Less: Housing & Dining (per bond covenants)	1,222,240	1,222,240	
Less: Music Copyright	14,890	14,890	
Net for Further Distribution	4,798,721	4,951,606	152,885
Associated Students	2,187,257	2,286,355	99,098
Athletics	1,466,490	1,505,149	38,659
Campus Recreation	346,947	350,668	3,721
DRAC	798,027	809,434	11,407
Subtotal Distributions	4,798,721	4,951,606	152,885
Total Distributed	\$4,798,721	\$4,951,606	152,885

S&A Summer 2014

Proposed Fee Level

As approved by the Board of Trustees in June 2002, the summer rate is set at 65.15% of the academic year rate. With an increase to the rate for the 2013-2014 academic year S&A Fee, the rate for Summer 2014 would increase from \$11.34 to \$11.66 per credit.

S&A Summer 2013

Proposed Fee Distribution

The Board approved the Summer 2013 rate of \$11.34 per credit in June 2012. It is proposed that Summer 2013 S&A Fee revenue be split on the following percentage basis after Housing & Dining receives \$32.00 per full-time student and \$6.40 per part-time student and after \$17,000 is put into a summer reserve fund due to a one-time decreased request from Department Related Activities.

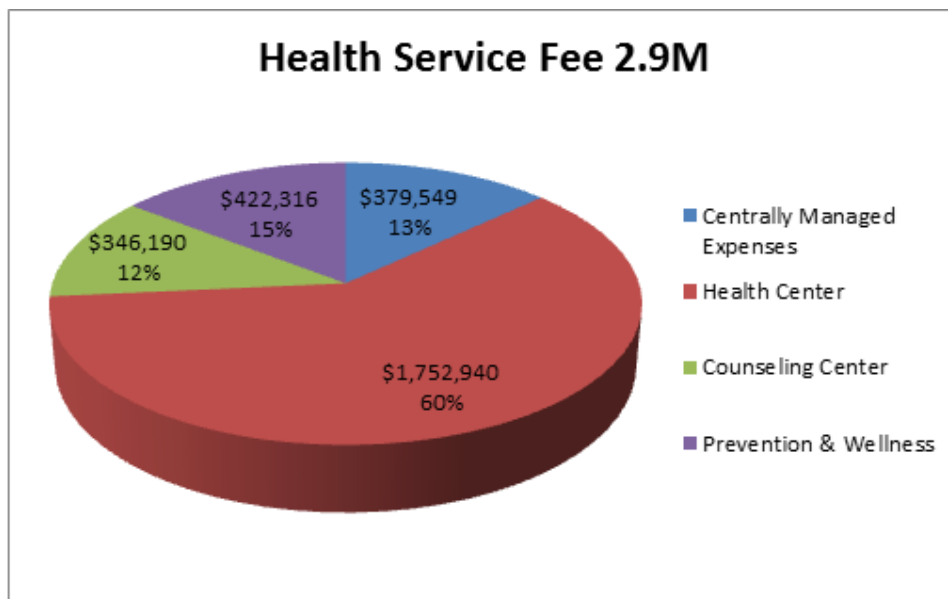
<u>Constituency</u>	<u>Summer 2012 Actual Distribution</u>	<u>Summer 2013 Proposed Distribution</u>
Housing & Dining (bond covenant) Reserve	\$ 56,742	\$ 56,742 \$ 17,000
Associated Students	\$ 137,938 (62.6%)	\$ 160,000 (77.8%)
Campus Recreation	24,350 (11.0%)	24,350 (11.8%)
Department Related Activities	<u>58,272</u> (26.4%)	<u>21,380</u> (10.4%)
	\$ 220,560	\$ 205,730
TOTAL	\$277,302	\$279,472

Attachment C 2013-14 Mandatory Student Fees

Health Services Fee Proposed Maximum 2.86% Increase in Fee

Proposed Fee & Effective Dates: The Associated Students Board recommends a maximum increase in the Student Health Services Fee of \$2 per quarter for students taking 6 credits or above effective Fall Quarter 2013.

- The Health Services Fee is proposed to increase a maximum of \$2 per quarter (2.86%) as needed to meet operating budget expenses. The fee is currently \$70 per quarter, and was last increased in 2006.
- Fee revenues are projected to total \$2.9 million in the current year (2012-13.)
- This fee supports the Student Health Center, Prevention & Wellness Services and approximately 40% of Counseling Center services. Over 75% of Health Services Fee revenue is committed to personnel.



Fee Comparisons

In comparison with the other public institutions in the state, Western's Health Services Fee of \$72 per quarter or \$216 per academic year would remain at the low end of the range. Fee proposals for the other institutions are not known at this time, but the rates for 2012-13 were:

2012-13 Fees per Academic Year:

- Western Washington University: \$210
 - Washington State University: \$278
 - Central Washington University: 237
 - Eastern Washington University: \$241.29 (outsourced)
 - The Evergreen State College: \$210
- Note: The University of Washington has no separate health fee

Attachment D 2013-2014 Mandatory Student Fees

Student Technology Fee Proposed 40% Increase in Fee

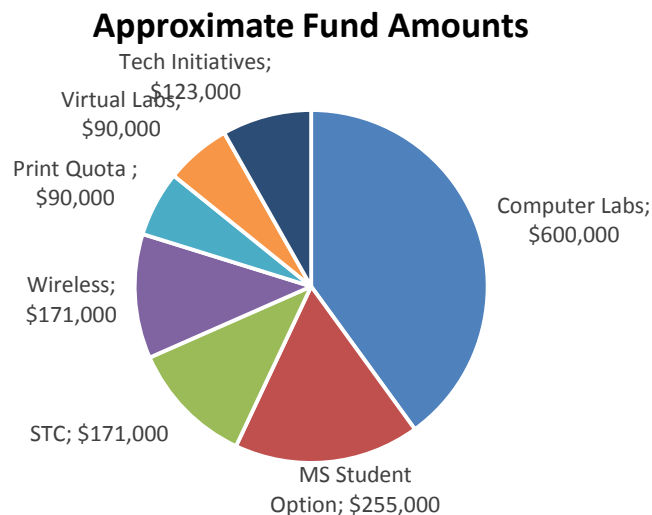
Proposed Fee & Effective Dates: The Associated Students Board recommends an increase in the Student Technology Fee to \$35 per quarter for students taking 6 credits or above and establishment of a \$17.50 amount for students taking 1-5 credits, effective Fall Quarter 2013 for a period of five years (through Summer Quarter 2018).

The Student Technology Fee exists as an effective means of meeting the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds are inadequate to support the ongoing technological needs of students. Students supported the fee during the spring 2013 student elections with 78% of students voting in the affirmative for the fee. Students continue to recommend that efforts to procure state-allocated funding support continue and remain a priority.

During fall quarter 2012, the Associated Students Board appointed a committee to consider the amount and uses of a Student Technology Fee (STF) to be voted upon by the student body in spring of 2013. The task force made a recommendation that the fee be increased to \$35 per quarter with the funding dedicated to the following purposes:

- \$14 to computer lab renewal and replacement
- \$4 to the Student Technology Center
- \$4 to wireless network renewal and replacement
- \$3 to the STF Proposal Fund
- \$6 for the Microsoft Student Advantage
- \$2 for the virtual labs and U-drive upgrades
- \$2 for a print quota with 50 prints per quarter

This allotment will result in the following approximate fund amounts based on past enrollments:



Technology Fee Project Proposal Funding Allocations

The Student Technology Fee Proposal Fund has the following mission:

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

For the Proposal Fund, students, faculty and staff are solicited for proposals that meet the mission of the STF. The Associated Students appoint a Student Technology Fee Committee to review the proposals. The STF Committee is comprised of four students, two faculty, and the Vice Provost for Information and Telecommunication Services. The committee reviews each proposal, receives input from the Deans with their proposal ranking within their college, receives advice from the Faculty Senate's Academic Technology Committee and solicits comments from the campus population. The STF Committee then makes fee allocation recommendations to the President and AS President who approve or modify their recommendations.

Fee Comparisons

In comparison with the other public institutions in the state, Western's proposed Technology Fee of \$35 per quarter (\$17.50 per quarter for 1-5 credits) remains at the low end of the range.

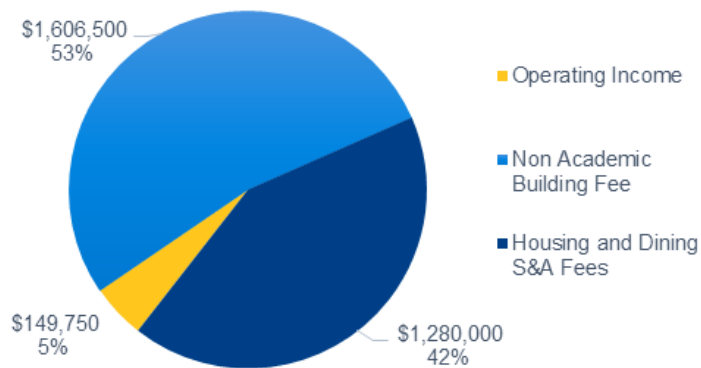
- University of Washington: \$41 per quarter
- Washington State University: No mandatory fee, but educators and administrators may request the establishment of special course fees to pay for operating costs associated with computer laboratories
- Central Washington University: \$30 per quarter
- Eastern Washington University: \$35 per quarter
- The Evergreen State College: There is no college wide fee but course technology fees can range from \$5.00 to \$100.00 depending upon the course.

Attachment E 2013-14 Mandatory Student Fees

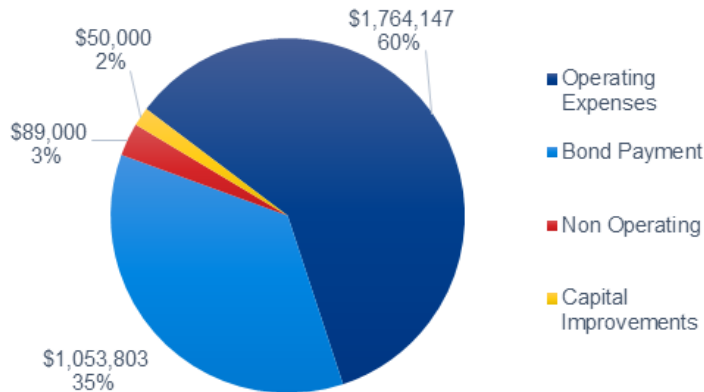
Non-Academic Building Fee 2012-13 Program Report and 2013-14 Projections

- The Non-Academic Building Fee is proposed to remain at \$39 per quarter.
- The fee is one of three revenue sources that support Viking Union Facilities. Other revenue sources include Housing and Dining’s portion of the S&A fee and operating income from space rentals, event services fees, and Lakewood boat rentals and lessons.
- Revenues collected support the bond payment for the 2000 renovation of the Viking Union, capital and non-operating expenditures for the Viking Union and Lakewood, and operating expenditures for the Viking Union, Lakewood, and custodial/maintenance of the Child Development Center.

FY14 Budgeted Revenue



FY14 Budgeted Expenditures



Attachment F 2013-14 Mandatory Student Fees

GREEN ENERGY FEE 2012-13 Program Report on Renewable Energy Credit Purchases and Sustainability Projects

The Green Energy Fee (GEF) funds the purchase of Renewable Energy Credits to offset WWU carbon emissions in addition to on-campus sustainability pilot projects through the GEF Grant Program.

- Fee revenues are appropriate, at approximately \$300,000 in FY13. No additional increases are requested for this fee for 2013-14.
- The cost of renewable energy credits was \$1.60 per credit for the first half of FY13, and dropped to \$0.95 for the last six months of the year. Western purchases 40,000 megawatt credits annually (10,000 per quarter).

In the spring of 2013, the Green Energy Fee Grant Program awarded the following four *large* projects, all which will be under design and construction starting in the summer of 2013.

- **Sustainable and Energy-Efficient Dorm (SEED) Pilot:** An energy efficient and sustainable dorm room pilot. Funding approved for \$9,546.
- **Environmental Outreach Hydration Station (EOHS):** A sustainability information kiosk in the library with a water bottle refill station. Funding approved: \$ 23,457.
- **Driving Down Energy Consumption with Dashboards - Information is POWER!:** Electronic dashboards to make the electricity and utility use of campus more accessible to the campus community. Funding approved: \$ 184,735.
- **Western SOLutions:** A proposal to use solar thermal collectors to heat the pool at the Wade King Recreation Center. This project will decrease Western's CO2 emissions and will serve as a learning model and awareness tool for solar thermal energy. Funding pending final approval \$ 219,552.

In the spring of 2013, the Green Energy Fee Grant Program piloted a small grant program enabling applicants to request between \$500 and \$2,000. This small grant program allowed for a greater level of participation from the student body and in the long term will increase awareness about the Green Energy Fee Grant Program. In the spring of 2013, the Green Energy Fee Grant program awarded the following five small projects:

- **Green Lighting the Black Box:** Testing energy efficient LED lighting in the "Black Box" theater. Funding approved: \$ 2,000.
- **Green Residence Certification Pilot:** Piloting a sustainability certification program for on-campus residences. Funding approved: \$1,975.44
- **Outback and Arboretum Environmental Restoration:** Purchase of native plants and garden tools to conduct restoration in Outback and Sehome Arboretum. Funding approved: \$ 1,935.
- **The Built to Last Picture Show:** A sustainability film series at the library. Funding approved: \$ 500.
- **Project MUG:** A reusable travel mug pilot program. Funding approved: \$ 1,926.

The GEF Grant Program has participation from students, staff, and faculty from across the university. 2013 applications came from students, faculty and staff from the following

departments, colleges, and clubs: the Psychology Department, The Design Department, Huxley College of the Environment, Facilities Management, Computer Science, the Theater Department, Western Libraries, Dining Services, the Western Foundation, the Outback, the LEAD Club, Students for Sustainable Water, and Students for Renewable Energy.

The small grant pilot program was a success in the spring of 2013. Because of this, plans for the 2013-2014 academic year include offering one large grant proposal opportunity and four small grant proposal opportunities to the campus community. The GEF Grant Program remains a highly collaborative effort, projects chosen by the student/staff/faculty GEF Committee, financially managed by the Associated Students, informed by Facilities Management, Facilities Development and Capital Budget, and other departmental stakeholders, and is programmatically managed by the Office of Sustainability.

Attachment G 2013-14 Mandatory Student Fees

Student Alternative Transportation Fee Proposed 5% Increase

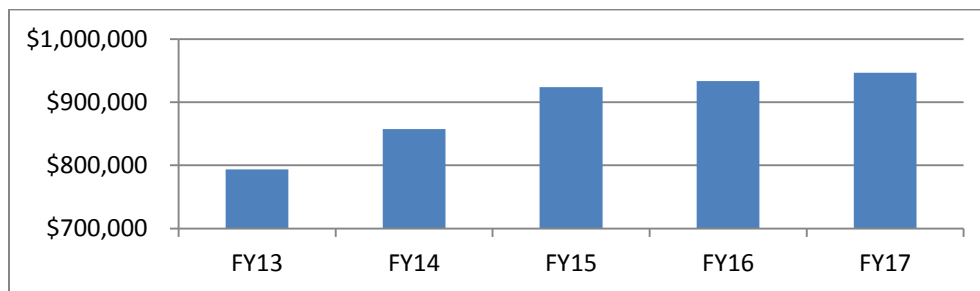
Proposed Fee & Effective Dates: The Associated Students Board recommends an increase in the Student Transportation Fee to \$26.25 per quarter for students taking 6 credits or above effective Fall Quarter 2013, and an increase to \$21 for Summer quarter.

The Student Alternative Transportation Fee was implemented in fall 2007 for a five-year term. In April 2012, 84% of the student body voters voted to renew the mandatory fee for an additional five year term. In accordance with the fee initiative, the fee may be increased up to 5% per year with approval by the Associated Students Board of Directors (ASBD).

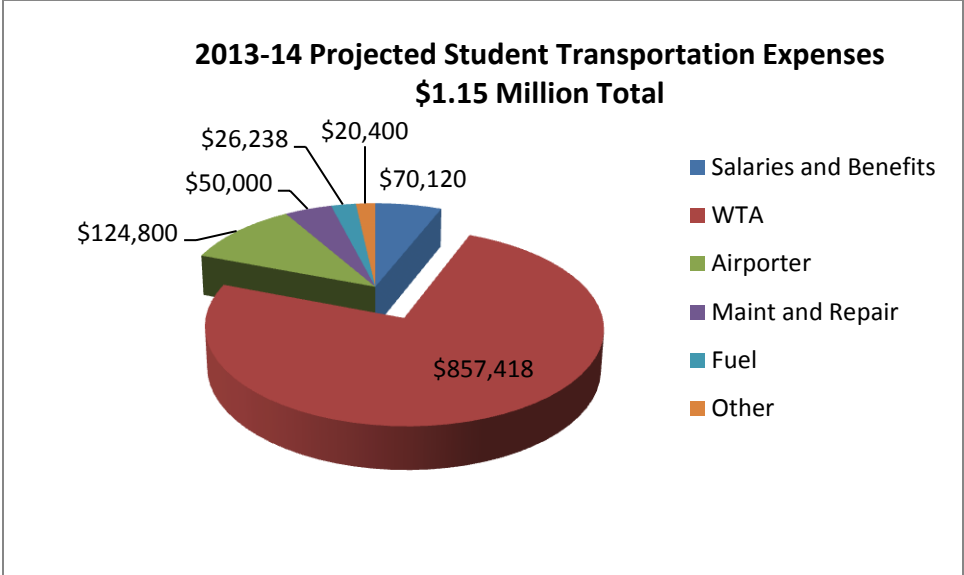
In March 2013, the Student Transportation Fee Advisory Committee conducted a financial review of projected revenue and expenses for FY14 through FY17 which resulted in the Committee's recommendation of a 5% increase (\$25.00 to \$26.25 per academic quarter and from \$20 to \$21 for summer quarter). The increase was approved by the ASBD and is the first increase since the fee was implemented in fall 2007.

The following issues supported the decision to increase the fee:

- Payments to WTA will increase over the next five years per the contract negotiated in September 2012, and incorporate an estimated annual enrollment increase of 1.39%. If enrollment remains flat, as is now expected, payments may be negotiated accordingly.



- In May 2013, Student Transportation signed a memo of agreement to pay 25% of operating costs of the Western Card Office with Housing and Dining, Student Recreation Center, and Academic Affairs supporting the remainder. The expected expense to Student Transportation is \$10,000 per year.
- Fuel costs are expected to rise.



Below are the projected Operating Fund balances for FY14 through FY17 which include carry-forward balances from prior years. Even with the 5% fee increase, the FY14 operating budget is projected to dip into the carry forward balance by \$30,000 (compared to \$78,000 with no fee increase). This annual shortage is planned to continue until a target Operating Fund balance of approximately \$300,000 is reached (equivalent to three months of expenses.) Since this will most likely occur in FY17, it is expected that another fee increase vote will take place in FY16.

Projected Operating Fund Balance				
	FY14	FY15	FY16	FY17
No Fee Increase	\$ 525,000	\$ 366,000	\$ 190,000	\$ 2,000
5% Fee Increase FY14	\$ 573,000	\$ 462,000	\$ 335,000	\$ 195,000

Note: The program also maintains a Capital Reserve Fund for bus replacement expenses. The current balance is \$200,000 to which 1% of revenue is budgeted to be added annually.

ATTACHMENT D

Other Academic Program Fees

**WESTERN WASHINGTON UNIVERSITY
2013- 2014**

Other Academic Program Fees

04-Jun-13

FUND: Fund Title, Department						
Fee Title		2012-13 Fee	2013-14 Proposed Fee	Change	Amount Change	Percent Change
<u>Academic Affairs</u>						
25104: Elementary Education, Extended Education & Summer Programs						
Degree Programs via EESP	Graduate Course Workshop	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%
Degree Programs via EESP	Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
25106: Continuing and College Education, Extended Education & Summer Programs						
Degree Programs via EESP	Graduate Course/Workshop Tuition	328.00	335.00	Increase to Fee	7.00	2.13%
25107: Educational Administration, Extended Education & Summer Programs						
Degree Programs via EESP	Graduate Course Workshop	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%
Degree Programs via EESP	Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
25110: Vehicle Design, Extended Education & Summer Programs						
Degree Programs via EESP	Graduate Course Workshop	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%
Degree Programs via EESP	Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
25111: CSD - Comm. Science & Disorders, Extended Education & Summer Programs						
Degree Programs via EESP	Graduate Course Workshops	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%
Degree Programs via EESP	Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
25112: Environmental Studies, Extended Education & Summer Programs						
Degree Programs via EESP	Graduate Course Workshop	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%

FUND: Fund Title, Department		2012-13	2013-14	Change	Amount	Percent
Fee Title		Fee	Proposed Fee		Change	Change

Academic Affairs

Degree Programs via EESP	Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
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25113: MIMSUP - Shannon Pt., Extended Education & Summer Programs

Continuing Education Programs and Courses	Undergraduate Course Workshop	374.00 per credit	393.00 per credit	Increase to Fee	19.00	5.08%
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25115: Off-Campus Student Teaching, Extended Education & Summer Programs

Degree Programs via EESP	Graduate Course Workshop	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%
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Degree Programs via EESP	Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
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25120: AY Self-Sustaining Programming, Extended Education & Summer Programs

Continuing Education Programs and Courses	Human Services - Graduate Course Workshop	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%
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Continuing Education Programs and Courses	Human Services - Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
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25121: Nursing, Extended Education & Summer Programs

Degree Program Via EE	Special Course Fee		Variable	New Fee		
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Degree Program Via EE	Undergraduate Course Fee		268.00 per credit	New Fee		
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25304: Independent Learning, Extended Education & Summer Programs

Continuing Education Programs and Courses	Correspondence	128.00 per credit	131.00 per credit	Increase to Fee	3.00	2.34%
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25306: Professional Development, Extended Education & Summer Programs

Continuing Education Programs and Courses	Graduate Course Workshop	328.00 per credit	335.00 per credit	Increase to Fee	7.00	2.13%
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Continuing Education Programs and Courses	Undergraduate Course Workshop	262.00 per credit	268.00 per credit	Increase to Fee	6.00	2.29%
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FUND: Fund Title, Department		2012-13	2013-14	Change	Amount	Percent
Fee Title		Fee	Proposed Fee		Change	Change

Academic Affairs

25309: Language & Culture Programs, Estended Education & Summer Programs

Language & Culture Programs	Application Fee		100.00	New Fee		
Language & Culture Programs	Excursions and Events Fee		25.00 per quarter	New Fee		
Language & Culture Programs	Homestay Placement Fee		125.00 per quarter	New Fee		
Language & Culture Programs	IEP Course/Materials Fee		Variable	New Fee		
Language & Culture Programs	IEP Quarterly Tuition-Full Time		2,920.00 per quarter	New Fee		
Language & Culture Programs	IEP Quarterly Tuition-Part Time		127.00 per course contact	New Fee		
Language & Culture Programs	Sponsored Student Fee		150.00	New Fee		