

WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
AGENDA  
FEBRUARY 9 & 10, 2017

The Thursday, February 9, 2017 Board of Trustees meeting is cancelled due to inclement weather.

~~THURSDAY, February 9, 2017~~

~~Location: Old Main 340~~

~~Time: 3:00 p.m.~~

~~1. CALL TO ORDER~~

~~3:00 – 3:05~~

~~2. STUDENT SUCCESS: GOING FROM GOOD TO GREAT~~

~~3:05 – 4:30 Presentation: Brent Carbajal, Provost & Vice President for Academic Affairs~~

~~Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services~~

Executive Session will be rescheduled for Friday, February 10, 2017 at 12:00 pm.

3. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND  
LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110 (1)(g)(i)

4:30 – 5:00

FRIDAY, February 10, 2017

Location: Old Main 340

Time: 8:00 a.m.

1. CALL TO ORDER, APPROVAL OF MINUTES

8:00 – 8:05

- Board of Trustees Meeting, December 10, 11, 2016

2. RECOGNITIONS AND INTRODUCTIONS

8:05 – 8:15

- Resolution No. 2017-01 Congratulating the Western **Women's Soccer Team**

3. PUBLIC COMMENT

8:15 – 8:25

4. BOARD CHAIR

8:25 – 8:35

5. UNIVERSITY PRESIDENT

8:35 – 8:45

6. ASSOCIATED STUDENTS

8:45 – 8:50



- d. Capital Program Report
- e. University Relations and Community Development Report
- f. Annual University Police Report
- g. Annual Sustainability Report
- h. Mid-year Housing & Dining Report

17. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110 (1)(g)(i)
18. DATE FOR NEXT REGULAR MEETING: April 20, 21, 2017
19. ADJOURNMENT

## **1. CALL TO ORDER**

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa

**DATE:** February 10, 2017

**SUBJECT:** **Approval of the Minutes**

**PURPOSE:** Action Items

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**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, December 8 & 9, 2016

**Supporting Information:**

Minutes of December 9, 2016  
Minutes of December 10, 2016

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Thursday, December 8, 2016**

**1. CALL TO ORDER**

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 3:05 p.m., in the Boardroom, Old Main 340, in Bellingham, WA.

**Board of Trustees**

Sue Sharpe, Chair  
Chase Franklin, Vice-Chair  
John Meyer, Secretary  
Betti Fujikado  
Mo West  
Earl Overstreet  
Abigail Ramos

Karen Lee - absent

**Western Washington University**

Sabah Randhawa, President  
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Stephanie Bowers, Vice President for University Advancement  
Steve Swan, Vice President for University Relations and Community Development  
Brian Burton, Associate Vice President of Academic Affairs  
Kristen Larson, Faculty Senate President  
Kerena Higgins, Assistant Attorney General  
Paul Cocke, Director of University Communications  
Paul Dunn, Special Executive Assistant to the President  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**2. PUBLIC-PRIVATE PARTNERSHIPS AND COLLABORATIONS: AN EXPLORATION**

Sue Sharpe, Chair, Board of Trustees and Marjorie Hatter, Western Washington University Foundation Board led a joint discussion with the Western Foundation Board and the Trustees regarding how to navigate public and private partnerships that will benefit the university and the local community. President Randhawa noted that it is important to have this conversation especially as Western initiates the strategic planning process.

President Randhawa, Jerry Thon, Western Washington University Foundation Board of Directors and Pete Dawson, President and Owner, Dawson Construction shared examples and experiences of public-private partnerships that have created opportunities for students. These opportunities are part of the process in supplementing financial support for universities.

During a conversation facilitated by Stephanie Bowers, Vice President for University Advancement, President and CEO, WWU Foundation, the two boards were asked to consider the following questions:

- What factors are important to consider in thinking about public and private partnerships and collaborations for Western? (mindset and culture)
- What is the existing landscape for partnerships and collaborators at other institutions? What lessons have they learned? What legal or regulatory constraints and pitfalls must we work with?
- Are there opportunities that would be unique to Western Washington University that build on our strengths?

The trustees and the Foundation Board engaged in a robust discussion and brainstormed thoughts and ideas for future partnerships.

At the conclusion of the joint session Trustee Fujikado summarized the conversation stating that advance planning is essential to understanding where responsibilities will fall in the process of public and private partnerships. Trustee Fujikado said that the perfect trifecta of advance planning in public and private partnerships would be: 1.) having a clear purpose for students that would benefit the state of Washington, 2.) minimizing risk, and 3.) making sure that the partners meet Western's expectations and fulfill the requirements.

Trustee Sharpe closed the discussion by acknowledging the progress and contributions that were made in the conversation by both boards with a clearer vision moving forward.

The meeting adjourned at 5:02 p.m.





**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, December 9, 2016**

**1. CALL TO ORDER**

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 8:06 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

**Board of Trustees**

Sue Sharpe, Chair  
Chase Franklin, Vice-Chair  
John Meyer, Secretary  
Betti Fujikado  
Mo West  
Earl Overstreet  
Abigail Ramos

Absent – Karen Lee

**Western Washington University**

Sabah Randhawa, President  
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Steve Swan, Vice President for University Relations and Community Development  
Brent Carbajal, Provost/Vice President of Academic Affairs  
Kristen Larson, Faculty Senate President  
Kerena Higgins, Assistant Attorney General  
Rob Olson, Assistant Attorney General  
Paul Cocke, Director of University Communications  
Paul Dunn, Special Executive Assistant to the President  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**2. APPROVAL OF MINUTES**

There were no changes to the draft minutes as distributed.

MOTION 12-01-2016: Trustee Ramos moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting October 13, 2016
- Board of Trustees Meeting October 14, 2016

The motion passed.

### **3. BOARD OF TRUSTEES STATEMENT**

Chair Sharpe made a statement to the campus community on behalf of the Board of Trustees related to post election concerns felt by Western's students and employees. The full statement is available in Attachment (A).

### **4. 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.

### **5. UNIVERSITY PRESIDENT**

Trustee Sharpe asked President Randhawa to present his report before the Board Chair Report. President Randhawa reported on the issue of undocumented students. President Randhawa stated that during two student listening sessions that were held on campus he heard the concerns of undocumented students and Muslim students and their fears after the recent Presidential election. He said that students are seeking a place of safety and requested legal resources. The students are seeking reassurance that the University would step up to backfill financial support if it becomes unavailable. In extreme cases if they had to go back to their country of origin, would there be some mechanism to how they could complete their education, and that the University would advocate at the state and national level for support. These concerns have become the frame work for providing those assurances, but also creating specific actions that can help assure our students, faculty and staff that we are committed to their education and their safety. President Randhawa shared that the most important things Western can do is to keep communicating with the campus community, listen to the campus community, and show that Western will do whatever we can within our legal limits to provide the type of environment that the students are looking for here at Western. Nick Sanchez, Employment Inclusion Manager, is coordinating efforts to support undocumented students and Shari Robinson, Director, Counseling Center, is heading up an emergency team to ensure that any incidents with regards to student safety are tracked, as there are many students who feel fear at this time. President Randhawa said that Western will continue to work with the community on this very important issue of community safety and security.

### **6. RECOGNITIONS AND INTRODUCTIONS**

Vice President Richard Van Den Hul introduced Antonia M. Allen who will begin her position as the Director of Internal Audit on January 3, 2017. Allen most recently served as chief audit executive for the Oregon State Department of Forestry. Van Den Hul added that Business and Financial Affairs is looking forward to working with Allen, she is a collaborative partner and is a perfect match for the position.

Senior Vice President Eileen Coughlin introduced Cezar O. Mesquite who began as the Director of Admission on November 1, 2016. Coughlin noted that Mesquite served as Director of Admissions at the University of Idaho in Moscow and that he brings with him a wealth of experience. Coughlin added that thirty days into the position and he is already making an impact within the admissions department.

## 7. FACULTY SENATE

Faculty Senate President, Kristen Larson reported that the work of the faculty senate has been around the post-election environment and working to support any students that are feeling vulnerable on campus through this transition period. Faculty Senate voted to recommend to President Randhawa that Western be declared a sanctuary campus with the realization that there are limitations. The Faculty Senate feels very confident in the leadership of university and their decisions on this issue.

## 8. ASSOCIATED STUDENTS

Associated Students President, Stephanie Cheng was not present for the report.

## 9. BOARD CHAIR REPORT

Trustee Sharpe reported that the joint session with the Foundation Board was very encouraging and that it was an exploratory conversation covering many common ground topics. Trustee Sharpe thanked Trustee Franklin for his work to advance that agenda item that covered the topic of public and private partnerships. Trustee Franklin reported that these conversations will continue and that the two boards will start building the success of public-private partnerships at Western.

## 10. CONSENT ITEMS

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

MOTION 12-02-2016: Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent items:

- Construction Contract for Cyclic Renewal to Elevators, PW705A
- Consultant Contract for Design Services for Ethnic Student Center/Multi-Cultural Services, PW698
- Request for Extension – Emergency Rule Change to Chapter 516-21 WAC, Student Rights and Responsibilities Code
- Approval of Summer Quarter Degrees

The motion passed

Chair Sharpe announced a break at 8:56 am. The board returned and reconvened the meeting at 9:05 am

## 11. HOUSING AND DINING SYSTEM LONG TERM CAPITAL PLAN UPDATE

Eileen Coughlin, Senior VP and Vice President for Enrollment and Student Services introduced the Ten Year Capital Plan for the Housing and Dining Systems which includes the addition of a new Ethnic Student Center to be added to the Viking Union, a significant level of University Residence facility renovations, along with the consideration of a potential new apartment-style residence hall. Coughlin stated that the capital plan meets four goals; 1) Provide campus housing to support

Western's current enrollment; 2) Meet or exceed the Board of Trustees fiscal principles; 3) Invest in infrastructure to ensure longevity, health and safety; 4) Respond to changing student demographics, needs and programmatic expectations. Coughlin reported that the system continues to meet and /or exceed the Guiding Principles. Occupancy remains strong, and reserved fund balances and debt coverages ratios are at planned levels to support the projects currently in place and being discussed for the next 10+ years.

Coughlin reported that the supply of campus housing beds continues to meet demand from current enrollment levels for traditional style housing. Fall occupancy was forty-two persons or 1% higher than last fall. Forward planning assumptions consider; 1) Renewal practices that rewards earlier sign-ups and commitment; 2) Off-campus housing developments; 3) Continues commitment to housing all freshman; 4) Allowance for some decline in occupancy during spring/summer renovations and the potential opening of new beds.

Trustees inquired about the cost of the Residence Hall renovations and asked if it is something that can be staggered rather than happening all at one time. Coughlin responded by explaining that the residence halls were built at the same time, and unfortunately the require renovation at the same time. Trustees also inquired about the priority to maintain and upgrade the existing facilities, how much information was provided by outside consultants looking at best practice and trends of housing and dining and how much of that ended up in this plan. Coughlin replied that a separate consultant interviewed Western students and the projection was a need for up to six hundred beds and that apartment style housing is in the most demand on campus.

## 12. OLYMPIA UPDATE

Becca Kenna-Schenk, Director of Government Relations, said that the 2017 legislative session will begin on January 9, 2017 and conclude on April 23, 2017 with the potential of a special session to follow. She said the landscape, provided by David Schumacher, Office of Financial Management, in the August Board of Trustees meeting, remains the same going into this legislative session noting that the Legislature must address the "*McCleary*" obligation to meet its constitutional duty to amply fund basic K-12 education.

Kenna-Schenk briefed the board on *Washington Competes: A Sector-wide Agenda for Higher Education Growth and Completion*. She explained that Washington Competes lays out high level challenges and opportunities with regards to higher education in the state of Washington.

Trustees asked if the "*McCleary*" necessity is more likely to take dollars away from Higher Education or impact the recent forward momentum. Kenna-Schenk replied with the latter scenario, the state is in a different era than just four years ago. The investment from the last biennium associated with tuition reductions was historic and was a bi-partisan decision. The focus for this session will be on K-12 funding but in terms of their ability to invest in new investments, their ability might be limited.

Kenna-Schenk said that tentative dates have been set for Western engagement during the 2017 Legislative Session for the following dates:

January 16	Associated Students Western Lobby Day
January 24	Council of Presidents' Legislative Reception
February 2	Trustee & Regent Day
February 20	Associated Students' Ethnic Students Day
March 9 or 14	Alumni Day

### **13. INSTITUTE FOR ENERGY STUDIES – COLLABORATION IN ACTION**

Manca Valum, Senior Director of Advancement for Strategic Initiatives, Professor Andy Bunn, Founding Director of Institute of Energy Studies, and Joel Swisher, current Director of Institute of Energy Studies shared information with the Board about the success of the public-private collaboration that has supported the development of the Institute for Energy Studies.

Andy Bunn gave an overview of the program that was founded in 2012 under the guidance of faculty and deans from three colleges; Huxley College, the College of Business and Economics, and the College of Science and Engineering. Bunn said that the institute for Energy Studies exists to meet the demand for education and training related to human production and use of energy through interdisciplinary programs that combine the fields of science, technology, and engineering with economics, business management, public policy, and sustainability.

Manca Valum spoke to the Board regarding the strategies that are necessary when beginning to build a public-private collaboration; 1) identify the objective with a clear focus; 2) ensure that participants have a clear understanding of the purpose of the partnership; 3) create appropriate partnerships that are aspirational; 4) have the right team of people assigned to the partnership with needed expertise; 5) determine the public partners that can contribute to the project and bring the end goal to fruition.

Chair Sharpe announced a break at 10:48 am. The board returned and reconvened the meeting at 10:55 am.

### **14. PUBLIC – PRIVATE COLLABORATION: WESTERN'S SOFTBALL FIELD**

Richard Van Den Hul, Vice-President for Business and Financial Affairs, Mark Brovak, Chief Operating Officer for University Advancement; Sara Chiabai, Director of Development for Woodring College of Education shared information regarding the public-private collaboration for Western's Softball Field. Van Den Hul stated that this specific partnership is an example of a *"gift in place"*. He said that the need was determined, the softball fields were in disrepair and there was interest from parents and donors to get involved with the project. Van Den Hul said Western granted the Western Washington University Foundation a site license to make modifications to the softball field and the Foundation assumed all legal responsibilities for the site including arranging for all design and construction services. He said that throughout the process Western retained the approval authority over design and any changes that were made throughout the process. After completion of the project the Western Foundation terminated the site license and the improved site went back to Western.

Mark Brovak, Chief Operating Office for University Advancement explained the roles of all parties involved in the project noting the clear expectations are imperative to the success of any project. Brovak reviewed the financial summary of the project with the Board and emphasized that every project is different but there was trust with all parties involved. He said that Western's best interests were at the heart of the project. Brovak said that there were multiple sources of funding through partnerships and gifts. The presenters said that the lessons learned from project included; 1) the importance of having a dedicated project manager; 2) a high level of trust among all parties involved added to the project's success; 3) the importance of documentation, especially with "gift in kind" projects; and, 4) clearly defining the difference between discounts versus donations.

## 15. AUDIT COMMITTEE REPORT

Earl Overstreet, Chair, Board Audit Committee thanked Teresa Hart for her service as the Interim Director of Internal Audit and welcomed Antonia Allen as the new Director of Internal Audit starting January 3, 2017. He said that the Audit Committee will be reviewing the audit schedule for appropriateness and document engagement levels on scheduled items. Looking to the future; creating a closer collaboration between the Audit Committee and the Office of Internal Audit, training opportunities for the Audit Committee and the Board and updating Audit Committee assessment tools to be more effective at meeting the charter responsibilities. Overstreet said that the Audit Committee met with the State Auditors for an Exit Conference that was very positive. Overstreet also added that the cost of the financial audit came in at more than 7% below the estimation for that audit and those savings were attributed to the preparation and cooperation of the Business and Financial Affairs department and the collaboration between the university staff and the State Auditor's Office.

## 16. BOARD GOVERNANCY COMMITTEE REPORT

Chase Franklin, Chair, Governance Committee reported that the Board of Trustees would be meeting in January for a work session to follow-up on the August, 2016 session and to provide opportunity for President Randhawa to discuss his current thinking around vision, strategy and direction. He stated that four trustees will be attending the Association of Governing Boards annual conference in April 2017. Trustee Franklin said that the Thursday sessions that are a regular part of the Board of Trustees two day meetings provide an opportunity for the board to be educated about things related to Western and Higher Education. He said that the trustees will play a role in the definition of the agendas of these Thursday sessions. Trustee Franklin said the *Public-Private Partnerships* discussion was an example of the Board engagement in agenda setting. He said that the trustees will be submitting topics of interest to President Randhawa and his team for future conversations.

## 17. INFORMATION ITEMS

- a. **Academic Affairs Report**  
Provost Carbajal provided a written report with an update on the number of declared majors per academic department for the fall quarter 2016 and fall quarter 2015.
- b. **Quarterly Grant Report**  
Provost Carbajal provided a written report regarding grant awards for the period of July 1, 2016- September 30, 2016.
- c. **Admissions and Enrollment Report**  
Vice President Coughlin provided a written report regarding the University's general enrollment and admissions.
- d. **Capital Program Report**  
Vice President Van Den Hul provided a written report on the University's capital projects.
- e. **Office of Internal Auditor 2015-2016 Annual Report**  
Vice President Van Den Hul provided a written report regarding the 2015-16 annual report.
- f. **University Advancement Report**  
Vice President Bowers provided a written report on the University's Alumni Relations and Western Foundation activities.

- g. University Relations and Community Development Report**  
Vice President Swan provided a written report documenting recent activities of University Relations and Community Development.
- h. 2015-16 University Financial Report**  
Vice President Van Den Hul provided a written report of the 2015-16 University Finances.
- i. Housing and Dining System Financial Report**  
Vice President Van Den Hul provided a written report on the University's Housing and Dining System.
- j. 2016 AS Bookstore Financial Report**  
Vice President Van Den Hul provided a written report on the University's Bookstore.
- k. 2016 Wade King Student Recreation Center Financial Report**  
Vice President Van Den Hul provided a written report on the Wade King Student Recreation Center.
- l. Student Right to Know/Clery Act**  
Vice President Coughlin provided a written report regarding the University's policy on the Student Right to Know/Clery Act.

**18. DATE FOR NEXT REGULAR MEETING**

February 9 and 10, 2017 in Bellingham, WA

**19. ADJOURNMENT @ 11:39 AM**

**BOARD OF TRUSTEES STATEMENT**  
**Friday, December 9, 2016**

It is with a true feeling of empathy that The Board of Trustees of Western Washington University recognize and acknowledge the situation many students and employees find themselves in today: living in fear and with apprehension for the future. We are well aware of the issues and actions that are fueling these concerns as we track issues locally and nationally as concerned citizens and as Trustees.

We know that universities and colleges across our country are wrestling with the same issues we are faced with. These are complex issues with no clear answers. What we do know is that we remain committed to the safety, security and education of every Western student. In particular, we are concerned about the uncertainty faced by undocumented students at Western. We are appreciative of the communications from President Randhawa on addressing those concerns and issues. We support the University's thoughtful approach that defines specific actions to support undocumented students, while recognizing that this situation is continuously evolving. We also want to reiterate President Randhawa's comments that "harassment and discrimination has no place at Western."

We endorse President Randhawa's decision to sign WWU on in support of the preservation of the Deferred Action for Childhood Arrivals program. We endorse support for the DACA program and for all students here at Western who are a part of it.

As I talk with my colleagues on this Board, it is clear that our conversations in our workplaces are no different than those for many in this room and on this campus. We are hopeful that Western and other educational institutions will lead the way in helping us navigate these times, through creating an environment where respectful exchange of ideas and perspectives is valued and promoted and through their actions that promotes safety and education for all students.

Please know that we are all most concerned about the safety and security of every single Western Washington University student and employee.



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

**TO:** Members of the Board of Trustees  
**FROM:** Sabah Randhawa, President  
**DATE:** Thursday, February 9<sup>th</sup>, 2017  
**SUBJECT:** Recognition of the Western Washington University Women's Soccer Team  
**PURPOSE:** Recognitions and Introductions

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**Purpose of Submittal:**

The Western Washington University Women's Soccer Team, under the leadership of head coach Travis Connell, won the NCAA Division II National Championship on December 3, 2016 by defeating three-time defending champion Grand Valley State.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, approve Resolution No. 2017-01 Congratulating the Western Women's Soccer Team.



**RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WESTERN WASHINGTON UNIVERSITY  
CONGRATULATING THE WESTERN WOMEN'S SOCCER TEAM**

**WHEREAS**, The Western Washington University women's soccer team, under the leadership of head coach Travis Connell, won the NCAA Division II National Championship on December 3, 2016 by defeating three-time defending champion Grand Valley State with a 3-2 victory at Swope Soccer Village in Kansas City Missouri; and

**WHEREAS**, the national championship was the first in the program's history and the 10<sup>th</sup> team national championship in WWU Athletics history, joining the 2012 Men's Basketball Division II National Championship title, seven consecutive Women's Rowing national titles from 2005-11 and the 1988 NAIA Softball National Championship; and

**WHEREAS**, the 24-0-1 Vikings captured their first-ever NCAA women's soccer national championship with 24 consecutive victories, breaking the all-time GNAC record for longest winning streak; and

**WHEREAS**, Sierra Shugarts was named the Defensive MVP and Caitlyn Jobanek was named the Offensive MVP of the National Championship; and

**WHEREAS**, Sierra Shugarts, Caitlyn Jobanek, Emily Webster, Gabriela Pelogi and Liv Larson were all named to the All-Tournament Team; and

**WHEREAS**, Sierra Shugarts was named the NCAA Division II Women's Soccer Play of the Year and Sierra Shugarts, Emily Webster, Caitlyn Jobanek and Ashley Homer were all recognized as All-Americans, and Elise Aylward was named an Academic All-American; and

**WHEREAS**, the team members distinguished themselves in the classroom as well as on the field throughout a rigorous schedule of events; and

**WHEREAS**, the entire team demonstrated fine sportsmanship and inspired youth to work hard, play well and enjoy athletic competition; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Western Washington University recognizes the WWU Women's soccer team for its unprecedented accomplishments and extends to the team the Board's sincere congratulations on behalf of the entire university community.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its meeting on February 10, 2017.

ATTEST:

A handwritten signature in black ink, appearing to read "Sue Sharpe".

Sue Sharpe, Chair

A handwritten signature in black ink, appearing to read "John Meyer".

John Meyer, Secretary

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

**TO:** Members of the Board of Trustees

**FROM:** Sabah Randhawa, President

**DATE:** February 10, 2016

**SUBJECT:** **Public Comment Period**

**PURPOSE:** Information Item

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**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:** Sue Sharpe, Chair, Board of Trustees  
**DATE:** February 10, 2017  
**SUBJECT:** **Board Chair Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

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

**TO:** Members of the Board of Trustees

**FROM:** Sabah Randhawa, President

**DATE:** February 10, 2016

**SUBJECT:** **President's Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of the Associated Students

**DATE:** February 10<sup>th</sup> 2017

**SUBJECT:** **Associated Students**

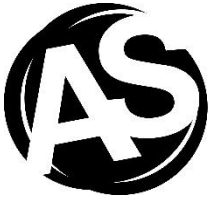
**PURPOSE:** Associated Students Report

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**Purpose of Submittal:**

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

The AS Board of Directors recently approved the Resolution Regarding Undocumented Student Services and would like the Board of Trustees to see their approved resolution.



**Associated Students of Western Washington University**  
Board of Directors

**A Resolution Regarding Undocumented Student Services**  
January 2017

**WHEREAS,** As result of the 2016 Presidential Election, undocumented students feel unsafe and under supported at Western Washington University ; and,

**WHEREAS,** The President-elect has publicly made threats around deporting millions of immigrants; and,

**WHEREAS,** WWU has not officially been declared as sanctuary campus to protect undocumented students; and,

**WHEREAS,** Western Washington University does not have resources for undocumented Students such as an office that supports them such as the University of Washington and Washington State University; and,

**WHEREAS,** Scholarship and funding for undocumented students is severely limited across the nation, and also support to study abroad in the state of Washington and on this campus; and,

**WHEREAS,** This campus does not offer legal services around immigration; and,

**WHEREAS,** There is not training for staff and faculty around solidarity with undocumented students,; and,

**BE IT RESOLVED,** The Associated Students commits to making this organization as sanctuary place for undocumented students.

**BE IT ALSO RESOLVED,** The Associated Students commits to keep working to offer more services for undocumented Students on campus, such as providing legal services, scholarships and training for the AS staff.

**BE IT ALSO RESOLVED,** The Associated Students agrees that Western Washington University needs to have the same commitment and provide an office dedicated to fully support undocumented students with services for legal advice, training for staff and faculty, and funding. .

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President  
Stephanie Cheng

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Vice President for Business & Operations  
Mary Moeller

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Vice President for Academic Affairs  
Erick Yanzon

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Vice President for Activities  
Alex LaVallee

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Vice President for Diversity  
Aleyda Cervantes

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Vice President for Governmental Affairs  
Bryce Hammer

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Vice President for Student Life  
Wayne Rocque



**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:** Friday, February 10, 2016  
**SUBJECT:** Faculty Senate  
**PURPOSE:** Information Item

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Kristen Larson, 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 by Provost Brent Carbajal  
**DATE:** February 10, 2017  
**SUBJECT:** **Approval of Degrees**  
**PURPOSE:** Action Item

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**Purpose of Submittal:**

It is the Board of Trustees responsibility to approve awarding of degrees.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Winter Quarter 2017, effective March 18, 2017.

**Supporting Information:**

Lists on file with the Registrar and Graduate Dean.

<b>Students</b>	<b>Winter 2017</b> <i>(Expected Number of Graduates)</i>	<b>Comparison: Winter 2016</b> <i>(Actual students graduated)</i>
<i>Undergraduates</i>	520	478
<i>Masters</i>	56	47

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Vice President Richard Van Den Hul

**DATE:** February 10, 2017

**SUBJECT:** **Delegation of Authority to Award a Consultant Contract for the Design of a Project to Move disAbility Resources for Students and Veterans Services to Wilson Library, PW719**

**PURPOSE:** Action Item

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### **Purpose of Submittal:**

Award a consultant contract for the design of a project to move disAbility Resources for Students and Veterans Services to Wilson Library, PW719. Design contract award following Board action. Design is to start in February 2017.

### **Proposed Motion:**

MOVED, upon the recommendation of the President, that the President or his delegate is hereby authorized to award a consultant design contract for a project to move disAbility Resources for Students and Veterans Services to Wilson Library, PW719.

### **Supporting Information:**

This project includes relocating the disAbility Resources for Students and Veterans Services programs to the west end of Wilson Library level 1, which currently houses the Map Collection. To make this space available, there are several other collections that will need to be relocated and reconfigured, including new compact shelving to be added in the acquisitions area of Haggard Hall level 3. The design fee is budgeted at \$328,000.

The consultant team will be determined by a Request for Qualification (RFQ) process. Advertisement of the RFQ occurred on December 5, and closed on December 23, 2016. Five proposals were submitted by design firms:

- GGLO, Seattle
- RMC Architects, Bellingham
- Rolluda Architects, Seattle
- Schacht Aslani Architects, Seattle
- SHKS Architects, Seattle

Three (3) firms were shortlisted for oral interviews by the selection committee: RMC Architects, Schacht Aslani Architects, and SHKS Architects.

Selection committee members include:

Linda Beckman, Director of Budget and Administration,  
Enrollment and Student Services  
David Brunnemer, Registrar / Director of disAbility Resources for Students,  
Enrollment and Student Services  
Mark Greenberg, Dean of Libraries  
Frank Haulgren, Collection Services Manager, Western Libraries  
Ed Simpson, Assistant Director of Facilities Development,  
Business and Financial Affairs

The estimated construction cost of the project is \$1,758,000.

**Source of Funding:**

- Institution of Higher Education – Operating Fees Account
- State Minor Capital Funds (request pending)

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of Eileen Coughlin, Senior Vice President / Vice President of Enrollment and Student Services

**DATE:** February 10, 2017

**SUBJECT:** **Approval of Chapter 516-21 WAC, Student Rights and Responsibilities Code**

**PURPOSE:** Action Item

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**Purpose of Submittal:**

To obtain approval from the Board to adopt the proposed amendments to the Student Rights and Responsibilities Code.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the adoption of the proposed amendments, as attached, to the Washington Administrative Code, Chapter 516-21, Student Rights and Responsibilities Code, as filed in the Washington State Register, WSR 17-01-127.

**Points to Consider:**

The intent of updating the code is to bring it in line with federal guidance from the US Department of Education's office for Civil Rights, Violence Against Women Act, Title IX, and state law.

**Supporting Information:**

Audio Recording of Public Hearing: [Recording of public hearing-](#)

Attachment 1: Executive Summary

Attachment 2: Student Rights and Responsibilities Code with amendments

Attachment 3: Hearing Officer's Report

## **Attachment 1**

### **Executive Summary – Student Conduct Code changes Board of Trustees, Friday February 10, 2017**

The Student Conduct Code exists within an educational context which reflects university values and articulates prohibited student behavior. This Code is a chapter of the Washington Administrative Code and includes the process by which the university addresses alleged student misconduct. The code is intended to hold students accountable in an educational manner.

The Code review process included significant student input during its first phase, and additional close technical scrutiny during its second phase.

#### ***Substantive changes to the Student Conduct Code include:***

New section on amnesty (WAC 516-21-055) that clarifies the current practice of encouraging students to seek medical assistance and/or report sexual violence without fear of punishment through the Code;

- Updated sections to better align with recent changes to state law that include alcohol (WAC 516-21-130), drugs and paraphernalia (WAC 516-21-140), and weapons and destructive devices (WAC 516-21-220);
- New sections that better define prohibited conduct related to Title IX: dating violence (516-21-184), domestic violence (516-21-186), stalking (516-21-188), and discrimination and discriminatory harassment (516-21-115);
- New violation section for Notification of Criminal Arrest (WAC 516-21-195) to match Admissions application question and comply with changing state law;
- New violation section on Violation of university policy, rule or regulation (WAC 516-21-215).

#### ***Substantive conduct process changes include:***

- Updated immediate interim suspension (WAC 516-21-260);
- Title IX related complaints are investigated by Equal Opportunity Office;
- Conduct process includes appeal and one additional review (in writing). Previous Code allowed for only one level of appeal/review
- Appeals for suspension/expulsion-level sanctions are heard by an appeals board;
- All other appeals go to Dean of Students designee.

#### ***Code review process – phase one***

The 2011 Code outlined a code review committee that would review the code and make recommendations for revision. The review committee members included:

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

- Review committee met weekly February 19 – April 29, 2016 (except spring break); Equal Opportunity Office staff joined the meetings in April for discussion of the Title IX related issues;
- Email request inviting input was sent via Bullseye to all students May 1 with link to a webpage with an overview of process, and ‘track changes’ document;
- Student feedback sessions were held May 4 & 5, 2016;
- Additional review committee meeting held on May 9 to review minimal feedback and revise the code’s introduction;
- Emergency code adopted by Board of Trustees August 18, 2016 incorporating updated Alcohol, Drugs & Paraphernalia, and Weapons sections; new section on Amnesty encouraging students to seek medical assistance without fear of punishment through the Code; new section for Notification of Criminal Arrest to match Admissions application.
- Emergency code also addressed sections related to Title IX compliance.

***Code review process – phase two***

- Technical review committee consulted on October 20, 2016 per POL-IU1000.10;
- Further internal review occurred during fall quarter that included the Assistant Attorney General and staff from the Equal Opportunity Office and Dean of Students Office to insure full compliance with Title IX and state law regarding the conduct process and Title IX related prohibitions resulting in minor changes;
- The revised code draft was sent to the code review committee on October 21, 2016 highlighting the changes since the review committee last met, and inviting any comment or questions;
- President’s cabinet consulted November 8, 2016, input provided by Faculty Senate;
- The Assistant Attorney General and staff from the Equal Opportunity Office and Dean of Students Office Changes reviewed and discussed each concern or suggestion made by Faculty Senate;
  - Clarifications and/or grammar corrections were made in 516-21-010 Introduction, 516-21-186 Domestic Violence, 516-21-180 Sexual Misconduct, 516-21-110 Harassment, 516-21-140 Drugs and Paraphernalia, and 516-21-240 Student Conduct System 516-21-240 [respectively these were noted in the Hearing Officers report as #10; 1; 4; 12; 13; 8, 14 and 15].

- Other concerns regarding sections on 516-21-110 Harassment [#3], 516-21-184 Dating Violence [#2], 516-21-180 Sexual Misconduct [#5], and 516-21-240 Student Conduct System [#9], as well as comments #6, 7, 11, 16, and 18 were considered but not incorporated as the current language is in line with federal guidance and current best practice.
- Public hearing held January 25, 2017. Faculty Senate comments were read into record. No other comments were made during the comment period or hearing.



**WSR 17-01-127**  
**PROPOSED RULES**  
**WESTERN WASHINGTON UNIVERSITY**  
[Filed December 20, 2016, 11:24 a.m.]

Original Notice.

Preproposal statement of inquiry was filed as WSR 16-09-026.

Title of Rule and Other Identifying Information: Chapter 516-21 WAC, Student rights and responsibilities code.

Hearing Location(s): Western Washington University (WWU), Main Campus, Board Room, Old Main 340, 516 High Street, Bellingham, WA 98225-9015, on January 25, 2017, at 12:00 p.m.

Date of Intended Adoption: February 10, 2017.

Submit Written Comments to: Jennifer Sloan, Rules Coordinator, 516 High Street, Old Main 331, Bellingham, WA 98225-9015, email Jennifer.Sloan@wwu.edu, fax (360) 650-6197, by January 24, 2017.

Assistance for Persons with Disabilities: Contact Jennifer Sloan by January 13, 2017, TTY (800) 833-6384 or (360) 650-3117.

Purpose of the Proposal and Its Anticipated Effects, Including Any Changes in Existing Rules: The proposed changes add a new section on amnesty to clarify the current practice of encouraging students to seek medical assistance and/or report sexual violence without fear of punishment through the code. A new section regarding violation of university policy, rule, or regulation. Updates to sections regarding alcohol; drugs and paraphernalia; and weapons and destructive devices to better align with recent changes to state law. New sections that better define prohibited conduct related to Title IX. New violation section for notification of criminal arrest to match admissions application question and comply with changing state law. Updates to the process for violations of the code.

Reasons Supporting Proposal: The proposal clarifies existing rules, adds new sections, and updates the student conduct code on university procedures, in line with state and federal laws and guidance.

Statutory Authority for Adoption: RCW 28B.35.120; chapter 34.05 RCW; and 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972).

Rule is necessary because of federal law, 20 U.S.C. 1681-1688 (Title IX Education Amendments of 1972).

Name of Proponent: WWU, public.

Name of Agency Personnel Responsible for Drafting: Michael Sledge, Assistant Dean of Students, WWU Viking Union 506A, (360) 650-2484; Implementation and Enforcement: Tedd Pratt, Dean of Students, WWU Viking Union 544, (360) 650-3450.

No small business economic impact statement has been prepared under chapter 19.85 RCW. The proposed changes to the student rights

and responsibilities code would not impose a disproportionate impact on small business.

A cost-benefit analysis is not required under RCW 34.05.328. Proposed changes are not considered a significant legislative rule by WWU.

December 20, 2016  
Jennifer L. Sloan  
Rules Coordinator

**Chapter 516-21 WAC**  
**STUDENT (~~(RIGHTS AND RESPONSIBILITIES)~~) CONDUCT CODE**

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-010 Introduction.**

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

As (~~a condition of enrollment at~~) members of the Western community, students must assume responsibility for their own actions and maintain an environment conducive to (~~the~~) academic success (~~7 safety, and well-being of others~~). In addition, they are expected to be truthful, respect the rights of others, and abide by all university policies and procedures, as well as all applicable local, state, and federal laws and regulations. All students are responsible for understanding and complying with the responsibilities and expectations set forth in this code both on and off campus.

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-020 Definitions.**

As used in this chapter, the following words and phrases mean:

- (1) ~~((Appeals board. The student conduct appeals board.))~~  
~~(2) Business))~~ **Day**. Any day, Monday through Friday (excluding holidays), during which university offices are open.
- ~~((3))~~ (2) **Catalog**. The *Western Washington University General Catalog*.
- ~~((4))~~ (3) **Code**. The student ~~((rights and responsibilities))~~ conduct code.
- (4) **Board**. The student conduct appeals board.
- (5) **Conduct hold** ~~((or judicial hold))~~. A block placed on a student's official university record at the request of ~~((the))~~ a conduct officer or dean of students. A conduct ~~((or judicial))~~ hold prohibits a student from registering for classes, requesting an official transcript, or receiving a degree from the university until the hold has been removed.
- (6) **Conduct officer**. ~~((The student))~~ A conduct officer or ~~((his/her))~~ their authorized designee as determined by the dean of students.
- (7) **Dean of students**. The dean of students or ~~((his/her))~~ their authorized designee.
- (8) **Guest**. Any person who is not a member of the university community, who is on university property or attending an official university function at the invitation and/or hosting of a student.
- (9) **Member of the university community**. Any person who is a student, university official, registered volunteer or who is otherwise employed or contracted by the university. Any question regarding a person's status in a particular situation for purposes of this code shall be determined by the dean of students.
- (10) **Official university function**. Any activity, on or off campus, that is initiated, sponsored, or supervised by any entity of Western Washington University.
- (11) **Preponderance of evidence**. Defined as "more likely than not," the standard of responsibility that is used when determining whether a violation of the student ~~((rights and responsibilities))~~ conduct code has occurred.
- (12) **Student**. Any person who:
- (a) Has been formally admitted to the university;
  - (b) Is enrolled in one or more classes at the university, including nonmatriculated international students attending language institutes or foreign study programs;
  - (c) Is participating in a certificate, degree, distance learning, or professional enrichment program, through extended education and summer programs;
  - (d) Is participating in a university-sponsored study abroad program;

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

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

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

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

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

(16) **WAC.** An abbreviation for the Washington Administrative Code.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-030 Jurisdiction.**

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

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

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

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

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

(3) Students are responsible for their conduct from the time they have confirmed their enrollment at Western through the awarding of their degree. This includes conduct that occurs before classes

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

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

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

#### NEW SECTION

##### **WAC 516-21-055 Amnesty.**

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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

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

Conduct that harms, attempts to harm, or threatens the health or safety of any ((person, including oneself, is a violation of the code. Conduct that threatens health or safety)) member of the Western community by any means (e.g., in person, through a third

party, online), or others on university property or in connection with any official university function, is a violation of the code. This includes, but is not limited to:

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

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

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

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

(5) Sexual violence including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-070 Disruptive behavior.**

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

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

~~(a) Classroom activities or other educational pursuits;~~

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

~~(c) Pedestrian or vehicular traffic; or~~

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

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

~~((a))~~ (1) Classroom activities or other educational pursuits;

~~((b))~~ (2) Official university activities or functions including, but not limited to, ceremonies, meetings, office functions, performances, or athletic events;

~~((c))~~ (3) Pedestrian or vehicular traffic; or

~~((d))~~ (4) The preservation and protection of university property and/or the personal property of members of the university community.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-110 Harassment (other than sexual harassment or discriminatory harassment).**

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

~~(1) Engaging in unwanted contact or communication, including calls, voice messages, electronic mail, text messages, social media posts or messages, written letters, unwanted gifts, or face-to-face contact with a member of the university community;~~

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

~~(3) Engaging in any form of behavior that is meant to threaten or intimidate a member of the university community based on their membership in a protected class, including race, color, creed, religion, national origin, sex, age, disability, marital status, genetic information, status as a veteran, and/or sexual orientation.)~~

Harassment is conduct by any means that is severe or pervasive. It is of such a nature that it would cause a reasonable person in the complainant's position substantial emotional distress and undermine their ability to work, study, or participate in their regular life activities or participate in the activities of the university. Harassment causes the complainant substantial emotional distress and undermines the complainant's ability to work, study, or participate in the complainant's regular life activities or participate in the activities of the university.

NEW SECTION

**WAC 516-21-115 Discrimination and discriminatory harassment.**

Discrimination or discriminatory harassment is prohibited on the basis of race; sex; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability (including disability requiring the use of a trained service animal); marital status; genetic information; and/or veteran status; and as defined in Western Washington University policy POL-U1600.02 and POL-U1600.04, which prohibit discrimination, sexual harassment, and sexual misconduct. Anyone complaining or involved in a complaint of discrimination is protected against retaliation.

(1) Sexual harassment is a violation of the code. Sexual harassment is unwelcome conduct of a sexual nature including

unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, electronic, or physical conduct of a sexual nature, when:

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

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

(2) Gender-based harassment includes nonsexual acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender or nonconformity with gender stereotypes, and is a violation of the code. Gender-based harassment violates this code when it is sufficiently severe and/or pervasive, such that it denies or limits another's ability to work, study, participate in, or benefit from the university's programs or activities.

(3) Sexual violence includes sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-130 (~~(Illegal possession and/or use of)~~) Alcohol.**

~~((Illegally possessing, using, distributing, selling, or being under the influence of alcohol while on university property or at an official university function is a violation of the code. This includes, but is not limited to:~~

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

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

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

~~(4) Public intoxication by persons of any age. See also policy concerning alcohol and other drugs in the catalog.)) Except as permitted by law (e.g., possession or use by a person of legal age) and/or university policy, the possession, use, distribution, or sale of alcohol while on university property or at an official university function is a violation of the code. See also *Policy Concerning Alcohol and Other Drugs* in the appendices section of the university catalog.~~

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)



**WAC 516-21-140 (~~(Illegal possession and/or use of)~~) Drugs and paraphernalia.**

~~((Illegally possessing, using, manufacturing, cultivating, packaging, distributing, selling, or providing a controlled or illegal substance, or being under the influence of a controlled or illegal substance while on university property or at an official university function, is a violation of the code. This includes, but is not limited to:~~

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

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

~~(3) Intentionally misusing or distributing prescription drugs. See also policy concerning alcohol and other drugs in the catalog.))~~  
Except as permitted by law and university policy, the possession, use, cultivation, manufacturing, packaging, distribution, or provision of a controlled or illegal substance or the possession of drug paraphernalia while on university property or at an official university function is a violation of the code. This code violation also includes the intentional misuse or distribution of prescription drugs. See also *Policy Concerning Alcohol and Other Drugs* in the appendices section of the university catalog.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-150 Interfering with the conduct process.**

Interfering with the conduct process is a violation of the code. This includes, but is not limited to:

(1) Giving a false report or claim;

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

(3) Participating in or encouraging (~~(retribution)~~) retaliation against a complainant(~~(s)~~) or (~~(witnesses)~~) witness;

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

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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

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

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

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

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

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

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

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

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

(7) Attempting to modify system facilities or networks, including the introduction of electronic vandalism (e.g., "viruses," "worms," or other disruptive/destructive programs) into university computing resources or those connected to it by the network; and

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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-180 Sexual misconduct.**

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

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

~~(b) Sexual intimidation (e.g., engaging in any behavior, either verbal or nonverbal, that has the effect of subjecting another~~

person to humiliation, embarrassment, or discomfort because of their sex, gender, or perceived sex or gender);

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

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

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

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

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

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

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

(3) Sexual misconduct represents a range of behavior; it can occur between strangers or acquaintances, including individuals involved in an intimate or sexual relationship. Sexual misconduct can also be committed by individuals of any gender and can occur between people of the same or different sex. See also sexual misconduct policy and procedure in the catalog.) Sexual misconduct is a violation of the code and includes nonconsensual sexual contact, sexual exploitation and sexual violence (sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination). See also WAC 516-21-110 Harassment (other than sexual harassment or discriminatory harassment), WAC 516-21-115 Discrimination or discriminatory harassment, WAC 516-21-060 Conduct that harms or threatens, WAC 516-21-188 Stalking, WAC 516-21-184 Dating violence, and WAC 516-21-186 Domestic violence.

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

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

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

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

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

(c) The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, the influence of alcohol or another substance, or some other cause. When alcohol or drugs are involved, a person is considered incapacitated or unable to give valid consent if they cannot fully understand the details of the sexual interaction (i.e., who, what, when, where, why, and how), and/or they lack the capacity to reasonably understand the situation and to make rational, reasonable decisions.

(2) Sexual assault is attempted or actual nonconsensual penetration, no matter how slight, of the vagina or anus by any body part or object; or of another's vagina, anus, or mouth by a penis. Sexual assault is also nonconsensual sexual contact or any intentional sexual touching, however slight, with any object or body part, by one person against another person's intimate parts (genitals or genital area, breast or buttock (clothed or unclothed)). This includes any intentional bodily contact of one's own intimate area with another person.

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

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

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

NEW SECTION**WAC 516-21-184 Dating violence.**

Conduct by a student who is or has been in a romantic or intimate relationship with another that intentionally or recklessly causes bodily injury or places another in reasonable fear of serious bodily injury is a violation of the code. The nature of the relationship is determined by the length, type, and frequency of interaction between them. Sexual violence includes sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination.

NEW SECTION**WAC 516-21-186 Domestic violence.**

Conduct by a student who is a current or former spouse or intimate partner (including between two people that share a child in common) that intentionally or recklessly causes bodily injury, or causes another to be in reasonable fear of serious bodily injury is a violation of the code. Sexual violence includes sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination.

NEW SECTION**WAC 516-21-188 Stalking.**

Engaging in a course of unwelcomed conduct (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property) directed at a specific person that would cause a reasonable person to fear for their safety, or the safety of others, or suffer substantial emotional distress, is a violation of the code. Stalking includes, but is not limited to, conduct occurring in person, electronically, and/or through a third party.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-190 Student violation of the law.**

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

While Western does not act as a policing agent for students when they are off campus, the university reserves the right to take action if a student's conduct is determined to adversely affect a

substantial university interest (~~(. See also)~~) as set forth in WAC 516-21-030 Jurisdiction.

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

#### NEW SECTION

##### **WAC 516-21-195 Notification of criminal arrest.**

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

- (1) The facts involved in the student's arrest;
- (2) The student's obligation to keep the university informed of the progress of any criminal charge(s);
- (3) The student's obligation to advise the university of the final disposition of any criminal charge(s); and
- (4) Whether the behavior falls under jurisdiction of the student code.

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

#### NEW SECTION

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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

##### **WAC 516-21-220 Weapons and destructive devices.**

Possession, use, (~~unauthorized~~) storage, or manufacture of firearms, ammunition, explosives, or other weapons or destructive devices capable of causing bodily injury or damage to property, on university property or at official university functions, is a violation of the code. Weapons and destructive devices include, but are not limited to, the unauthorized use or possession of:

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

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

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

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

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

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

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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-230 Sanctions.**

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

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

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

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

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

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

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

(6) **Assessment, counseling, or treatment programs.** A student may be required to participate in an assessment, counseling, and/or treatment program (at the student's expense), to address substance abuse, anger issues, or other issues or types of behaviors that pose a threat to (~~their safety or well-being or~~) the safety or well-being of others.

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

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

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

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

(11) **Suspension from the university.** A student may be removed from the university for a designated period of time, after which the student will be eligible to return. While suspended, the student is trespassing from all university facilities and prohibited from participating in official university functions. Specific conditions for readmission to the university may be imposed (e.g., counseling, completion of substance abuse treatment, etc.).



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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-240 Student conduct system.**

(1) The vice-president for enrollment and student services is responsible for administration of the code. Supervision of the code has been delegated by the vice-president to the dean of students.

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

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

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

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

(i) Have a cumulative grade point average above 2.0;

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

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

(c) ~~((One))~~ Four staff members, generally but not exclusively from the division of enrollment and student services, ~~((nominated))~~

confirmed by the dean of students ((and confirmed by the vice-president for enrollment and student services.

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

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

~~(6) Both the appeals board and the dean of students have full authority to render a decision under the code. All review decisions are final).~~

(4) An appeals board shall be composed of five members and any three persons constitute a quorum of a board. Generally an appeals board will be comprised of faculty, staff, and students, but in some instances may only be comprised of members from two of the three groups. The dean of students, or their designee, will appoint a chair from this pool for each board. Board members may not have been involved in consideration of the complaint, or involved in the complaint. Board members must be properly trained in accordance with state and/or federal guidance. The dean of students or their designee will have final authority to approve all of those serving on a board. The dean of students, or their designee, will work to ensure that any board is balanced and representative.

(5) A staff member appointed by the dean of students may advise the board on technical details of the code and its procedures.

(6) Conduct officers, the appeals board, and the dean of students or authorized designees have full authority to administer a decision under the code.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-250 Student rights in the conduct process.**

~~((All))~~ Alleged violations of the code will be resolved through the student conduct process, respecting fairness and due process for all involved parties.

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

~~(a) ((Receive written notification of the section(s) of the code they are alleged to have violated, including a clear description of the basis for the charge(s), delivered via e-mail to the student's official @students.wvu.edu account;~~

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

~~(c))~~ Receive prior written notice to attend meetings with a conduct officer or hearings with an appeals board delivered via e-mail to the student's official university e-mail account;

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

~~((d))~~ (c) Be accompanied through the conduct process by ((a person)) an advisor of their choice ((this person may give advice to the student, but may not directly address the conduct officer, any member of the appeals board, or the dean of students));

~~(e) Refuse to answer any question asked of them and have no inference of guilt drawn from such refusal))~~ and at their own expense. A respondent should select as an advisor a person who is not involved in the same complaint and whose schedule allows attendance at the scheduled date and time for the scheduled meeting or hearing. The scheduling conflicts of an advisor are not considered good cause for a delay;

(d) Remain silent or decline to respond to any question(s) during any conduct meeting or hearing;

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

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

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

(h) Request a review of an appeal, as described in WAC 516-21-280 Basis for appeal; and

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

(2) An individual((s)) who ((have)) has filed a complaint ((or are the victim of an alleged violation of the code have)) alleging violence or sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination, known as the complainant, has certain rights in the conduct process. These include the right to:

(a) ((Submit a written account of the alleged violation(s));

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

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

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

~~((d))~~ (c) Be accompanied through the conduct process by ((a person)) an advisor of their choice ((this person may give advice to the student, but may not directly address the conduct officer, any member of the appeals board, or the dean of students));

~~(e) Be free of any form of retaliation and report any retaliation that occurs for further action;~~

~~(f) Have past unrelated behavior excluded from the investigation or hearing; and~~

~~(g) Submit an oral or written impact statement to the conduct officer, appeals board, or dean of students, for consideration during the sanctioning phase of the conduct process, if the charged student is found responsible)) and at their own expense. A complainant should select as an advisor a person who is not involved in the complaint and whose schedule allows attendance at the scheduled date and time for the scheduled meeting or hearing. The scheduling conflicts of an advisor are not considered good cause for a delay;~~

(d) Remain silent or decline to respond to any question(s) during the conduct meeting;

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

(f) Receive written notification of the findings, decision and basis for each, delivered via e-mail to the complainant's official university e-mail account, within seven business days of the date of the respondent's final meeting with a conduct officer or ten business days of the date of a hearing with an appeals board;

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

(h) Request a review of an appeal, as described in WAC 516-21-280 Basis for appeal; and

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

(3) For incidents involving ((~~violence or~~)) sexual violence, including ((~~sexual harassment, misconduct, and/or assault, victims~~)) sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination, complainants shall have the following additional rights:

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

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

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

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

~~(d) To request a review of the conduct officer's findings and decision by the appeals board or dean of students, as described in WAC 516-21-280 Basis for review.)) Have past behavior unrelated to the alleged behavior excluded; the conduct officer, appeals board chair, or dean of students will make a final determination regarding such behavior if in question;~~

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

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

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

~~(f) To have alternative accommodations to avoid being in the physical presence of the respondent during the conduct process; and~~

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-260 Procedures for immediate interim suspension.**

In consultation with university officials, the dean of students may suspend a student from the university on an immediate interim basis, pending ~~((disciplinary or))~~ criminal proceedings, or a medical evaluation, and/or action through the student conduct process.

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

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

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

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

~~(d) The student is alleged to have committed a serious violation of local, state, or federal law.)) when the dean of students has cause to believe that the student:~~

~~(a) Has violated the student conduct code; and~~

(b) Poses an immediate danger to the safety or security of the university community; and/or

(c) Poses an ongoing threat of serious disruption or interference with the normal operations of the university.

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

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

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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-270 Proceedings for violations of the code.**

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

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

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

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

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

~~(3) During the meeting with the accused student, the conduct officer will determine, based on a preponderance of evidence, whether it is more likely than not that a violation of the code has occurred. If a student fails to meet with the conduct officer after receiving proper notification, a decision on the allegation(s) may be rendered in the student's absence.~~

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

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

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

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

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

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

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

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

(c) Dismiss the investigation, which may be reopened at a later date if relevant information that was unknown to the conduct officer arises.

(3) In complaints alleging discrimination and/or sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination, complaints should be made to Western Washington University's equal opportunity office. An investigation and written report of findings from Western Washington University's equal opportunity office (or their designee) will be provided to the conduct officer in lieu of the conduct officer's investigation. The conduct officer will then consider this report and make a finding as to whether the code was violated and impose sanction(s).

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

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

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

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

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

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

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

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

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



(9) Evidence is relevant if it tends to make existence of a fact more or less probable. A conduct officer, appeal board chair, or dean of students shall have the discretion to determine admissibility of evidence.

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-280 Basis for ~~(review)~~ appeal.**

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

- ~~(a) The original meeting was not conducted in conformity with prescribed procedures;~~
- ~~(b) The conduct officer misinterpreted the code;~~
- ~~(c) The sanctions imposed are disproportionate to the violation~~
- ~~(s) committed; and~~
- ~~(d) The decision reached did not properly consider the information presented.~~

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

- ~~(a) The original meeting was not conducted in conformity with prescribed procedures;~~
- ~~(b) The conduct officer misinterpreted the code;~~
- ~~(c) The sanctions imposed are disproportionate to the violation~~
- ~~(s) committed; and~~
- ~~(d) The decision reached did not properly consider the information presented.~~

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

~~(4) Upon receipt of the written request for review, the dean of students will determine whether the request meets one or more of the criteria specified for reviews of the conduct officer's findings and~~

~~decision. If it does, the review hearing will be scheduled. If it does not, the party requesting the review will be notified in writing and the request will be denied.~~

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

~~(6) No sanction will begin while a review is pending, except as provided in WAC 516-21-260, Procedures for immediate interim suspension. Temporary relocation of a student to alternative housing and/or restrictions between affected parties may be enforced during an appeal.)~~ (1) A student found in violation of the code may appeal the conduct officer's findings and/or the sanctions imposed. For incidents involving violence and/or sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination, a complainant may also request an appeal. An appeal may be requested for any reason including:

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

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

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

(d) New information becomes available that was unavailable at the time of the original meeting, and could substantially impact the original decision. A summary of this new information and its potential impact must be included. The dean of students or designee may then refer the complaint to the conduct officer for further action as appropriate.

(2) The appeal must be submitted by the respondent or complainant (if applicable) in writing to the dean of students within ten days of the decision. The appeal must state, as clearly and concisely as possible, the reason for the appeal.

(3) Appeals of a finding that resulted, or may have resulted, in suspension or expulsion are considered by an appeals board. All other appeals are considered by the dean of students.

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-290 ((Review)) Appeal procedures.**

~~((1) Upon acceptance of a request for review, the dean of students shall notify the student (or, for incidents involving~~

~~violence or sexual violence, both the student and the victim) in writing of the:~~

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(5) The chair of the appeals board or the dean of students will render a decision regarding the review within seven business days of the hearing and notify the student (or, for incidents involving violence or sexual violence, both the student and the victim) in writing of their findings and decision. All review decisions are final.)~~ (1) Appeals can be made by the respondent (or complainant in incidents involving violence and/or sexual violence, including sexual assault, dating violence, domestic violence, and stalking or

any other type of sexual misconduct or gender-based discrimination) and must be made to the dean of students.

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

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

(4) In appeals in which the possible or recommended sanction is not expulsion or suspension as determined by the conduct officer, a designee of the dean of students will consider the appeal and hold an informal meeting, giving each party an opportunity to be informed of the conduct officer's view of the matter and to explain their view of the matter.

(5) In appeals in which the possible or recommended sanction is expulsion or suspension as determined by the conduct officer, an appeals board considers the appeal.

(a) The appeals board will provide respondent and complainant (if applicable) with five days' notice of an appeals hearing date, time and location. An appeal by respondent or complainant will be shared with the other party (parties).

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

(c) After any appeal, the respondent and complainant (if applicable) may request that a decision be reviewed by the dean of students. This request for review must be made in writing within ten days of the written outcome of an appeal. The dean of students will review the written documentation only; any involved person (respondent, witnesses, complainant) may be called to meet if necessary and at the discretion of the dean of students.

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

(6) Respondent and complainant (if applicable) will be informed of the outcome of reviews and/or appeals simultaneously and in writing within ten days.

(7) If there is no request for appeal received by the dean of students within ten days, the decision of the conduct officer is considered final. If there is no request for review within five days (or ten days of an appeals board decision), the decision is considered final.

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-300 Deviations from established procedures.**

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

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

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

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

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

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

AMENDATORY SECTION (Amending WSR 12-01-021, filed 12/9/11, effective 1/9/12)

**WAC 516-21-340 Revision of the code.**

~~((1))~~ The code shall be reviewed every five years or more often, if needed, by the committee on the student ~~((rights and responsibilities))~~ conduct code. The committee on student rights and responsibilities shall include ~~((~~

~~((a) Five students, including at least one graduate student. Three students shall be appointed by the associated students board~~

~~of directors and two shall be appointed by the residence hall association;~~

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

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

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

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

~~(f) The conduct officer.~~

~~(2) Recommendations of the committee on student rights and responsibilities shall be made to the vice-president for enrollment and student services for submission to and consideration by the president's cabinet. Prior to adoption of the code, all proposed modifications shall be reviewed by the office of the assistant attorney general at Western Washington University for consistency with university policies and the law. Final authority for changes to the code rests with the Western Washington University board of trustees)) students, faculty, and staff. Once recommendations are complete, they will be forwarded to the vice-president for enrollment and student services. See also POL-U1000.11 Developing and Maintaining University Provisions of the Washington Administrative Code.~~

#### REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 516-21-320

Relationship of the code to university residences.

**WWU RULE-MAKING REVIEW**  
**Hearing Officer's Report**  
**Chapter 516-21 WAC, Student Rights and Responsibilities Code**

On January 25, 2017, at 12:05 p.m., in Old Main 340, a public hearing was held on a proposal to amend Chapter 516-21 WAC, Student Rights and Responsibilities Code. The hearing was conducted by Jennifer Sloan, Rules Coordinator. The hearing was held pursuant to the authority provided in the Revised Code of Washington, Open Public Meetings Act and Administrative Procedures Act.

The testimony and Hearing Officer's Report are provided to the university's president for consideration of the permanent rule change. Upon his approval, the proposed code is presented to the Board of Trustees for adoption and is effective 31 days after filing with the Code Reviser's Office.

**Notice of Hearing**

Notice of public hearing was published in the January 4, 2017 issue of the *Washington State Register* (17-01-127). Notice of hearing was also published January 9, 2017 on the university's online newsletter, *Western Today*, and published in the campus newspaper, *Western Front*, on January 10, 2017.

**Hearing Attendance**

The hearing was attended by: Michael Sledge, Assistant Dean of Students; Jessica Stillwell, Case Manager/Conduct Officer; Sara Wilson, Special Assistant to the Vice President of Enrollment and Student Services; Sue Guenter-Schlesinger, Vice Provost, Equal Opportunity Office; Mallory Sullivan, Title IX/Civil Rights Investigator; Kristin Larson, Faculty Senate President; Regan Bervar, *Western Front*; Kerena Higgins, Assistant Attorney General; and Rob Olson, Assistant Attorney General. A copy of the sign-in roster is attached.

**Background and Overview**

Michael Sledge, Assistant Dean of Students, began the hearing by providing an overview of what the Student Rights and Responsibilities Code is and the review process. Mr. Sledge said that a code review committee regularly reviews the Student Rights and Responsibilities Code and makes recommendations for review. The last amendment of the student conduct code occurred in 2012. The current revision process began February 2016.

Sledge said the committee was comprised of five students, one faculty, and four staff. The committee met weekly from February 19 to April 29, 2016 (except spring break). The Equal Opportunity Office joined meetings in April for discussion of the Title IX related issues. Students received an email request on May 1, 2016 inviting input, and feedback sessions were held May 4 and 5, 2016. Sledge said the review committee met again on May 9, 2016 to review feedback



## Hearing Officer's Report

Chapter 516-21 WAC

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and revise the codes introduction. Further internal review occurred throughout the summer and early fall quarter of 2016 with the Equal Opportunity Office and the Assistant Attorney General for adherence to legal requirements and to clarify points in the conduct process. The review committee has been updated throughout the process by email.

The review of stakeholders included the following groups: President's Cabinet, Technical Review Committee, Equal Opportunity Office, Associated Students representatives, faculty, and staff.

Sledge discussed the following amendments to the Student Rights and Responsibilities Code:

- New section on amnesty (WAC 516-21-055) that clarifies the current practice of encouraging students to seek medical assistance and/or report sexual violence without fear of punishment through the Code;
- Updated sections to better align with recent changes to state law that include alcohol (WAC 516-21-130), drugs and paraphernalia (WAC 516-21-140), and weapons and destructive devices (WAC 516-21-220);
- New sections that better define prohibited conduct related to Title IX: dating violence (516-21-184), domestic violence (516-21-186), stalking (516-21-188), and discrimination and discriminatory harassment (516-21-115);
- New violation section for notification of criminal arrest (WAC 516-21-195) to match Admissions application question and comply with changing state law;
- New violation section on violation of university policy, rule or regulation (WAC 516-21-215);
- Updated immediate interim suspension (WAC 516-21-260);
- Title IX related complaints are investigated by Equal Opportunity Office;
- Conduct process includes appeal and one additional review (in writing). Previous Code allowed for only one level of appeal/review;
- Appeals for suspension/expulsion-level sanctions are heard by an appeals board;
- All other appeals go to Dean of Students designee.



## Testimony

The Rules Coordinator reported on written testimony received by the faculty senate and read the comments into the record.

1. Under Domestic Violence, it sounds like the conduct is being conducted by a spouse/intimate partner of a student, not by a student towards a spouse/intimate partner. Is that the intended meaning? Does the code really govern conduct of people who are not students? If, per chance, the intended meaning was to say that "conduct of students towards current or former spouse or intimate partner . . . . is in violation of the code," it seems like there is a whole lot of overlap between domestic violence and dating violence. The dating violence seems to cover the past too.
2. Under Dating Violence, it says gives a statement about how the nature of a relationship will be determined. It almost seems to suggest that if the relationship was short, casual or infrequent, it would not be dating violence (!?). Wouldn't violence of this sort, regardless of the nature of the relationship, be a violation? If this statement is included merely to be specific about what form of violence has occurred, it might be worth including a statement that clarifies that any intent of bodily harm is violence and against code.
3. WAC 516-21-110 defines harassment as "Harassment is conduct by any means that is severe, persistent, or pervasive, and is of such a nature that it would cause a reasonable person in the complainant's position substantial emotional distress and undermine their ability to work, study, or participate in their regular life activities or participate in the activities of the university, and/or actually does cause the complainant substantial emotional distress and undermines the complainant's ability to work, study, or participate in the complainant's regular life activities or participate in the activities of the university." Emphasis added.

The only reason to "or" a reasonable person standard is to include some subset of unreasonable persons. Students cannot be expected to anticipate or avoid distressing unreasonable students. As written, if a student could not attend class because another student continued to wear a red t-shirt (quite unreasonable) the student wearing the red t-shirt would be guilty of harassment simply because their peer had an unreasonable response to their persistent behavior. The policy should remove the "or" in and/or or should remove the second half of the definition completely.

4. WAC 516-21-180(4) defines sexual assault as a penetrative act. This is an archaic definition which essentially defines sexual assault as something done exclusively by men. Assault by envelopment is not included and should be.
5. WAC 516-21-180(1) and (5) indicate sexual activity is non-consensual when "When alcohol or drugs are involved, a person is considered incapacitated or unable to give valid consent if they cannot fully understand the details of the sexual interaction (i.e., who, what, when,

where, why, and how), and/or they lack the capacity to reasonably understand the situation and to make rational, reasonable decisions.” And also: “Use of alcohol or other drugs is not a valid defense to a violation of this policy.”

The combination of these two factors mean that in the (unfortunately common) case where two students are BOTH unable to consent due to drugs or alcohol, both are considered to be in violation of the policy. This strikes me as far too heavy-handed. Mutually irresponsible sexual behavior (without any malicious intent) should not be something the University handles as a matter of rule violations.

The policy also doesn't appear to describe how situations where two parties are simultaneously accusing one another of wrongdoing will be handled (and I think these will be common based on the new rules).

6. WAC 516-21-195 does not appear to take into account situations where the accused is a minor, and it may be a legal violation for the university to require disclosure depending upon the jurisdiction where the alleged offense took place. In general, the age of consent and legality seems to have been removed throughout the code.
7. WAC 516-21-250(1)(a-i) Presents a very troubling digression from past policy and positions. A few months ago President Shepard informed the Senate there was no need for a proposed student bill of rights at the State level in large part because students already had the right to an attorney at disciplinary hearings. What is described in policy, however, is not an attorney but someone who can sit next to you and not talk. The policy has now removed silence as a non-admission of guilt. So while the standard for finding a violation is being lowered to preponderance of the evidence, the policy is also shaving away the rights of the accused. This is a dangerous change that stacks the deck against those accused of wrongdoing.
8. The additional language requiring notification and response to complainants is welcome, but there is not adequate procedure for how complainants will be notified, especially if the complainants are faculty.
9. What does “findings” mean in the context of this code? In section 516-21-240, the EOO provides a written report of findings to the conduct officer. Then, in section 516-21-270, the EOO provides a written report of findings, but then the conduct officer “will consider this report and make a finding” of his/her own. This creates ambiguity elsewhere in the document when the word is used.
10. WAC 516-21-010 Introduction: In the second paragraph, it should read “As members of the Western community, students must .....” rather than “As a member of the Western community, students must...”

## Hearing Officer's Report

Chapter 516-21 WAC

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11. WAC 516-21-060 Conduct that harms or threatens health or safety: In (3), I think the word "and" should be "or." I don't think the intent is that all three must be true.
12. WAC 516-21-110 Harassment (other than sexual harassment or discriminatory harassment): The first sentence seems long and a bit convoluted. It is hard to follow. Could it be broken up into two or more sentences?
13. WAC 516-21-140 Drugs and paraphernalia: I think, again, that the word "and" should be "or." So it should read "Except as permitted by law and university policy, the possession, use, cultivation, manufacturing, packaging, distribution, or provision of a controlled or illegal substance OR the possession of drug paraphernalia..." If "and" is used, then if you don't have the drug paraphernalia, you haven't violated the code.
14. WAC 516-21-240 Student conduct system: The wording of (3)(b) is a bit awkward. It currently reads that student board members "must have:" However, (ii) and (iii) are not things that a board member would "have." So maybe it should read "Student board members must:" and then the word "have" should be added to the beginning of (i).
15. Also in that same section, in (4), the word "composed" would be more appropriate than the word "comprised."
16. WAC 516-21-220 refers to code that indicates students are allowed to bring tear gas canisters onto campus. Is this correct?
17. Throughout, the lack of commas makes it hard to read. For example, "Violation of any university policy, rule, or regulation published, which may be electronically published, on the university web site, or in hard copy, is a violation of the code."
18. There should be an explicit definition for intoxication.

Mr. Sledge responded that comments were reviewed by the Equal Opportunity Office and the Assistant Attorney General and changes were made to comments 1, 4, 8, 10, 12, 13, 14, and 15 because the comments provided clarification or there was grammar issues. Comments 2, 3, 5, 6, 7, 9, 11, 16, 17, and 18 were considered in light of the committee's dialogue about the sections and current best practices.

### Audience Comments and Questions

One audience member asked who provided the written comments, referring to the testimony the Rules Coordinator had read into the record. Rules Coordinator said the comments were provided by the faculty senate.

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## Hearing Officer's Report

Chapter 516-21 WAC

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No further testimony was heard.

The hearing adjourned at 12:25 p.m.

### Conclusion

Considering the thorough review process the Student Rights and Responsibilities Code received during the past year, and considering the testimony received in writing, I recommend the following:

- That President Randhawa approves general housekeeping edits related to grammar and better defining of terms. These edits are determined to not be substantive by university legal counsel; and
- That President Randhawa approve amended Chapter 516-21 WAC, Student Rights and Responsibilities Code; and further, that the proposed rule changes be brought before the Board of Trustees for its consideration.

Respectfully submitted,

Jennifer Sloan  
Rules Coordinator

JS

#### Attachments:

- Public Hearing Sign-In Sheet
- Chapter 516-21 WAC – Current rule
- Chapter 516-21 WAC – Final Draft of Proposed Rule

# 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 Board of Trustees Audit Committee

**DATE:** February 10, 2017

**SUBJECT:** **Approval of Appointment of Financial Statement Auditor**

**PURPOSE:** Action Item

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## **Purpose of Submittal:**

The Board of Trustees Audit Committee recommends the appointment of the State Auditor's Office to perform Financial Statement audit services for the fiscal year ending June 30, 2017.

## **Proposed Motion:**

MOVED, upon the recommendation of the Board of Trustees Audit Committee, the appointment of the Washington State Auditor's Office to perform the Financial Statement audit, starting with the June 30, 2017 Financial Statement, for a period not to exceed one year.

## **Supporting Information:**

On October 7, 2010, the Board of Trustees Audit Committee recommended, and the Board of Trustees approved, the appointment of the Washington State Auditor's Office to perform the financial statement audit.

Western entered into one year agreements with the State Auditor's Office to perform audits of the FY 2011 to FY 2016 Financial Statements. The FY 2016 audit is now complete and the services were performed satisfactorily.

The Board of Trustees Audit Committee recommends the appointment of the State Auditor's Office to perform Financial Statement audit services for FY 2017 under terms similar to the prior year's contracts:

- One-year term (State Auditor's Office standard)
- Estimated 650 hours with an estimated cost of \$53,300
- Includes reviews of the University and auxiliaries' Financial Statements

During the next year the Board of Trustees Audit Committee intends to consider conducting a selection process to develop a recommendation for audits of the University's Financial Statements starting in FY 2018.

**Source of Funding:** State Appropriated – Operating  
Auxiliary Services Funding (Student Recreation Center, Housing & Dining,  
Bookstore)

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of Provost Brent Carbajal

**DATE:** February 10, 2017

**SUBJECT:** **Accreditation: A Primer and Exploration**

**PURPOSE:** Discussion Item

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## **Purpose of Submittal:**

In this interactive session, Brent Carbajal, Provost and Vice President for Academic Affairs, and Steve VanderStaay, Vice Provost for Undergraduate Education and Western's Accreditation Liaison Officer, will describe requirements for regional accreditation and campus preparations for the onsite, comprehensive evaluation March 27-29.

## **Background:**

Accreditation is a process of peer-review wherein a university is evaluated against a set of agreed upon Standards. Western is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation affirms the transferability of our degrees and credits among other regionally-accredited universities, and the eligibility of students and faculty for federal grants and assistance.

Western's 7-year accreditation concludes in March when a team of 10-12 evaluators will visit the campus for the onsite evaluation. This evaluation is "comprehensive" in that it includes all facets of campus operations including our finances, facilities, civil rights protections, staff evaluation procedures, degree programs, and so on. The year-7 evaluation includes a particular focus on assessment and continuous-improvement processes, and evaluation of our performance relative to the indicators of "mission fulfillment" established 7 years ago.

Trustees will leave the meeting with an understanding of our accreditation cycle, the standards that concern Board processes, and the kinds of questions they may be asked by evaluators.

## **Strategic Questions:**

- 1) With respect to mission fulfillment, what achievements are Board members most proud of? Where do they see continued room for improvement?



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# MISSION FULFILLMENT STATUS REPORT

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*Winter Quarter, 2017*

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*Active Minds Changing Lives*



# ARE WE FULFILLING OUR MISSION?

Designed to help answer this question, this report provides data on a variety of student performance measures developed by the University Planning & Resource Council (UPRC) some years ago to help us meet accreditation standards pertaining to fulfillment of our mission. Included are measures such as graduation and satisfaction rates. The targets are based on goals set by the UPRC and the Governor's Office in 2010. So how are we doing? Take a look and decide for yourself.

## Western's Mission Statement

"Western Washington University serves the people of the State of Washington, the nation, and the world by bringing together individuals of diverse backgrounds and perspectives in an inclusive, student-centered university that develops the potential of learners and the well-being of communities."

## Core Themes

Also required are "core themes," defined as manifestations of fundamental aspects of an institution's mission. Western's core themes were also established by the UPRC, and include:

Core Theme 1: Serve the State of Washington by Expanding Student Access

Core Theme 2: Foster Student Success

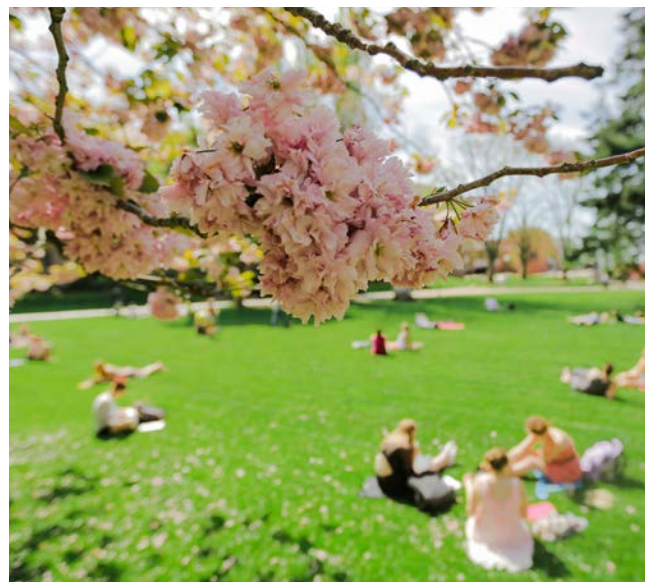
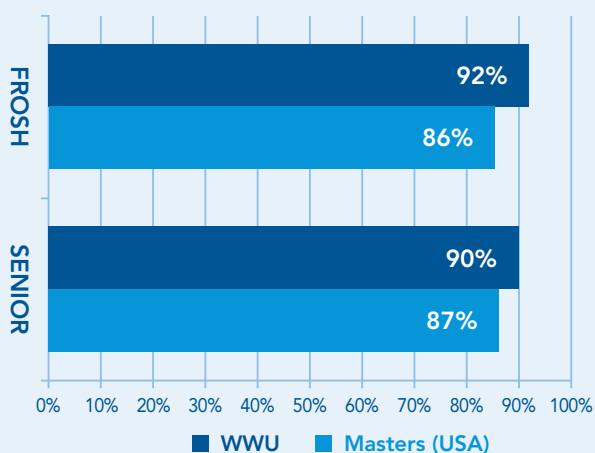
Core Theme 3: Strengthen Communities Beyond the Campus

# SUSTAINING INDICATORS OF MISSION FULFILLMENT

1

Target: 85-90% of seniors continue to rate their entire educational experience as good or excellent (National Survey of Student Engagement).

Percentage of NSSE participants rating their overall experience as "Excellent" or "Good"





2

**Target: more than 50% of graduating seniors continue to report that they collaborated with a professor on a research or creative activity outside of course or program requirements (Office of Survey Research Senior Exit Survey).**

*Percentage of graduating seniors reporting they had collaborated with a professor on a research or creative activity outside of course of program requirements.*

2011	2012	2013	2014	2015	2016
58.3%	59.2%	55.9%	55.7%	54.4%	53.1%

3

**Target: graduation rates for students of color remain at least 10% better than the mean rate of our Integrated Postsecondary Education Data System (IPEDS) comparison group.**

*6-year graduation rates for students of color: WWU v. IPEDS comparison groups (based on cohort year)*

Year:	2011	2012	2013	2014	2015	2016
<b>WWU</b>	67.3%	58.3%	60.1%	63.7%	65.0%	68.1%
<b>IPEDS comparison group</b>	38.8%	40.0%	37.1%	37.9%	Not yet available	Not yet available
<b>BOT comparison group</b>	55.7%	56.8%	55.6%	58.0%	Not yet available	Not yet available

4

**Target: the four-year graduation rate is 40% or better.**

*4-year graduation rates*

YEAR	WWU GRAD RATE	IPEDS COMPARISON
2016	38.8%	Not yet available*
2015	37.7%	"
2014	39.6%	"
2013	39.8%	"
2012	39.6%	23.5%
2011	37.5%	22.8%
2010	35.1%	22.2%

*\*IPEDS 4-year grad rates are published with 6-year grad rates; therefore, the 2009 cohort will be the next data set for both 6-year and 4-year grad rates.*



# ASPIRATIONAL INDICATORS OF MISSION FULFILLMENT

**1 Target: document 1,000,000 annual hours of community service and engagement among faculty, students and staff.**

Many of Western’s departments, programs and units document the hours of community service their students, faculty, staff and administrators lend to communities beyond the campus. For our Year 7 report, we collected these unit-level reports, and added up the hours. By using the actual hours reported and extrapolating from those hours a reasonable, and conservative, estimate of the unreported hours, we are proud to note that Western students, faculty, staff and administrators provide the community beyond our campus with 1,000,000 hours of annual service, including volunteering, service learning, internships, etc.

**2 Target: increase state-defined “high-demand” graduates to 830 a year. “High-demand” = Kinesiology, Special Education, and STEM fields (Science, Technology, Engineering, and Mathematics).**

<i>Total number of high demand degrees awarded</i>	2010	2011	2012	2013	2014	2015	2016
	732	792	827	960	1,018	1,050	1,098

**3 Target: increase the six-year graduation rate to 71%.**

**4 Target: increase the graduation rate for low-income (Pell Grant eligible) students to 65%.**

**5 Target: increase the student of color graduation rate to 66%.**

<i>6-Yr graduation rates: overall, SOC, PELL (cohorts)</i>	YEAR	OVERALL	PELL ELIGIBLE	SOC
	2016	69.5%	65.4%	68.0%
	2015	71.2%	65.5%	65.1%
	2014	71.6%	64.2%	64.1%
	2013	69.3%	64.9%	60.4%
	2012	67.3%	59.4%	58.3%
	2011	72.9%	67.2%	67.2%
	2010	68.9%	61.0%	64.4%

**6 Target: increase total Baccalaureate degrees to 3,245 per year.**

<i>Total number of degrees awarded</i>	2010	2011	2012	2013	2014	2015	2016
	3,192	3,127	3,353	3,505	3,350	3,345	3,480

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of the Associated Students

**DATE:** February 10<sup>th</sup> 2017

**SUBJECT:** **Associated Students Governance: Restructure Update**

**PURPOSE:** Discussion Item

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**Purpose of Submittal:**

AS VP for Governmental Affairs, Bryce Hammer, will brief the Board of Trustees on current activities of the Associated Students.

The AS Board of Directors is currently working on a restructure and has provided a PowerPoint document and will provide a presentation during the meeting of the progress in that restructure.

# AS Structural Review

2015-2017



# Context

- The AS Board has seven members
  - Limits student voices in the university
- Student Senate
  - Suspended in 2014 due to dysfunction
  - Did not have a lot of direction
- Two years ago the AS Board realized we had more problems
  - Overworked

# Process

## Structural Review Committee

Charged with reviewing the AS governance structure and producing a referendum for the students to vote on

## Resources

Historical data consolidation

Qualtrics survey

High standards



# Outcomes to Date

## Basic Structure

Three branches: Senate, AS Board, Programing Council

The ESC/ROP

Centralized services

# Senate

Academic affairs

Based in academic colleges

Proportional number of senators to students, 2--5

Will include grad students and undecideds

Senate Chair (AS VP for Academic Affairs)

Charged with



# AS Board

## Representation

President, VP for Governmental Affairs, VP for Student Services, VP for Diversity

Ex-Officio: Activities Director (VP for Activities), Senate Chair

## Charged with

Fees, legislative priorities, passing individual budget, liaison with appropriate admin counterpart/office

# AS Board



# Programming Council

Represents AS programming offices

Club Hub, AS Productions, etc.

Facilities and Services, Management Council

Activities Council

Chair by Activities Director (AS VP for Activities)

Diversity Director

Charged with

# Programing Council



# Ethnic Student Center/Resource and Outreach Programs

Most overworked AS Offices

Split their time between advocacy and programing

In the new model

Staff will be split, will either work on advocacy or programing

Programing staff will work with Diversity Director

Advocacy staff will work with AS VP for Diversity

ESC President's Council will pass the ESC budget, will not be filtered through another body

# Ethnic Student Center/Resources and Outreach Programs



# Ethnic Student Center/Resources and Outreach Programs



# Centralized Services

## Budget Council

Will coordinate the budgets, send them back, and then jointly go to S&A fee committee

## Personnel

Will work with Personnel Committee to make decisions/plan trainings, appeals will go to the AS Board (w/ex officios)

## Communications

## Publicity Center



# Continuing Questions

Representation and Engagement Programs

Membership with outside branches

Low number of AS Board members

# Next Steps

Run a referendum

Continue committee to more clearly delineate the work of each branch

Establish budgetary designations

Re-write AS Bylaws

Establish advising and reporting structure

Determine and physical space requirements or changes

# Needs

## Deans/Colleges/Provost/Faculty Senate

Help to seat senators on academic committees

Generate interest among students from running

Integrating senators into the administrative structure of the colleges (department head meetings, college wide meetings, grant awarding committees, etc.)

## Board of Trustees

Deadline for seeing the AS Bylaws

# Needs

## Division Leads

Stronger connections between AS Board members (and eventually Senators) and their admin counterparts

Help with enhancing student voices in places it does not reach

Including Board members in conversations more regularly, with more information

Questions?

Thank you!

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Steve Swan, V.P. for University Relations and Community Development

**DATE:** February 10, 2017

**SUBJECT:** **Olympia Update**

**PURPOSE:** Discussion Item

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### **Purpose of Submittal:**

Becca Kenna-Schenk, Director of Government Relations, will give an update on the 2017 legislative session.

### **Supporting Information:**

#### **State Government Relations**

The 2017 Legislative Session began on January 9<sup>th</sup> and the first several weeks have been busy for Western, with several meetings with legislators about the University's legislative priorities, tracking and testifying on proposed legislation with impact to Western, and committee work sessions. Work sessions have covered topics such as Washington State medical schools, a historical review of state tuition, an overview of a report from the Campus Sexual Violence Prevention Task Force, presentations from colleges and universities about their legislative priorities and an update from the Council of Presidents including a discussion of the sector-wide [Washington Competes agenda](#).

Many WWU students traveled to Olympia for Western Lobby Day during MLK Day on January 16. Western students packed the capitol campus and discussed their priorities in more than 100 meetings with legislators and Governor Inslee during the annual event organized by the Associated Students.

On January 24, President Randhawa joined presidents from other public baccalaureate institutions in the Senate Ways and Means Committee for a work session about higher education budget issues. The occasion marked the first time in recent years where presidents from universities throughout the state jointly participated in a legislative committee, and the meeting highlighted accomplishments from each of the six public baccalaureate institutions.

The 2017 Legislative Session is scheduled to end on April 23<sup>rd</sup> although 30-Day Special Sessions are likely to be convened to provide the Legislature with sufficient time to develop the state's 2-year biennial budgets. The first legislative budget proposal from the House and Senate will be released in late-March.

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

**TO:** Members of the Board of Trustees  
**FROM:** Earl Overstreet, Chair, Board Audit Committee  
**DATE:** February 10, 2017  
**SUBJECT:** **Board Audit Committee Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

Chair Overstreet will report to members of the Board of Trustees and the university president and his staff topics related to the Board Audit Committee.



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

**TO:** Members of the Board of Trustees

**FROM:** Chase Franklin, Chair, Board Governance Committee

**DATE:** Friday, February 10, 2017

**SUBJECT:** **Board Governance Committee Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

Chair Franklin will report to members of the Board of Trustees and the university president and his staff topics related to the Board Governance Committee.

**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:** February 10, 2017  
**SUBJECT:** **Quarterly Report on Grants and Contracts**  
**PURPOSE:** Informational Item

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**Purpose of Submittal:**

Information from the Office of Research and Sponsored Programs concerning grant awards for the period October 1, 2016 to December 31, 2016.

**Supporting Information:**

- Grant awards/totals for the period 10/1/16 – 12/31/16

The total amount of grants and contracts received this period was \$2,276,125. This includes both new awards and additions to existing awards.

<b>Department</b>	<b>Award Total</b>	<b>Awards</b>	<b>Additions</b>
Adv Materials Sci & Engineering Ctr	55,000	1	
Chemistry Department	327,727	2	
Computer Science Department	65,374	2	
Dept Env Studies-Educ Geog Plan Pol	6,000		1
Dept of Environmental Sciences	67,948	1	
Economics Department	309,304	1	
Elementary Education	500,000	1	
Engineering and Design Department	346,366	2	1
Geology Department	235,426	3	1
Institute for Energy Studies	5,000	1	
Mathematics Department	303,362	1	
Sociology Department	39,018	1	
Western Libraries	12,200	2	
Woodring College of Education Gen	3,400		2
<b>Total</b>	<b>2,276,125</b>	<b>18</b>	<b>5</b>

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

**TO:** Members of the Board of Trustees

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

**DATE:** February 10, 2017

**SUBJECT: Admissions and Enrollment Summary**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

To provide a general update on enrollment and admissions.

**Fall Quarter 2017**

Implementing an early action deadline of November 1, for Fall 2017 freshman admission applications and sending 2,800+ freshman financial aid estimates earlier than ever before has led to an increase of 578 applications: 10,622 for Fall 2017 compared to 10,044 at the same time last year for Fall 2016. If student behaviors are similar to last year, we can expect to receive over 400 applications beyond the January 31, deadline making this our highest freshman application year ever. So far, applications received from state of Washington residents, as well as students of color, have increased slightly. The proportion of residents to nonresidents is unknown at this time because Admissions is still uploading and processing applications.

Over the next several months, Admissions will provide additional transportation assistance for low-income and underrepresented students to increase campus visits. Admissions has also contracted with Constituo-Map to expedite formatting of recruit files and Parchment to transmit and upload high school transcripts. Funding for publications has been increased to cover the estimated cost of additional materials for expanded outreach. Efforts are also underway to post two new positions: one for a Regional Admissions Counselor to perform specialized recruitment from King County and the other for a Communications Consultant to aid in written outreach efforts.

**Winter Quarter 2017**

We saw small increases in winter quarter freshman and transfer enrollment when compared with last year's winter class.

**International Admission**

International recruitment continues to take place at several fairs in the region at community colleges and several spring events (U.S. College Expo Fair and NACAC) in Vancouver, Calgary, and Toronto. Our International Admissions Advisor routinely provides one-on-one support to applicants throughout the admission process.

### **Freshman Phoneathon**

Admissions phoned 1,042 academically-qualified prospective freshman students, during the evenings of January 17-19, to encourage them to apply to Western. Academic qualifications included having GPAs of 3.0 or better and evidence-based reading, writing and math scores of 400 or above. Interest was defined as having visited Western's campus in in October, November or December of 2016, or receipt of their test scores. Another phoneathon will be held Feb. 7-9, this time to encourage admitted students to confirm.

### **Admitted Student Receptions**

Starting February 11, and extending through March 5, Admissions staff will host 8 receptions for admitted students and their families throughout Washington and key out-of-state locations. Specifically: San Diego, Walnut Creek, Vancouver (WA), Spokane, Tukwila, North Seattle, Tacoma and Bellevue. These receptions provide an opportunity to congratulate students on their many accomplishments and personally connect with them and their families while they are making decisions about where to attend college. Receptions provide an important touch point for students to stay connected with Western, talk through their next steps, answer any questions about financial aid and scholarships, as well as inquire about the richness of our academic programs or campus life. While the programs vary slightly, most include either current students, alumni or faculty in addition to our Admissions Counselors.

### **Experience Western Honors**

In close partnership and collaboration with the Honors Program, Admissions will host the Experience Western Honors event on Saturday, February 25. In addition to featuring the Honors Program, this day-long event for students who have been admitted with Highest Honors will showcase our campus, academic programs, leadership opportunities, and residential options. With the goals of increasing access, diversifying the program and subsequent undergraduate enrollment, the list of invited students was expanded to include a higher proportion of Washington residents. We look forward to reporting on what is expected to be a great program.

### **Champions of Diversity**

Western participated in this yearly event coordinated by Skagit Valley College. Through Champions of Diversity, school counselors, teachers and community members from Skagit, Island and San Juan Counties nominate high school seniors to be recognized via scholarships for their involvement in their schools and communities. Western awarded Multicultural Achievement Program scholarships to 11 students and nearly all of them have already applied for admission leading up to the January 31 deadline.

### **Multicultural Achievement Program (MAP) Reception**

As part of the Western Preview Program on Saturday, April 1, Admissions will host a luncheon for students who have been awarded the MAP scholarship to recognize their contributions and encourage yield. MAP scholarships recognize those with distinguished commitment to diversity and inclusion in their communities and who have the potential to greatly enhance multiculturalism at Western.

### **Marketing and Communications**

Admissions is launching new initiatives to enhance our yield efforts for the Fall 2017 class:

Web: Enhancements to the Admitted Students Page

Social Media: Contributions by current student contributors frequently posting to Instagram, Snapchat, Facebook, Twitter, and Reddit

Text Message: Communication to applicants from select schools in King and Pierce Counties

Email: Outreach from Ted Pratt and Clara Capron to freshman parents

Print: Brochures and postcards with messages geared toward parents, highlighting Western's points of distinction, features, benefits, and outcomes

**NSS/FO Navigation Improvements**

The NSS/FO website is being redesigned to support easier navigation for students seeking information related to their student type (Freshmen, Transfers, Postbacs) and accompanying orientation programs. The Family section is also being revised to improve resource offerings for parents and family members, expand information about family orientation and annual family programs and events, and support family connections to WWU social media, notification systems and newsletters. The website is being designed with tech support from the campus Web Tech office and will also have a complimentary feel to the Admissions pages. As the Admissions pages are some of the first new students and family members explore, having a complimentary and familiar feel should also support navigation efforts for all. Additionally, NSSFO supports the Western Reads website and continues to enhance features and feel on those pages as well. The roll out of the new webpages is targeted to begin in early spring.



# UNIVERSITY ADVANCEMENT REPORT

FEBRUARY 2017

# ADVANCING THE UNIVERSITY

FEBRUARY 2017

NEW WWU ALUMNI ASSOCIATION BOARD MEMBER SHAWN KEMP ('98 & '06), FOUNDER OF ACTIONSPROUT, HELPED ENRICH AND BUILD OUR SOCIAL MEDIA AUDIENCE AND REACH IN DECEMBER BY GENEROUSLY DONATING \$3,500 IN FACEBOOK ADS.

## FROM THIS EFFORT:

- 119,071** PEOPLE REACHED *(MORE THAN 1000% INCREASE FROM PREVIOUS EFFORTS)*
- 20,032** PEOPLE ENGAGED WITH OUR 31 POSTS TESTED
- 718** NEW PEOPLE LIKED OUR PAGE
- 13,881** CLICKS MADE TO EXTERNAL WEBSITES FROM FACEBOOK
- 645** SOCIAL CONVERSATIONS STARTED

## WHAT THIS MEANS:

As our website, email and inbound traffic from awareness ads remains steady, we see an exponential increase in our social media engagement from our audiences. This illustrates the higher return we get in this space from more investment in Facebook ads versus traditional outreach such as print and billboard ads. It also helps set our strategy for outreach moving forward.

November and December were busy months for Annual Giving. The Phonathon called alumni and donors of the College of Business and Economics, College of Fine and Performing Arts, Fairhaven College, and Woodring College of Education. This was in addition to fundraising calls to Western parents, the Department of Engineering and Design, and "care" calls to recent graduates. To complement our Phonathon efforts, we also sent a fall fundraising appeal to all former donors, all parents and a group of non-donors. This was followed by an end-of-year email campaign to all Annual Giving potential givers. Stay tuned for the next report where we will share results now being finalized.

THE ALUMNI ASSOCIATION HOSTED SIX EVENTS FOR **967 ATTENDEES** TO WRAP UP THE CALENDAR YEAR INCLUDING:

- 98** WWU DAY @ UW HUSKIES EXHIBITION GAME
- 500** SENIOR CELEBRATION
- 163** ZOOLIGHTS
- 49** DECEMBER ART WALK
- 49** STUDENT ALUMNI ASSOCIATION FINALS SURVIVAL TABLE
- 55** ASK AN ALUM
- 53** TRAIL BLAZERS



# ENGAGEMENT

EVENTS FROM NOVEMBER 18 THROUGH JANUARY 9

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## ZOOLIGHTS



On December 5, WWU Alumni Association members and friends continued the grand tradition of enjoying the holiday lights at Zoolights. Every year, Point Defiance Park Zoo and Aquarium in Tacoma strings more than a half-million lights, transforming the zoo into a colorful winter wonderland. Guests were treated to a private holiday experience before enjoying the lights and sights. The Hotel Murano also provided a special weekend discount. With 163 participants, this event was lit!

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## ASK AN ALUM

Western students who are uncertain about life after college had an opportunity to speak face-to-face with recent and experienced alumni about what the future holds. This engaging event brought 55 students together with working professionals who could offer advice, internships, and jobs. This is one of our signature events for alums to make a direct impact in the lives of students as professional mentors.

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## DECEMBER ART WALK

Western City Center opened its doors and decked the halls for the December 3 Downtown Art Walk Holiday Open House. Victor Viking was on hand for cheerful holiday



photos by a glittering tree. Artwork at the event included works by Advancement's own Brendan Dunn. Hors d'oeuvres, wine and beer were available, as well as cups of good cheer.

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## HOLIDAY RECEPTION



WWU Trustees, President Sabah Randhawa and wife Uzma, members of the 1893 Society, Presidents Society, Alumni Life Members, Western deans, Vice Presidents, and guests gathered at a holiday reception on December 13. The venue was The Ruins private dinner

club in Seattle. Ornately decorated, The Ruins was the perfect backdrop for the luxurious holiday décor. The 136 guests mixed and mingled while enjoying live music and holiday-inspired cuisine.

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## WWU NIGHT @ WWU COURT OF DREAMS



More than 50 WWU alumni, current students and their families gathered at the Moda Center in Portland to take advantage of our special group night at the Portland Trail Blazers. After the game, our guests took to the court and had a special opportunity to shoot baskets and play a game of bump. Trail Blazer Mason Plumlee graciously signed autographs and posed for pictures.

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# UPCOMING EVENTS

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- |                       |  |
|-----------------------|--|
| <b>FEBRUARY 1</b>     | Seattle Scholarship Lunch  |
| <b>FEBRUARY 3</b>     | "Gleason" with alumni Ty Minton-Small ('11) and Joyce Taylor ('84), WWU Campus |
| <b>FEBRUARY 8</b>     | Etiquette Dinner/Ask an Alum, WWU Campus                                       |
| <b>FEBRUARY 10</b>    | Western in Japan Wine Tasting, Tokyo, Japan                                    |
| <b>FEBRUARY 15</b>    | Bellingham Scholarship Dinner 1  |
| <b>FEBRUARY 18-20</b> | Wine and Chocolate Pairing, Leavenworth  |
| <b>MARCH 1</b>        | Bellingham Scholarship Dinner 2  |
| <b>MARCH 2</b>        | 3rd Annual Western in Palm Springs Social Hour, Palm Springs, CA               |
| <b>MARCH 16</b>       | Senior Celebration, WWU Campus   |
| <b>MARCH 18</b>       | Commencement, WWU Campus   |
| <b>MARCH 25</b>       | San Francisco Pacific NW Dinner with President Randhawa @ Wingtip Club         |
| <b>APRIL 7</b>        | Art Walk, Downtown City Center   |
| <b>APRIL 19</b>       | Ask an Alum  |
| <b>APRIL 29</b>       | Pacific NW Dinner in Arizona   |

# WHY WE DO WHAT WE DO...

## WESTERN RECEIVES \$1.069 MILLION FROM THE THORSON ESTATE

In November, Western received a large portion of a planned gift from Marjorie and Don Thorson. The entire gift is valued at \$1.069 million and contains a charitable gift annuity (CGA). The College of Business & Economics (CBE) is the primary recipient. In addition, the Thorsons made the Western Foundation a significant beneficiary of their overall estate.

Bellingham native Marjorie Thorson was born in 1924 and attended Bellingham High School. She entered Western in 1945 and spent a year studying business. The education and skills she gained in a year at Western enabled her to work in business—including 20 years at Bellingham National Bank. Throughout her life, her gratitude to Western never faded.

Marjorie married her husband, Don, in 1961. He was a World War II veteran and chemical engineer for Exxon Mobil, and worked hard his entire career. A close and loving couple with an interest in philanthropy, Marjorie and Don agreed to share their estate with Western, the Whatcom County Humane Society, and many other causes. Don was a member

of the Bellingham Yacht Club, the Bellingham Elks Club, and the Bellingham Golf and Country Club.

As with so many Western alumni, a large part of Marjorie's affection for her alma mater began with a particularly influential faculty member, May Lovegren, who encouraged her to pursue a career



MARJORIE THORSON

outside the home. Lovegren taught typewriting from 1919-1947 at what was then Western Washington College of Education. Marjorie said of Lovegren, "The experience was so significant, it was treasured for a lifetime." Though it seems humble to us, proficiency with a typewriter enabled women to pursue business careers at that time.

Sasha Steiner, Director of Development for CBE says, "We will treasure this generous gift and donation from Marjorie and

Don Thorson, which reminds us that the experience of our Western students today, holds a long-term and substantial impact for the future."

Unrestricted donations like the one the Thorsons left CBE allow for a department, or Western as a whole, to distribute the funds as needed and fulfill immediate financial needs. Planned Giving has several gift instruments that alumni can use to make a meaningful contribution to the university including trusts, life insurance gifts, and bequests. Western Director of Planned Giving Matthew Hammatt, and the late interim president, professor, and administrator Al Foderberg each spent quality time with Marjorie and ensured proper documentation and stewardship of the gift.

Marjorie and Don were recognized as members of Western's Old Main Society for their gift. From the humble start of a typewriting class and an inspiring connection between a faculty member and a student, Western's CBE—and the university as a whole—will benefit for years to come from the Thorsons' generosity.

## UNIVERSITY ADVANCEMENT STAFF UPDATE



**Renee Reynolds** was recently promoted to Donor Relations Director in our division. She is a 2010 WWU Graduate. She was Western's Assistant Director Special Events from August 2012 to January 2017. She majored in Recreation in the College of Humanities and Social Sciences and minored in Business Administration. Renee's background in WWU Foundation work, with a focus on special event experience and work with the Student Ambassador team, will serve her well in building meaningful relationships with Western friends and supporters. She enjoys exploring the PNW outdoors.



**Frances Badgett** joined University Advancement in January as the assistant director of marketing and communications. She is the former editor of Bellingham Alive and has lived in Bellingham with her husband since 2001. Her experience includes her work as the fiction editor of Contrary Magazine, editor-in-chief of Bellingham Alive and many years working in community organizing, environmental nonprofit stewardship, and neighborhood outreach.



**Capital Program Report  
Board of Trustees  
February 10, 2017**

**MAJOR/INTERMEDIATE CAPITAL PROJECTS**

- **Carver Academic Renovation**

The Carver Academic Renovation project construction is approximately 75% complete. Substantial completion is being pushed to May 2017 as a result of a labor strike last summer. Interior infrastructure continues to be installed – fire detection and sprinklers, electrical, plumbing, ventilation, and cooling. Interior framing, gypsum wall board and insulation are also in progress throughout the building. Exterior glass systems, doors and operable windows installation is in progress, as well as new brick and brick restoration. Interior finishes have started to be installed.

The project is scheduled to be substantially complete in May 2017.

Site web cameras of the construction can be found at the following link:  
<http://www.wvu.edu/wwuarchitect/pages/construction/carver.shtml>

- **New Student Housing**

The design of the New Student Housing project has been suspended in order to further evaluate the project scope and budget.

- **Ethnic Student Center/Multicultural Services**

The consultant team has begun meetings with University representatives for the design of the Ethnic Student Center/Multicultural Services project. The project schedule shows the project design continuing until the end of 2017. Construction would begin early 2018 with occupancy of the completed project in summer 2019.

The University has submitted an application to the State Project Review Committee (PRC) for approval to utilize the General Contractor/Construction Manager (GC/CM) procurement method for construction services. Following PRC approval, an RFP for GC/CM services will be advertised with final selection of the GC/CM contractor in April 2017.

**2017-2019 CAPITAL BUDGET REQUEST AND 2017-2027 TEN-YEAR PLAN  
DEVELOPMENT PROCESS**

After the last Board of Trustees meeting, the OFM developed a Single Prioritized List which was released at the same time as the 2017-2019 Governor’s Capital Budget proposal. Below is a table comparing Western’s 2017-2019 Capital Budget Request to the Governor’s budget. At the bottom of this material is the 2017-2019 Single Prioritized List of Capital Project Requests with the Governor’s budget proposal figures added.

<b>WESTERN WASHINGTON UNIVERSITY</b>							
<b>2017-2019 CAPITAL BUDGET REQUEST COMPARISON SHEET</b>							
<b>Color Key :</b> - P redesign - Design - Construction - Stand-alone project							
		<small>RB 1-23-17</small>					
<b>PROJECT LISTING</b>	<b>FUNDING SOURCE</b>	<b>WWU Request - Sept. 2016</b>			<b>Gov. Inslee Budget - Dec. 14, 2016</b>		
		<b>Bonds</b>	<b>Local</b>	<b>TOTAL</b>	<b>Bonds</b>	<b>Local</b>	<b>TOTAL</b>
1	MINOR WORKS - Preservation	15,400,000		15,400,000	4,998,000	6,605,000	11,603,000
2	SCIENCES BUILDING ADDITION & RENOVATION	54,991,000	1,250,000	56,241,000			
3	2017-19 CLASSROOM & LAB UPGRADES	6,180,000	470,000	6,650,000	6,180,000	470,000	6,650,000
4	MINOR WORKS - Program	6,637,000	8,763,000	15,400,000			
5	ACCESS CONTROL SECURITY UPGRADES	7,200,000		7,200,000			
6	DISABILITY RESOURCE SERVICES AT HAGGARD HALL	2,607,000	93,000	2,700,000	1,350,000	1,350,000	2,700,000
7	SUPPORT SERVICES FACILITY PHASE 1	9,526,000	424,000	9,950,000			
8	ELEVATOR PRESERVATION SAFETY AND ADA UPGRADES	6,700,000		6,700,000		3,188,000	3,188,000
9	WATERFRONT LAND ACQUISITION	4,500,000		4,500,000			
10	SOUTHCENTRAL CAMPUS ROADWAY REVISIONS	2,060,000		2,060,000			
12	HEATING SYSTEM CARBON REDUCTION & ENERGY SYSTEM IMPROVEMENTS	415,000		415,000			
		-					
	Preventive Facility Maintenance & Repairs	-	-				
	<b>TOTAL BY FUND SOURCE</b>	116,216,000	11,000,000		12,528,000	11,613,000	
	<b>BIENNIUM TOTAL - ALL FUNDS</b>			127,216,000			24,141,000

2017-19 Higher Education Capital Projects, Four-Year Institutions						
Single Prioritized List, Pursuant to RCW 28B.77.070						
Rank	Inst.	Project Title	Phase	2017-19 Agency Request	Governors Budget	
1	WSU	STEM Teaching Labs/Bldg Upgrades	Design-Construction	4,900,000	4,900,000	
2	EWU	Science Renovation Design	Design	7,592,440		
3	WWU	2017-19 Classroom and Lab Upgrades	Design-Construction	6,650,000	6,650,000	
4	CWU	Lind Phase II	Design-Construction	9,200,000		
5	TESC	Seminar I	Design	3,000,000		
6	WSU	Spokane Teaching Lab/Clinical Res	Design-Construction	4,990,000		
7	CWU	Health Education	Design-Construction	9,400,000		
8	CWU	Brooks Library Renovation	Design-Construction	9,900,000		
9	UW	Parrington Hall (Evans School)	Design-Construction	10,000,000		
10	CWU	Farrell Hall	Design	3,900,000		
11	CWU	Randall-Michaelson Hall Upgrades	Design-Construction	7,900,000		
12	WWU	Sciences Building Addition & Renovation	Design-Construction	56,241,000		
13	CWU	Bouillon Hall Renovation	Design-Construction	9,600,000		
14	CWU	Psychology Renovation	Pre-design	300,000		
15	WWU	Disability Resource Services at Haggard Hall	Design-Construction	2,700,000	2,700,000	
16	TESC	Critical Power, Safety, & Security System Upgrades	Design-Construction	11,200,000	8,674,000	
17	CWU	Energy Efficient Systems	Design-Construction	15,000,000	10,000,000	
18	EWU	Central Steam Production and Distribution	Design-Construction	8,406,000	2,000,000	
19	WSU	Pullman Life/Safety/BAS Bldg Systems	Design-Construction	4,950,000		
20	WSU	Tri-Cities Academic Building	Design	3,000,000	3,000,000	
21	WWU	Elevator Preservation Safety and ADA Upgrades	Design-Construction	6,700,000	3,188,000	
22	WSU	Vancouver Life Sciences	Pre-design	500,000	500,000	
23	CWU	Aviation Expansion	Design-Construction	9,900,000		
24	UW	Seismic Improvements	Design-Construction	25,000,000	14,500,000	
25	EWU	Medium Voltage Electrical Distribution	Design-Construction	4,766,000		
26	WSU	Pullman Life/Physical Sciences	Pre-design-Design	3,500,000		
27	EWU	Chilled Water Production and Distribution	Design-Construction	8,606,000	8,606,000	
28	WWU	Heating System Carbon Reduction & Energy Efficiency Improvement	Pre-design	415,000		
29	CWU	Nutrition Science	Construction	49,400,000		
30	WSU	Renov for Consolidated Data Center	Design-Construction	4,950,000		
31	UW	Population Health Sciences Education- T Wing Addition	Design	10,000,000		
32	EWU	Engineering Building	Pre-design	345,000	345,000	
33	EWU	Interdisciplinary Science Center	Design-Construction	67,009,000	67,009,000	
34	UW	Center for Advanced Materials & Clean Energy	Design	10,000,000	20,000,000	
35	UW	Population Health Sciences- Research HUB	Design-Construction	20,000,000	20,000,000	
36	WSU	Plant Sciences Building	Construction	58,900,000	58,900,000	
37	WSU	Global Animal Health Building	Construction	38,100,000		
38	UW	UW Bothell Ph4 Academic STEM Bdg.	Design	3,000,000		
39	WWU	Waterfront Land Acquisition	Acquisition	4,500,000		
40	UW	UW Tacoma -Academic Phase 4	Pre-design	500,000		
41	UW	College of Engineering- Interdisciplinary Educ. & Research	Pre-design	1,000,000		
42	UW	Burke Museum	Construction	24,000,000	24,200,000	
43	CWU	Communication Security	Design-Construction	2,700,000		
44	TESC	Health and Counseling Center	Design-Construction	5,600,000		
45	WWU	Support Services Facility -- Phase I	Design-Construction	9,950,000		
46	UW	UW Tacoma Soil Remediation	Construction	2,500,000		
47	WWU	Access Control Security Upgrades	Design-Construction	7,200,000		
48	WSU	Pullman Security- Bldg Card Key Access	Design-Construction	4,750,000		
49	WWU	Southcentral Campus Roadway Revisions	Design-Construction	2,060,000		
50	CWU	Hebeler Renovation	Design-Construction	8,000,000		
51	CWU	Shaw Smyser Upgrade	Design-Construction	3,800,000		
52	CWU	Street and Mall Reconstruction	Design-Construction	4,900,000		
53	CWU	Academic Storage Facility	Design-Construction	3,200,000		
54	CWU	Aquatics Building Renovation	Design-Construction	2,300,000		

Historically, OFM adds in our \$3,614,000 for Preventative Facility Maintenance & Repairs, however, this time they made a mistake and accidentally left it out. Nor did they factor in Carver COP costs when they allocated local funds. We are working with legislative staff to assure it is included in their budgets.

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

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Steve Swan, V.P. for University Relations and Community Development

**DATE:** February 9, 2017

**SUBJECT:** **University Relations and Community Development Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

**Supporting Information:**

Report Attached

**WESTERN WASHINGTON UNIVERSITY  
OFFICE OF THE VICE PRESIDENT FOR UNIVERSITY RELATIONS AND  
COMMUNITY DEVELOPMENT**

**COMMUNICATIONS AND MARKETING**

The following is a briefing on a wide range of online, print, social media, video and graphic design communications and marketing produced since the last Trustees report.

- The Bellingham Herald and other media ran stories on Western's women's soccer winning a national title. See: [Western women's soccer wins national title in historic fashion](#). KIRO TV ran a story on Western Professor Jeff Carroll. See: [WWU professor secures millions in grants to cure Huntington's Disease](#). The media ran several stories on Western student protests, including shortly after President Trump's inauguration. See: [WWU students take to downtown Bellingham streets hours after Trump inauguration](#). Western students' activities in the City of Edmonds as part of the Sustainable Cities Partnership were featured in Edmonds News. See: [WWU students pitch year-round seasonal events campaign](#). And Woodring College's teacher preparation was lauded in an op-ed in the Kitsap Sun. See: [Local solutions to a looming teacher shortage](#). The Kitsap Sun also ran an article on upgrades at Western's SEA Discovery Center. See: [SEA Discovery Center to get research emphasis, educational emphasis](#)
- In publications, we distributed the Fall/Winter edition of [Window magazine](#) to more than 100,000 readers and have been crafting materials for our Government Relations team to take to the State Legislature this session. We're also drafting a style and usage guide to help writers and communicators all over campus maintain consistency and accuracy in our publications. And our most recent edition of the [Soundings family newsletter](#) was distributed to families of WWU students. We're working closely with New Student Services and Family Outreach to upgrade our family communications: Our quarterly family newsletter will soon become a monthly.
- We are working with WebTech to redesign [Western Today](#), an increasingly important communications online platform now that nearly all faculty, staff and students receive it via email on a daily basis, Monday through Friday.
- We oversee the main Western social media accounts, which continue to see robust growth. Western's Facebook has over 44,000 followers; Twitter nearly 18,000 followers and Instagram about 14,000 followers.
- Our **graphic designers** worked on a wide range of design projects with offices across campus, including fliers, posters, banners and online and social media design work. Some notable examples included materials promoting the Children's Literature Conference; Athletics camps brochures; Western Reads events; promotion of Woodring College visiting speaker Temple Grandin; University PSA airing on ROOT Sports; logo design for the Mountain Environments Research Institute; and template design for Prevention & Wellness Services Drupal website.



# COMMUNICATIONS AND MARKETING (Con't)



## METRICS DASHBOARD NOVEMBER-DECEMBER 2016

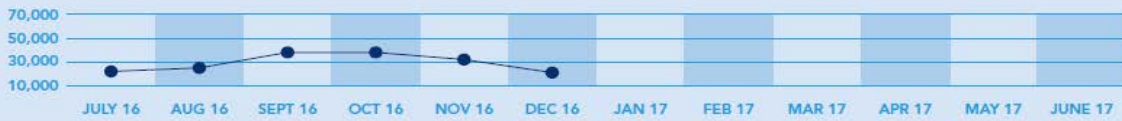
### WESTERN TODAY

#### TOTAL HITS

**52,904**

#### TOP STORIES

- Western Student Kevin Miller's Song Featured in New Movie "Almost Christmas"
- WWU's Jeff Carroll Awarded New \$800K Grant to Research "Huntington's Disease"
- Kiplinger's Ranks WWU Among 100 Best Values



### SOCIAL MEDIA



#### TOP POSTS OF THE MONTH

#### WWU Account

#### OurWestern Account

#### STATISTICS AT A GLANCE

Platform	Total followers	New followers	% gained	Engagement rate
Twitter	17,892	1,037	3.05%	1.45%
Facebook	44,129	360	0.41%	6.53%
Instagram	14,163	426	1.58%	6.62%
OurWestern	4,565	222	2.79%	2.25%

## MEDIA STORIES

**919**  
Total Stories

### TOP STORIES

- WWU professor has personal reason to secure millions in funding for Huntington's Disease (King 5 TV)
- WWU women eye perfect soccer finish (Seattle Times)
- Robert Gates to speak at WWU leadership forum (Seattle Times)



## CREATIVE SERVICES

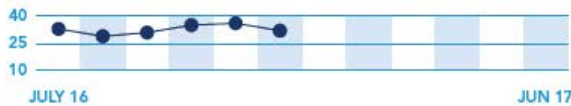
### GRAPHIC DESIGN



**68** Total Projects

### FEATURING

- Window Magazine - Fall/Winter 2016
- Prevention & Wellness Services – Drupal website design
- Woodring Whatcom/Skagit Partnerships brochure
- Template design for WWU's digital asset management site



### PHOTO & VIDEO



**32** Total Projects

### FEATURING

- Video recaps covering campus life, events, scenery and happenings.
- Photo coverage of Veterans Day Ceremonies
- Concept design and video production of university PSA airing on ROOT sports

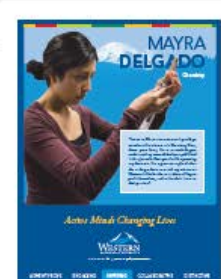


## ADVERTISING

### PRINT ADS

**1** Submitted

Horizon Air magazine - 660,000 potential views per month



## WESTERN WINDOW TELEVISION SHOW Episode 45

This show is for the month of December and is hosted by Chris Roselli of the WWU Alumni Association and Kevin Miller, a student at Western. Following is the story lineup for this episode:

- **Almost Christmas** – Western student and Western Window co-host Kevin Miller has a song in the soundtrack of the new movie “Almost Christmas” starring Danny Glover.
- **New Director for Compass 2 Campus** – A studio interview with Anselmo Villanueva is the new director of Western’s nationally recognized Compass 2 Campus program, which brings thousands of fifth-graders to campus each year.
- **Going From Good to Best** – Western’s Best Self program helps students, faculty and staff work through adversity using positive psychology and a strong sense of wellbeing to achieve goals and persevere in the face of difficult times.
- **How Space Turns** – A recent exhibition in WWU’s Western Gallery featured the work of artists from three continents as well dancers choreographed by WWU’s Susan Haines.
- **Supporting Business Success** – WWU’s Small Business Development Center and its director CJ Seitz work with Whatcom County businesses to bring jobs and entrepreneurial success to the region.
- **The Art of Improvisation** – WWU students talk about their work in America’s unique musical art form, Jazz, and the challenges and rewards it brings to them as musicians.
- **What’s Your Favorite Class** – WWU students talk about their favorite classes and what makes them interesting.

## WESTERN WINDOW TELEVISION SHOW Episode 46

This month’s show is hosted by Chris Roselli of the WWU Alumni Association and Kevin Miller, a student at Western. Following is the story lineup for this episode:

- **From Time Immemorial** – Western’s Woodring College of Education and its Department of History are working with peers at the University of Washington and through state agencies to help create “From Time Immemorial,” a history lesson-plan process that for the first time inserts the tribal history, knowledge and culture of Washington’s Native Americans into K-12 curricula throughout the state.
- **WOOT!** – Western Outdoor Orientation Trips (WOOT) immerse new students into the outdoors to meet their fellow freshmen, build community, and begin to assimilate to life away from home for the first time.
- **Chemistry in the Kitchen** – Through this Extended Education program, local kids get to learn about physics, chemistry, biology and more by doing something they were taught never to do: play with their food.
- **Welcoming Convocation at Western** – One of the University’s most cherished traditions, Welcoming Convocation takes place at the beginning of each school year, and from the bagpipers to the fireworks to the discussions with WWU leaders, and it’s all about letting new students know they are in the right place.
- **Alumni Profiles: Ruth Mathews (’87)** – Ruth Mathews, a WWU alumna and Fairhaven College grad, discusses how her education at Western paved the way for her long career working on water-sustainability issues across the world with governments, business, and the public.

## GOVERNMENT RELATIONS

### **State Relations**

The week of February 6<sup>th</sup> marks the start of the fifth week of the 2017 Legislative Session. Western has had a strong presence in Olympia since the session began on January 9. Approximately 100 WWU students traveled to Olympia for Western Lobby Day during MLK Day on January 16. During their visit these Western students packed the capitol campus and discussed their priorities in more than 100 meetings with legislators and Governor Inslee during the annual event organized by the Associated Students. President Randhawa and VP Swan also met with legislators on January 16 and 17.

On January 24, President Randhawa joined presidents from other public baccalaureate institutions in the Senate Ways and Means Committee for a work session about higher education budget issues. The occasion was the first time in recent years that presidents from universities throughout the state jointly participated in a legislative committee, and the meeting highlighted accomplishments from each of the six public baccalaureate institutions.

The House and Senate Higher Education Committees have been ramping up their work since the start of session, holding informative work sessions and public hearings for proposed legislation. Work sessions have covered topics such as Washington State medical schools, a historical review of state tuition, an overview of a report from the Campus Sexual Violence Prevention Task Force, presentations from colleges and universities about their legislative priorities and an update from the Council of Presidents including a discussion of the sector-wide [Washington Competes agenda](#).

Trustees can stay tuned to the legislative session by accessing the Western Legislative Review for updates from Olympia throughout the legislative session. A summary of Western's 2017 legislative priorities are located [here](#), a link to the WWU Government Relations Twitter page [here](#), and you can sign up for email updates from the blog on the on the WLR site [here](#).

### **Federal Relations**

Congressman Rick Larsen was on the Western campus on January 27<sup>th</sup> for two meetings. The first was with the presidents of the higher education institutions and superintendents of K-12 school districts in Whatcom County. Also in attendance at that meeting were Bellingham Mayor Kelli Linville and WWU Trustee Sue Sharpe. The second meeting was with student leaders from the various clubs that make up WWU's Ethnic Student Center, along with WWU AS President Stephanie Chang. Congressman Larsen's goals for the meetings were to hear firsthand about concerns and impacts on citizens of executive orders and other actions being issued by President Donald Trump. He also explained how he is approaching news which comes out daily and his plans for action during the new Congressional session.

AASCU, Western's national trade organization, is monitoring the happenings in Washington, D.C. and is issuing news alerts on a regular basis. It is also providing leadership in identifying issues of highest concern for higher education and providing calls to action as needed.

Van Ness Feldman, the legal firm that WWU contracts with to provide advocacy and direction on its behalf at the federal level, is also monitoring actions and keeping WWU informed as needed.

## SMALL BUSINESS DEVELOPMENT CENTER

### WWU Small Business Development Center: 2016 OUTCOMES

ADVISING	2016
<b>Businesses Advised</b>	<b>304</b>
<b>Advising &amp; Support Hours</b>	<b>2955</b>
ECONOMIC IMPACTS	2016
<b>Capital Formation</b>	<b>\$6.9M</b>
<b>Businesses Starts</b>	<b>13</b>
<b>Jobs Created &amp; Retained</b>	<b>131</b>
TRAINING	2016
<b>Trainings</b>	<b>11</b>
<b>Trainees</b>	<b>114</b>
RESEARCH	2016
<b>Research Projects</b>	<b>47</b>
<b>Support Hours</b>	<b>1260</b>
ADD'L SERVICES	2016
<b>Non-Clients Supported</b>	<b>191</b>
<b>Student Projects</b>	<b>7</b>
<b>Student Project Hours</b>	<b>543</b>

- **Top industries:** Service Establishment, Health Care, Construction, Manufacturing
- **Top Areas of counseling:** Start-Up Assistance, Marketing/Sales, Managing a Business
- **Active clients' total sales:** \$158M
- **Active clients' total jobs:** 2879

### WWU Small Business Development Center: Q4 – 2016 HIGHLIGHTS

WWU SBDC moved our downtown office to a more modern and cost-effective facility. The new office opened in November. A successful grand opening event and ribbon cutting by our local funding partners was held in December. We are continuing to utilize our satellite office location in Barkley Village as well as traveling to client locations in all of Whatcom County.

- Hosted Human Resources/ Leadership Lunch & Learn series
- WSBDC Fall Conference and Training in Stevenson, WA
- Attended the annual National SBDC conference / training in Orlando
- Renewed satellite office lease in Barkley Village
- Launched new WWU SBDC website
- Participated in WSBDC national accreditation

## WASHINGTON CAMPUS COMPACT

- 1) **Advancing Equity and Inclusion at the Core of Community Engagement.** Washington Campus Compact held its annual statewide Membership and Network Meeting on December 5, 2016. Campus teams from across the state convened to discuss how student community engagement can advance equity and inclusion on campuses and in communities. The feedback from participants was very positive and they appreciated the opportunity to hear from diverse voices from across the state.
- 2) **Washington college and university presidents participated in a dialogue on Race, Equity and Inclusion and Institutional Change.** Washington Campus Compact convened a statewide presidential dialogue on December 15, 2016. Twenty-two college and university presidents attended and discussed the current climate on higher education campuses and explored ways to strengthen equity and inclusion initiatives in higher education and communities. The feedback was very positive and reinforced the need for campus leaders to come together to discuss critical issues facing all of higher education and communities.

The next statewide presidential dialogue will be held on April 28, 2017 and will focus on the role higher education serves in strengthening and advancing our democracy through civil discourse.

- 3) **Grants.** Washington Campus Compact submitted two grant proposals to the Corporation for National and Community Service that, if funded, would support: 1) college access of low income youth (AmeriCorps) and 2) poverty alleviation efforts with emphasis on college access and success and improving food security initiatives (VISTA).

***Note:** These are federal grants. They may be at risk should the Corporation for National and Community Service be eliminated or severely cut by the current administration. Furthermore, Whatcom County is a "Sanctuary County" which may also put federal funding at risk.*

## WEB COMMUNICATION TECHNOLOGY

December is often a time of slowing down but this year, even with staff taking vacations, a great deal of work was wrapped up. WebTech was fortunate to be able to employ one student for each week of break giving us extra ability to tie up loose ends on a variety of outstanding projects and issues. As the year wrapped up effort began on cataloging the content of the homepage and making improvements to the content to set the stage for work to begin on redeveloping the main site. During the month of December, we were also asked to prioritize the Admission's website renovations above our other work. We have dedicated our lead Drupal developer for the entire month of January to this project and have met the deadlines for as many of their requests as possible. There are still several outstanding requests, WebTech is working with Admissions to move the timelines so that other institutional projects can proceed as well.

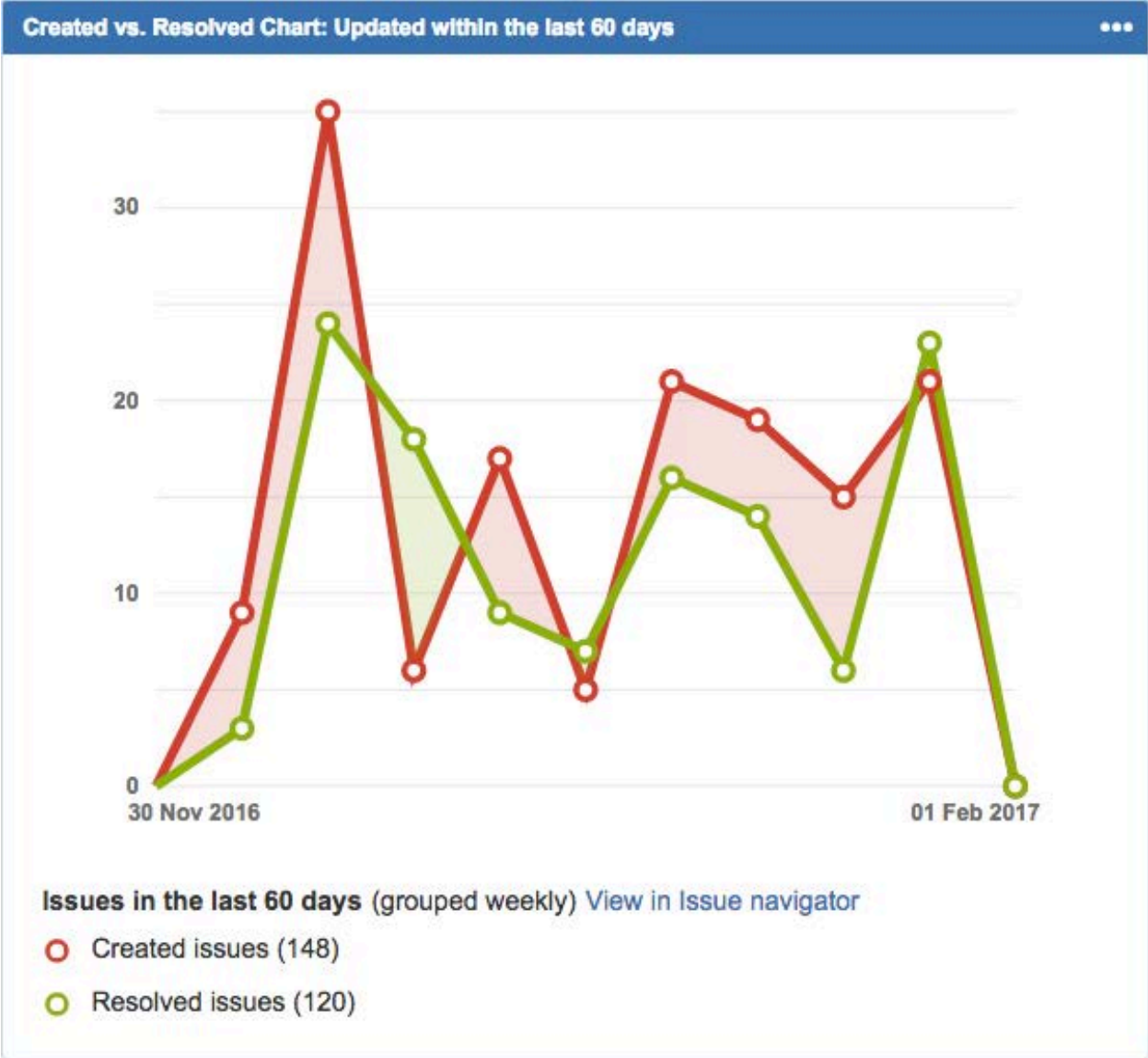
MABEL, the Digital Asset Management project is in the middle of an audit from a third-party consultant partnering with the library. Work has continued with the cross-functional team making large strides and hope to begin implementing a design after the audit completes at the end of January.

The talent management project (PageUP) directed by BFA continues to proceed. The work with WebTech has been more involved than originally anticipated due to the technical expertise needed in communicating with the vendor. WebTech has been asked to evaluate the accounting services websites and provide a recommendation on how to improve the usability for customers. The payment to foreign national website was completed on time and work on a HIPAA regulation site has commenced for BFA. We may potentially be doing work for EAS in the DegreeWorks project that is due to begin in February.

Max took on a new role as Director of WebTech, becoming the University's Information Technology Accessibility Coordinator, to comply with [WA State Policy #188](#). Max will be working with EOO and the CIO to satisfy the initial requirements of the policy by 3/31/2017. The work aligns well with existing efforts in WebTech to build fully accessible technology for all.

The following websites and applications were delivered in December and January:

- [Student Health Center](#) – revamp of their old site with a focus on serving the client
- Improvements to the Lime Survey tool used by OSR – Allows for surveys to be taken, on small screens such as phones, significantly easier
- [WWU Retirement Association](#) – Moved their existing site into a brand compliant template and provided training for the volunteers taking care of the website
- Physics/Astronomy manuals – Migrated an existing tool from CSE servers to WebTech servers allowing CSE to decommission a server
- [Payments to Foreign Nationals](#) – BFA website for accounting services
- [Columbia River Treaty Conference](#) – A website was created for the conference



This chart shows the total number of tickets filed, which is how WebTech keeps track of the requests from clients. With the return of student staff near the end of September, one can see the total output increasing.



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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Vice President Richard Van Den Hul

**DATE:** February 10, 2017

**SUBJECT:** **Annual University Police Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

Below is the annual update of the University Police Department.

**Supporting Information:**

The University Police Department is under the direction of Darin Rasmussen, Director of Public Safety/Chief of Police, supported by Donnell Tanksley, Assistant Director of Public Safety/Assistant Chief of Police.

The Strategic Plan pursues three primary goals:

- 1) Reduce crime, disturbances, and incidents that pose potential threats of violence or create a fear of crime in the community;
- 2) Strengthen community awareness, involvement and interaction with the Public Safety Department; and,
- 3) Develop the organization's internal capacity and ability to promote and nurture the Community Oriented Policing philosophy among departmental personnel.

**State Level Participation**

Chief Rasmussen participates on the University Policing Committee of the Washington Association of Sheriffs and Police Chiefs (WASPC). WASPC is the state's recognized professional organization for law enforcement related issues, and has significant influence in Olympia. The University Policing Committee meets quarterly. This committee has a mutual aid agreement with six agencies for responding to major disasters or events, and a "best practice" policy for dealing with threats of violence and response to violent situations on campus.

**Community Participation**

Staff actively participates in professional associations and task force programs, including community committees, professional law enforcement associations, parking consortiums (public and private entities), community-based crime suppression and safety task forces, and campus committees.

The Campus-Community Coalition continues to combat high risk drinking through education, prevention and enforcement. This organization addresses the many diverse issues that affect the relationships between the campus and surrounding communities. The University continues the funding of the Coalition, which includes Whatcom Community College, Bellingham Technical

College, and Northwest Indian College as active partners. Western's Chief of Police is a member of the Coalition's Steering Committee, and he and other department police officers regularly attended Coalition meetings, neighborhood association meetings, and Hospitality Resource Alliance group meetings. Officers also participate in the *Advice on Tap* program in downtown establishments with the State Liquor Control Board and Bellingham Police Department officers. Through the Coalition, Western actively participates to address neighborhood issues that draw citizen complaints over noise, traffic, littering, and other behavioral issues. It is part of Western's commitment to keep our students safe and be a "good neighbor" to the communities around Western's campus.

The University Police Department continues its strong working relationship with the Bellingham Police Department, and Chief of Police Clifford Cook, as well as with the Whatcom County Sheriff's Office and Sheriff Bill Elfo. This collaboration includes co-instructing in the "Fair and Impartial Policing Training," with the Sheriff's Office which is scheduled for March 2017.

Western's officers continue to serve as members of the Bellingham Special Weapons and Tactics Team (SWAT), and participate actively in joint training operations in the neighborhoods surrounding the campus.

University Police officers participated with other agencies throughout Whatcom County in emphasis of traffic enforcement activities. These activities included DUI emphasis patrols and general traffic enforcement.

### **WWU Programs**

The Community Services Officer program utilizes uniformed police officers who present programs to the community dealing with Crime Prevention, Personal Safety, Property Protection, Substance Abuse, and other topics.

The Bicycle and Skateboard Patrol program coordinates bicycle and skateboard safety efforts to heighten awareness to the central campus core of the campus regulations, and to allow more personalized contact with students, faculty, and staff. Officers engage in an educational program to make bicyclists and skateboarders aware of the rules affecting them, and a strong enforcement effort to hold violators who continue to ignore the rules in place for the "walk zones" accountable.

As part of its annual participation in the Compass 2 Campus program, in addition to being an active part of the annual on-campus event, the department successfully completes hundreds of criminal history checks for program student volunteers annually, and works with several campus partners to improve the safety practices for programs involving children at Western.

The Public Safety Department conducts regular "*Behaviors of Concern-Violence Prevention*" training sessions for students, faculty and staff. These sessions include two video presentations, "*Options for Consideration*" and "*Flashpoint*". The videos link from the department's homepage as does Western's "Emergency Preparedness" video so that all students, faculty, and staff may have easy access to this important safety information.

### **Emergency Response and Notifications**

Through a close working relationship with the Office of Communications and Marketing and the Environmental Health and Safety department, a multi-faceted alert system makes it possible to notify students, faculty, and staff via text messaging and email within minutes of an event that may pose an immediate threat to the campus. This system also uses our current fire alarm

system to facilitate voice messages to be transmitted throughout campus buildings and incorporates Desktop Notification, which sends a similar notification through all networked computers on campus.

The department is in full compliance with FBI and Washington State Patrol requirements for security standards for all Western staff who may meet or work in those areas that contain confidential criminal justice information.

The University Police Department's Communications Center received a major upgrade in 2016 including new equipment and furniture to improve overall service and response to the campus community. The department is connected to the State Intergovernmental Network for better access to the county, state, and federal information systems. The department participates with Whatcom County law enforcement agencies in the Whatcom Exchange Network (WENET) to share law enforcement, jail and prosecutor records, providing improved efficiency in real-time records checking.

The department leads a Safety Assessment Team (Threat Assessment), consisting of representatives from Enrollment and Student Services, Judicial Affairs, University Police Department, Counseling Services, Residential Life, and the Student Health Center. This year, this group participated in a multiday training by National Behavioral Intervention Team Association (NaBITA) after which it adopted protocols recommended by this group to standardize its approach to potential issues of concern on campus. This group meets on a routine basis, as well as when necessary to deal with potentially threatening situations, to strengthen the collective ability to resolve or mitigate issues of concern. The collaborative team of professionals has functioned well to respond to several serious incidents affecting the University.

### **Professional Standards and Training**

Professional standards and training form a cornerstone in the development of competent police officers and civilian personnel, and is a requirement of the accreditation standards. Officers are expected to demonstrate mental and physical skills that include strong written and verbal communication abilities, knowledge of relevant laws, officer safety techniques, and proficiency at skills that support proper patrol procedures.

In 2016 officers received over 818 hours of scheduled training in areas specifically related to their jobs. These included training in firearms, defensive tactics, active shooter joint-training, crisis intervention, lethal force, and RAVE emergency messaging training. A priority this year was providing "*Fair and Impartial Policing*" training for all supervisors.

The department filled two vacant officer positions this year. Both officers are graduates of WWU. They attended the Basic Law Enforcement Academy, receiving 720 hours of training apiece. Both Western officers distinguished themselves while at the academy, receiving several awards.

### **State and Federal Reporting**

The Jeanne Clery Student Right-to-Know and Campus Security Act, passed by Congress in 1990, and constantly modified, is in response to concerns about crime and security at post-secondary education institutions. This Act requires institutions to disclose information about campus safety policies and procedures, and to provide statistics concerning whether certain crimes took place on campus. The program is a mandatory nationwide reporting effort that

tracks statistical information of the seven most serious criminal offenses within geographical areas and reporting districts.

The University Police Department and Enrollment and Student Services compile the on-going annual crime statistics for publication and ensure compliance with Federal Register guidelines. Updated information is provided annually for new and returning students, staff, and faculty. Police agencies also report monthly activity through the National Incident Based Reporting (NIBRS) segment of the Uniform Crime Reporting (UCR) Program. UCR information is included in the Clery Act (Student Right-to-Know) reporting, along with information about alcohol and drug law violations, weapons possession, and incidents of student misconduct.

### **2016 Activity**

NIBRS is the current standard for law enforcement agencies to report summary data to state and federal authorities. It is used for comparison purposes, and for local and national trend analysis. Agencies report data on major crimes.

NIBRS Group A offenses are serious in nature and include crimes against people and property. These incidents represent a very small portion of the overall activity of the University Police Department. In 2016 the University Police Department provided 6,405 calls for service. Of these, 251 were categorized as NIBRS level offenses. Officers made 63 total arrests in 2016 for various offenses. These arrests equate to less than 1% of total calls for service.

In comparison, the University Police Department recorded 291 NIBRS offenses for 2015 and 294 offenses for 2014. The average calls for service was 6,262 for the previous three years.

**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:** February 10, 2017

**SUBJECT:** **Annual Western Sustainability Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

Seth Vidaña, Campus Sustainability Manager, is providing members of the Board of Trustees with the following annual report on Western Washington University's sustainability programs, initiatives, and activities.



# 2016 Report

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Operations	pg. 6-7
Engagement	pg. 8-12
Planning and Administration	pg. 13



Office of Sustainability



# Western Sustainability Report 2016

## **Preface**

The 2016 Western Washington University Sustainability Report highlights the forward-thinking initiatives, projects, and advances implemented by departments and programs across the University's campus in the past year. A national leader in sustainable education, Western's commitment to creating a more equitable, environmentally-secure world is manifest in its operational strategies, inventive coursework, outreach efforts, and student accomplishments. This report lists some of the many efforts made by Western students, staff, faculty, and friends to progress the cause of sustainability through environmental, economic, and social engagement.

The report illustrates Western's progress across four overarching arenas: Academics, Operations, Engagement, and Planning & Administration. These four categories reflect the model set forth by the Sustainability Tracking and Rating System (STARS), a campus sustainability assessment tool created by the Association for the Advancement of Sustainability in Higher Education. This tool is utilized with full awareness that there are infinite intersections among these categories, and that all sustainable undertakings are ultimately holistic and interdisciplinary.

## **Executive Summary**

### *Academics*

- Western Researchers Joins Scientists at Other Northwest Universities to Advance Solar Energy
- Western Professor Helps Cambodian University Establish Sustainability Program
- North Cascades Institute Celebrates Thirty Years of Promoting Conservation
- New Courses Offered in the 2016-2017 Academic Year
- University-wide Educational lectures in 2016

### *Operations*

- Three Western Offices Attain Sustainability Certification
- Western Marks 10 Years on EPA Green Energy List of Top Higher Education Purchasers of Renewable Power
- Western Washington University Increases its Commitment to Serve "Real Food" on Campus in 2016

### *Engagement*

- Western Offers Viking Electric Bike Program to Students, Staff, and Faculty for Commuting and University Business
- Western Joins Whatcom Community Partners to Promote Green Energy
- Earth Week 2016 Events Highlight Student Engagement
- Western Students Present Proposals to City Council for Bellingham Waterfront Artwork

### *Planning and Administration*

- Poulsbo Marine Science Center joins Western's Environmental Education Network
- University Sustainability Action Plan
- Western Washington University Wind Farm

## ACADEMICS

Sustainability initiatives in academic curriculum and research can be found in every college at Western. The projects being produced in these varied disciplines across campus combine to provide a broad spectrum of knowledge and potential solutions to local and global concerns. Currently, over 100 Western faculty members self-identify as engaged in sustainability teaching, research, or community service. Some highlights from the past year include:

- **Western Researchers Join Scientists at Other Northwest Universities to Advance Solar Energy**

On the road toward a more sustainable future, teamwork amongst Pacific Northwest scientists is making a measurable difference. Mark Bussell of the Department of Chemistry and Advanced Materials Science and Engineering Center and David Patrick, an expert in solar concentrators in the Department of Chemistry at Western Washington University, joined scientists at three other universities to research an emerging technology for improving the efficiency of photovoltaic solar cells, thanks to the support of a \$240,000 grant from the M.J. Murdock Charitable Trust.

The innovative collaboration among the largely undergraduate institutions was initiated by the Murdock Trust to help advance the science on renewable energy and to build the capacity of smaller colleges to take a key role in important research. The team will investigate luminescent solar concentrators (LSCs), devices that collect sunlight over a large area, focus the light, and convert shorter wavelengths of light into longer wavelengths. The resulting light can be converted to electrical energy in photovoltaic solar cells—such as those found in the solar panels used in homes and solar energy plants—much more efficiently than current technology allows. Ultimately, the work could lead to a cheaper means of harnessing the energy of the sun.

The three-year grant to the newly-formed Collaborative Research Alliance will support materials science research by chemistry and physics professors at George Fox University, Pacific Lutheran University, University of Puget Sound, and Western Washington University. The benefits of having scientists from different institutions work together goes beyond the optimization of the research work. Each university will gain from experiencing the research culture and from sharing the equipment at the other schools. The professors also will be able to share expertise on practical goals, such as winning competitive research grants. Undergraduate students from each school will be involved in the research project and will have their learning experience enriched by the variety of expertise.

- **Western Professor Helps Cambodian University Establish Sustainability Program**

"When most Americans hear the word 'Cambodia,' they think only of the Khmer Rouge genocide," says Mart Stewart, a professor in the Department of History and affiliate professor for the Huxley College of the Environment at Western Washington University. "But this was only a momentary aberration in Cambodian history, and one that shared in the general madness in Southeast Asia during what the Vietnamese call 'the American War.'" The true Cambodia can be found in Angkor Wat and the deep traditions of culture and the arts, Mart says. "It's also found in the gloriously optimistic generation of young people who are remaking Cambodia right now."



Professor Stewart engaged with many of these young people during a month-long Fulbright Senior Specialist appointment in the Department of Resource Management and Development at the Royal University of Phnom Penh in Phnom Penh, Cambodia, in January. He also worked with the faculty as part of a curriculum-development team that is creating a new interdisciplinary graduate science program in climate change studies at RUPP. Stewart put together a course module and syllabus on the history of climate change politics and



governance and collected relevant resources for the program. Stewart has received four Fulbright appointments in Southeast Asia, and has conducted research and taught there for 20 years, so he is extremely familiar with the strengths and needs of the region's academic institutions. The new master's degree in science program at RUPP is intended to serve the employees of Cambodian government agencies and the Cambodian employees of international NGOs and civil society organizations who are creating climate change adaptation strategies for Cambodia. "The energy and talent is there," Stewart says. "Education is the pathway."

- **North Cascades Institute Celebrates Thirty Years of Promoting Conservation**

In the mid-1980's, Saul Weisberg, now the executive director of the North Cascades Institute, was a climbing ranger in North Cascades National Park and finishing up a graduate degree in biology. It was the time of timber wars and fights over spotted owls, and there was a lot of tension around public lands. Weisberg and his friends wanted to find a way to counteract that tension. They wanted to bring people out to really experience the park and learn about it.

"We had this idea that education was one of the tools that should be used to promote conservation, by taking people outside and giving them experiences in wild places," Weisberg said. "We just assumed that they would fall in love with it the way we did." So Weisberg and his friends started a series of adult field seminars. The first classes were in the summer of 1986, and they "took off like crazy," he said. Weisberg stopped being a climbing ranger and focused on education.



His vision became the North Cascades Institute, and it celebrated its 30th anniversary in 2016, the same time that the National Park Service celebrates its 100th anniversary. The institute now offers a graduate program in partnership with Western Washington University. This unique professional residency program designed to prepare students in all aspects of environmental education while living among the towering peaks of the North Cascades region in Washington State. Course work emphasizes field science, experiential learning, teaching strategies and nonprofit administration. The Residency is fully integrated into a degree program at Huxley College of the Environment, so the students are simultaneously immersing in the academic and environmental experience

#### **New Courses Offered in the 2016-2017 Academic Year**

Western continues to develop new courses that investigate how to sustainably tackle the important social, environmental, and economic challenges of our age. Some of the new courses that Western students are offered in 2016 include:

- ANTH 479 - People of the Sea and Cedar Internship: This is an internship at the Whatcom Museum, specifically to prepare students for workshops/tours for a program titled The People of the Sea and Cedar, which focuses on Northwest Coast Native peoples. The student will conduct workshops/tours for third and fourth grade students studying Native American history and culture. Interns will also learn about broader museum topics through readings and demonstrate their understandings through weekly short essays.
- C/AM 331 - Canada: Society and the Environment: This course explores relationships between people and the environment in the territory that has come to be known as Canada; emphasis is placed upon the history of such relationships. Topics include: physical geography, Aboriginal geographies, Native-Newcomer interactions, evolving and contested political boundaries, resource use and ecological crisis, and urban development.

- C/AM 442 - Colonial Landscapes in the Pacific Northwest: This course provides description and analysis of the impact of European imperialism on the development of Pacific Northwest landscapes; the focus is on Indigenous, British, American, and Canadian geographical actions and territorial claims.
- CHEM 381 – Biofuels: An examination of current and emerging biofuel technologies including an understanding of the processes for biomass conversion to fuel and other factors associated with commercial biofuel production.
- CHEM 425V - Chemistry of Renewable Energy: The role of chemistry in energy production, distribution, storage and usage, with a focus on chemical, photochemical, and electrochemical transformations. Applications to existing and emerging energy technologies.
- COMM 330 - Environmental Rhetoric: This class is an exploration of the way the environment is represented rhetorically and the implications this has for public policy and personal action.
- ENG 385 - Sustainability Literacy II: Advanced instruction and practice in applying systems thinking to writing projects related to the topic of sustainability.
- ENVS 491 - Environmental Communication: Critical inquiry into communication theory, research, and practice directed toward environmental concerns in the context of diverse communities. Opportunity to develop skill in techniques such as cultural sensitivity and inclusion, community outreach, environmental interpretation, systemic social change, social marketing, digital and physical media, and/or partnerships.
- ENVS 492 - Curriculum for Environment and Sustainability: Critical review of existing curricula, learning theory and learning objectives are examined and strategies for attaining these objectives are studied and practiced. The qualities of the ideal environmental education curriculum are identified. Students practice curriculum writing and teaching. Students observe in real world classroom and outdoor teaching settings.
- ENVS 551 - Natural Resource Policy: The course addresses history, politics, conflicts, and current events (e.g. Malheur NWR) around natural resources, with a particular emphasis on public lands.
- PLSC 348 - Environmental Justice: Dimensions of social justice as they relate to environmental policies, practices, and movements.

### **University-wide Educational Lectures in 2016**

The Huxley College Speaker Series brings guest lecturers to campus to address topics of contemporary environmental concerns in the region and beyond. This past year, the theme for the series was conservation, including research ecology, habitat and population recovery, community resilience, and sustainability consulting. Huxley College Speaker Series talks in 2016 included:

- Keturah Witter, a scientist for Environmental Resources Management on "Working Toward the Triple Bottom Line: Sustainability and Consulting."
- Michael Medler, associate professor of Environmental Studies, on "The Pyrogeography of Wildfires in the Western U.S."
- Dave Bennink, owner of Re-Use Consulting, on "Sustainable Employment, Sustainable Life."
- Bob Dillman, regional vice president for First Financial Healthcare Solutions, on "Economic Empowerment within the Western Student Population."

- Mary Christina Wood, the Philip H. Knight Professor of Law and faculty director of the Environmental and Natural Resources Law Center at the University of Oregon School of Law, on "Nature's Trust: Environmental Law for an Ecological Age."
- Becky Petersen, acquisition project manager for King County's Water and Land Resources Division on "Conservation and Preservation: Saving Lands for Future Generations."
- Timothy Ballew II, chairman of the Lummi Nation, on "Pulling Together in the Salish Sea," the inaugural event in the Salish Sea Speaker Series.
- Joe Scott, international programs director at Conservation Northwest, on "Conservation Across Borders."
- Jeff Hammarlund from Portland State University on "How and Why Energy Policy is Different (Even a Little Weird) In the Pacific Northwest."
- David Wallin, Environmental Science professor at Huxley, on "Conservation and Restoration of Mountain Goat Populations in the Washington Cascades."
- Kevin Schneider, a principal research engineer at the Pacific Northwest National Laboratory, on "The History and Current Status of the Electricity Infrastructure in the Pacific Northwest."
- Steve Hollenhorst, dean of Huxley College, on "The Race for Renewable Aviation Fuels and Environmentally Preferred Co-Products."
- Leah Bendell, professor of Marine Ecology and Conservation at Simon Fraser University, on "Common Sense Approaches to Environmental Conflicts."

The World Issues Forum at the Fairhaven College of Interdisciplinary Studies also brought thought-provoking discussions to Western's campus and the Bellingham community in 2016, supporting an informed and engaged global citizenry. World Issues Forum Speakers included:

- "Upstream Development versus Downstream Risk on Transboundary Watersheds -- The Taku, Stikine and Unuk rivers of northwest B.C. and southeast Alaska" by Anne Muter, leader of the Transboundary Watersheds Governance Initiative.
- Mira Mishra, from Tribhuban University, Kathmandu, Nepal, on "Womanhood in the Making in Nepal: An Intergenerational Perspective."
- Keith Feldman, assistant professor of Ethnic Studies at the University of California, Berkeley, on "Between June '67 and Global '68: A Shadow History of Civil Rights and Decolonization."
- "Cultural Conflicts: Shifting Paradigms." by Jewell James, director of the Lummi Sovereignty and Treaty Protection Office and totem pole carver.
- Aruna Sury and Melody Yang, pro bono attorneys for Kids in Need of Defense, on "Unaccompanied Children in the United States: Refugees in Need of Protection."
- "Idle No More: Freedom in an Era of Climate Change." by Sylvia McAdam Saysewahum, co-founder of Idle No More and citizen of the Nêhiyaw Nation.

## Operations

Western strives to be at the forefront of renewable energy use, conservation, and green-building in the Higher Education field. The University's physical throughput includes energy and water use, CO2 and solid waste production, transportation, green-building, and other aspects that contribute to the university's physical footprint. 2016 operational highlights of the University's sustainability efforts in these measures include:

- **Three Western Offices Obtain Sustainability Certification**

The Office of Sustainability at Western Washington University offers Sustainable Office Certification to reduce costs, protect the environment, conserve resources and promotes fairness, safety and health. The program supports actions and provides a simple way of measuring efforts that happen at the office level. Participating Offices are recognized for their level of achievement, as a way of showing thanks and appreciation for measurement of work well done. Three offices additional were recognized for certification in 2016 at a ceremony in the Underground Coffeehouse in the Viking Union on May 10, for a total of 27 participating offices.

The Western Associated Student Bookstore, the Underground Coffeehouse, and Dining Services Viking Commons Administration all won awards based on their involvement with sustainability. The bookstore recycles all unused boxes, gives students reusable bags when they purchase a number of books and gives students a place to recycle batteries. Dining Services has multiple bins for students to distribute waste properly, among other successes. The Underground Coffeehouse only uses reusable silverware, plates, and glasses, and glass cups are the default for all beverages. The steps these offices have taken make the entire University more sustainable.



- **Western Marks 10 Years on EPA Green Energy List of Top Higher Education Purchasers of Renewable Power in 2016**

Western Washington University has appeared on the U.S. Environmental Protection Agency's list of the top green energy purchasers in higher education for the past 10 years. In fact, Western has been on the EPA's top college list since it was launched in January 2006. In the most recent listing in April, Western was 20th on the EPA's list of the top 30 green energy purchasers in higher education. Western is also the only college or university in the state of Washington on the EPA list, last updated on April 25.

"Western's commitment to sustainability isn't just about delivering innovative environmental education in the classroom, it's a comprehensive approach to how our campus community lives, learns and operates in this physical environment," said former Western President Bruce Shepard. "As is the case with so many aspects of Western's distinctive excellence, our students deserve special recognition for their leadership and vision. From how we power the campus to what we eat in the dining halls, our students are always looking for ways to make Western a greener, more environmentally responsible campus."

Western annually offsets 100 percent of its electrical consumption from green sources via purchases of renewable energy credits. The genesis for Western's renewable energy program began more than 10 years ago when a small group of Western students set a goal of having Western offset all of its electrical energy from a 100-percent renewable source. To meet that goal, they proposed a student initiative to implement a fee that would offset the cost of purchasing renewable energy. As a result of their visionary efforts and significant research into renewable energy, Western moved to the forefront of the renewable

energy field, becoming the first university in the country to implement a student fee for the purchase of green energy. The student initiative passed in a spring 2004 election with 84.7 percent approval. The Western Board of Trustees approved the student fee, which went into effect in 2005 and which allows the university to offset all of its electricity use with purchases from renewable energy sources.

- **Western Offers Viking Electric Bike Program to Students, Staff, and Faculty for Commuting and University Business**



Transportation around the University entered a new age in 2016 when a pilot program offering electric bikes to members of the Western community commenced. Thanks to a Sustainable Action Fund grant, the Viking e-bikes are now available for loan to students, staff, and faculty, allowing them to commute, travel on university business, or just experience an environmentally-conscious way to get around Bellingham. Loan periods can range from one hour up to an entire academic quarter, and each loan includes a comprehensive package of cycling accessories to facilitate a successful, safe journey. Ultimately, the program's goal is to convert routine car trips made by faculty, staff and students to bike trips, decreasing carbon emissions and increasing campus community members' overall health and fitness. The program also includes an electric cargo tricycle that is used by the Associated Students Publicity Center for deliveries around Western's campus, entirely replacing a polluting gas-powered truck.

- **Western Washington University Increases its Commitment to Serve "Real Food" on Campus in 2016**  
On Friday, April 1, 2016, then-Western President Bruce Shepard signed the Real Food Challenge petition brought forth by the Students for Sustainable Foods. The Real Food Challenge is a national campaign motivated to change the standard for university food. The primary goal of the challenge is to shift one billion dollars of university food budgets away from industrial farms towards local, community-based farms by 2020, said sophomore Environmental Studies major Rosa Rice-Pelepko, vice president of Students for Sustainable Foods. Rice-Pelepko defines "real food" as sustainable, fair, and local, with a focus on consumers, community, producers and the Earth.

The Western Real Food Initiative states that the University is committed to the goal of allocating 25 percent of campus dining hall purchasing dollars to "real food" by 2020, as defined by the 2015 standard of the Real Food Calculator. Western spent 18.34 percent of its dining hall food budget on "real food" from October 2014 to July 2015, according to the initiative.

The SSF hopes that the Real Food Challenge will benefit local farmers and build relationships within the community. It's an environmental and social justice issue, Rice-Pelepko said. The SSF wanted to give more power to the students and hold the university accountable for the food served in the dining halls. Western is the third school in Washington state to sign the Real Food Commitment, after Gonzaga University and The Evergreen State College.

## Engagement

Western's operational and academic sustainability endeavors are initiated and developed through goal-setting, collaboration with administration, and outreach to students, staff, faculty, and the greater Bellingham community. Ultimately, this civic engagement is at the center of all of the University's conservation efforts. 2016 highlights in this area include:

- **Western Joins Community Partners to Promote Green Energy in Bellingham**

2016 was Energy Year in Bellingham, as announced Mayor Kelli Linville, at a festive celebration to inaugurate the release of the City's revised Climate Action Plan in 2016 that updated energy and conservation measures and strengthen our resiliency for the future. Western Washington University chose to participate in the energy prize goal with eight other community partners.



The University, its partners, and the City support a Green Power Challenge to retain and strengthen Bellingham's role as a state and national leader in making the conversion to clean power sources.

Connected to this challenge, the Solarize Whatcom campaign is actively seeking to increase Bellingham's solar installations and help residents save on energy costs. As all parties involved await the decision of the energy prize committee, they know that the positive steps taken to make our local community greener will have long-term effects.

- **Western Students to Help City of Edmonds Increase its Sustainability Efforts**

Students at Western Washington University received a valuable real-world experience this year when they joined with the City of Edmonds in order to help find and implement ways for it to become more



sustainable. This opportunity exists due to Western's Sustainable Communities Partnership program.

The program matches coursework on campus with issues facing a local city that is striving to achieve a sustainable future. Eleven projects in Edmonds were tackled by a set of Western resources that includes three student interns (who will thereby fulfill graduation requirements), six student employees, and the collective creativity of students in ten Western courses. The projects represent various aspects of sustainability within a municipal setting, including reduction of storm water impacts

upon the Edmonds Marsh, development of a mobile app to make visitors aware of amenities in downtown Edmonds, evaluating available methods of dealing with construction waste and food waste, and analyzing the likely impacts of sea-level rise upon the Edmonds shoreline.

The program is new in 2016, with Edmonds serving as the inaugural partner. The Association of Washington Cities provided financial and logistical support to Western, assisting in recruitment of a municipal partner. This kind of partnership provides benefits to both a city and the University; students and faculty are able to tackle real-life projects, complementing the theoretical content in a given course,

while the city benefits from thousands of person-hours of attention focused upon its projects, at a relatively low cost. The partnership also advances Western's institutional goal of applying its academic expertise in ways that strengthen communities beyond the campus. The Sustainable Communities Partnership is a program of the Office of Sustainability.

- **The Resident's Resource Awareness Program Bring Sustainability to Student Residence Halls and Beyond**  
Western's Resident's Resource Awareness Program (ResRAP) aims to create a culture of sustainability that touches every corner of our community through a commitment to advising, training, and assisting students to be peer-to-peer mentors and leaders in the residence halls. The program has grown tremendously since it was instituted eight years ago, and there were a record thirty-five students, known as Eco Reps, in 2016.



Every winter quarter, ResRAP hosts the annual Go for the Green competition which determines which hall can use the least water, electricity, and natural gas, while creating the least waste. This competition educates Western campus residents on sustainable practices that can be implemented in their living situations. The 2016 competition was a huge success, with over 25 events on campus, and 30 hours of door-to-door pledge collection by the Eco Reps. Practices learned during Go for the Green provide students with the skills and knowledge to live a more sustainable life, which they then take with them and share with others after they graduate from Western.

- **Western Students Take an Earth Ride with Alternative Transportation**

Sustainability and bicycles go hand-in-hand, and Western's Alternative Transportation Office makes certain that students have every opportunity to find out how bicycling can fulfill most of their travel needs. The 2016 Earth Ride with Alternative Transportation embarked on a bicycle tour of Bellingham on Earth Day, guided by student coordinators. Up and down the city's tree-lined boulevards, students were able to discover just how accessible our community can be, while enjoying the camaraderie of fellow cyclists and the sense of freedom that a bicycle can provide.



- **Campus Sustainability Planning Studio Presentations**

Every year, students learn by researching and proposing ways of reducing impacts or making our campus and community more resilient, through the Campus Sustainability Planning Studio. The Studio is a hands-on, problem-based learning program in which participants join together into teams to help Western and the Bellingham community achieve real-world solutions to issues across campus and throughout the city. In 2016, student projects included investigating Wind Farm Ownership, developing a housing sustainability index, creating a social sustainability poster campaign, and researching sustainable investments.



Students enrolled in the Campus Sustainability Planning Studio class presented their projects on a sunny Wednesday morning on June 1 in the Viking Union. The students have been working on projects aimed at advance Western's campus in the area of sustainability for much of the academic year. Some of the highlights from this year's projects included:

- Housing Sustainability Index
- Social Sustainability Poster campaign
- Sustainable Investments
- Zero Food Waste Action for Edmonds

- **Earth Week 2016 Events Celebrated Student's Community Engagement**

A week of Earth Day celebrations was hosted by the Associated Students Environmental and Sustainability Programs and the Western Office of Sustainability. The annual highlight of the week, the Earth Day Festival, took place on Friday, April 22 in the Performing Arts Center Plaza.

At the event, Western students continued the Earth Day legacy by embracing promoting, and celebrating all aspects of sustainability: the social, economic, and environmental. Events included a talk titled Girl Gone Farmer: Addressing the Gender Gap in Agriculture, a screening of The True Cost, a Documentary and Discussion on the Fashion Industry, a Botanical Medicine Workshop with Wildroot Botanicals, Zero Waste Workshop with Western's Zero Waste Coordinator, a Salish Sea Studies Panel Discussion with Northwest Indian College, and concluded with a clean-up event of Little Squalicum Park in downtown Bellingham.

- **Western Students Present Proposals to City Council for Bellingham Waterfront Artwork**

Bellingham residents have been pondering what the city's new waterfront would look like ever since the Georgia Pacific mill closed in 2007. This year, a group of 39 Western Washington University students and faculty in the Western Art Department presented their concepts of how the site could transform from a public-art perspective.

In collaboration with the City of Bellingham Parks and Recreation Department, six student teams in Professor Werner Klotz's History of Site Specific Art class presented their ideas on public art concepts for the future Whatcom Waterway Park on March 10 in the Council Chambers at City Hall. As part of Klotz's course, the students were asked to develop concepts for the future waterfront park that would reflect the history of the former Georgia Pacific site, as well as foster a sense of place in Bellingham's new waterfront district.



Klotz and Bellingham Parks and Recreation Director Leslie Bryson said that they strongly believe that this project can be an exciting, professional learning opportunity for Klotz's current students, and for future Western students as well. Klotz is an internationally known installation artist, specializing in public art. He has major permanent installations at the Seattle Tacoma International Airport, Staten Island Ferry in New York City, San Francisco, and commissions in Germany and Italy.



- **Poulsbo Marine Science Center Becomes Part of Western's Environmental Education Network**  
Poulsbo's Marine Science Center became Western's SEA Discovery Center with the swipe of a pen and unveiling of a new sign in 2016. The University took over the center's youth programs, floating lab, aquarium, and museum. Western will lease the building from Poulsbo at no cost until the facility can be fully handed over and integrated in the school.

The facility's new name comes from the location by Liberty Bay that connects to Puget Sound, and is an acronym for the center's three service components: science, education and aquarium. The SEA Discovery Center will provide additional capacity for students at Western, which is in the midst of a long-term expansion program on the Kitsap and Olympic peninsulas.



The University will continue the center's youth programs started by the Marine Science Center Foundation, the nonprofit that runs the center. The foundation always intended to hand over the center and its programs to an organization that could perpetuate educational opportunities, according to Bruce Harlow, the foundation's president. Western also retained every paid employee at the center in an act of continuity for the Center's community engagement.

- **SAF Awards in 2016**

Western's Sustainable Action Fund Program was again active in 2016, successfully funding and forwarding student proposals that will make our campus and community more sustainable, inclusive, and just. Projects Grants that were awarded or completed in 2016:

Large Grants of over \$5,000 were awarded to create these projects:

- PAC Center Concert Hall Lighting - The incandescent lights in the Concert Hall were inefficient, costly, old, and wasteful. They were replaced with LED lights that enhance the performance space, save on maintenance costs and energy costs, and serve as a model for other performance spaces.
- E-Bike Pilot - Electric bicycles were purchased to loan to members of Western's community in order to explore the utility and commuting applications of electric bicycles on and around campus.
- Lyn Okse – Members of the Vehicle Research Institute are designing and constructing a prototype, off-road capable, Neighborhood Electric Vehicle to support Facilities Management's need for environmentally friendly vehicles.
- RECYcling Your Power – Stationary bicycles that produce and send electrical power into the Western energy grid were introduced in the Recreation Center, offering a way for students, staff, and faculty to contribute to the University's renewable energy efforts.

Small Grants, up to \$5,000, were awarded to facilitate these activities:

- Western Gallery – Energy-efficient LED lighting was installed throughout the gallery to increase art visibility and decrease the facility's carbon footprint.
- Dr. Vandana Shiva - Dr. Shiva is an environmental and social activist, author of more than 20 books, and world-renowned environmental leader and ecofeminist from New Delhi, India, who has been internationally recognized for her activism condemning globalization, empowering women, and fighting "Big Agriculture" for farm worker's rights. Shiva was also the recipient of the 1993 Alternative Nobel Peace prize, the Right Livelihood Award. Shiva visited Western in February of 2016 to speak about women in agriculture, the slow food movement, traditional farming practices, biodiversity, and climate change.
- OHESC Conference – Western students and staff travelled to Eugene, Oregon to share sustainability presentations, roundtable discussions, and brainstorming sessions with members of universities from around the Pacific Northwest.
- See and Be Seen - This week-long event provided free bike lights to the campus community in order to improve safety conditions of all road users, promote bicycling as a feasible form of transportation, and increase cyclists' confidence.
- Portable Water Refill Stations – As a means to provide clean drinking water to any event at Western, a group of students designed and produced water refill stations that can be borrowed for activities across campus.
- Climatefest – This day-long event, curated by a Western graduate student, celebrated local and global climate-positive action by groups and individuals.



## Planning and Administration

- **Sustainability Action Plan**  
Charged by then-President Bruce Shepherd to promote sustainability throughout the University, the Sustainability Advisory Committee commenced to create Western's first Sustainability Action Plan in 2014. Currently in development, the Sustainability Action Plan addresses ten content areas, including Built Environment, Campus & Community Engagement, Curriculum & Research, Dining Services, Grounds, Investments, Procurement, Student Life, Transportation, and Waste. Each topic delves in to greater detail about University planning, development, and operations, as well as curricula innovation, research conducted by faculty, staff, and students, and engagement with the greater community. The Sustainability Action Plan will be completed in 2017.
- **Western Washington University Wind Farm**  
In December of 2016, Western signed on to purchase renewable energy through Puget Sound Energy's "Green Direct" program. Through this program, Puget Sound Energy will build enough wind power capacity to supply all program participants with carbon-neutral power up to 75 megawatts total. The wind farm is slated to be built in Central Washington. The University's close-knit partnership between students and administration made involvement in this program possible.

## Summary

Western Washington University introduced valuable innovations, developed meaningful programs, and presented its conservation efforts to new audiences in 2016. Through myriad collaborations between staff, faculty, students and the Bellingham community, Western progressed its vision of a more interconnected, resilient, equitable. and sustainable global community. This ongoing effort will continue in 2017 with the immeasurable support and involvement of Western students working toward our common goal.



**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 Eileen V. Coughlin

**DATE:** February 10, 2017

**SUBJECT:** Mid-Year Housing and Dining Report

**PURPOSE:** Information Item

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**Purpose of Submittal:**

To provide the annual programmatic and fiscal report to the Board on the University's Housing and Dining System.

**Supporting Information:**

Mid-Year Housing and Dining Report

# WESTERN WASHINGTON UNIVERSITY ENROLLMENT & STUDENT SERVICES

## Mid-Year Housing and Dining Report February 2017



*University Residences Staff*

### EXECUTIVE SUMMARY

APPENDIX I: Residential Life

APPENDIX II: Occupancy

APPENDIX III: Housing and Dining System Financials (through December 2016)

APPENDIX IV: Residential Facilities

APPENDIX V: University Dining Services

## **EXECUTIVE SUMMARY**

**Western's Residential Communities — Active Minds Changing Lives:** On campus housing is an auxiliary enterprise that is fiscally managed to provide competitive costs in an academically grounded environment. Campus residential communities are intentionally designed to actively engage new first year, transfer, returning and international students in their learning and success, making friends and personal connections; to become more responsible adults in diverse and inclusive communities, fostering leadership, sustainability, social responsibility, and civic engagement. To this end we have included a summary of progress to support students in their academic and personal growth.

### **RESIDENCE LIFE (Appendix I)**

- Resident Assistants engaged in focused “intentional conversations” with residents regarding personal and academic success.
- Resident Assistants conduct academic intervention meetings with residential students placed on academic probation. Total number for Winter 2017 is more than 310.

### **OCCUPANCY (Appendix II)**

- Fall 2016 Peak Report occupancy was 4,025 and on track to meet or exceed the Housing and Dining Fiscal Principle of 90% average annual occupancy.
- Students living on campus included 90% of all first year freshmen, 29% of all transfers, and 31% of all students-of-color.
- Fall 2016 Peak occupancy attrition compared to Winter 2017 Peak was 3.7% for this year compared to 4.2% for the previous year.

### **HOUSING & DINING SYSTEM FINANCIALS THROUGH DECEMBER 2016 (Appendix III)**

- Total system revenue to date was 2.5% greater than the prior year.
- Room and resident meal plan revenue was 5.1% higher than 2015 with overall revenue up 2.5%.
- Total system operating expenditures to date increased by 4.6%.
- Net operating revenues for the full fiscal year are projected at budgeted levels.
- Non-operating expenses to date include the Ridgeway Gamma renovation, Nash mechanical room renovation, and pre-planning costs for the new apartment residence. Total renovation expenditures are higher than last year reflecting the additional work being done per the facilities condition assessment.

### **RESIDENTIAL FACILITIES (Appendix IV)**

- Results of the completed Facility Condition Assessment have been analyzed and factored into a rejuvenated 10-Year \$200 million capital budget plan discussed at the June and December 2016 Board meetings. Coordinated planning efforts are in progress.
- Completed public works included projects that addressed building systems in Buchanan Towers, Ridgeway Gamma and Nash as well as room upgrades in Nash and drainage upgrades at Fairhaven and a portion of Birnam Wood

### **UNIVERSITY DINING SERVICES (Appendix V)**

- Implemented Healthy for Life Program “20 by 20” - a five-year initiative to reduce calories, saturated fat and sodium by 20% and increase whole grains, fruits and vegetables in menus by 20%.
- Student dining employees worked 49,677 hours during Fall quarter, representing 52.6% of all labor hour support for dining services.
- Total Real Food = 18.99 % .50 % increase over prior reporting year (\$800,994 total spend.)

## APPENDIX I: RESIDENCE LIFE

### Academic support:

- Continued training of new hired Resident Directors to use Student Success Collaborative (SSC) tool for academic support meetings.



### Diverse and Inclusive

- Continued to sponsor residential student attendance at the Ethnic Student Center (ESC) conference.
- Staff continued service as mentors and advisors to ESC clubs.
- Hosted 12 visitors to pre-national housing conference of Historically Black College and Universities on Western Washington University campus.
- Hosted Nikkita Oliver's visit and performance with residential student leaders. Oliver won the Seattle Poetry Slam in 2014, and in December 2015 won the 2015 Artist Human Rights Leader Award from the City of Seattle.
- Collaborated with 27 schools and colleges to sponsor Minority and Friends Network, a job placement conference for entering professional residential life staff from around the country.

### Health and Residential Environment

- Professional staff continue to respond quickly to every potential policy violation. Students typically receive
  - Notification of conduct meeting the following business day
  - Notification of decision within one week



## APPENDIX II: OCCUPANCY

	Operating <u>Beds</u>	<u>Heads</u>	<u>Beds Rented</u>	<u>% Beds Filled</u>
Fall 2016 Peak	4,050	4,016	4,027	99.4
Fall 2015 Peak	4,032	3,980	3,991	98.9
Winter 2017 Peak	4,046	3,869	3,896	96.3
Winter 2016 Peak	4,032	3,811	3,851	95.5

All data is from University Residences Peak Reports (3rd Wednesday)

Note: The "Beds Rented" count includes double room beds rented at a higher rate as a "super single."

## APPENDIX III: HOUSING AND DINING SYSTEM FINANCIALS

Year-to-date results through December 2016:

	<u>Change from Previous Year (Adjusted #'s)</u>		
+Revenues	Up	\$ 549,207	2.5% Increase
<u>-Less Operating Expenses</u>	Up	<u>\$ 592,821</u>	4.6% Increase *
=Net Operating Revenues	Down	\$ 43,614	0.5% Decrease
<u>-Less Non-Operating Expenses</u>	Up	<u>\$ 900,591</u>	9.7% Increase
=System Net Revenues	Down	\$ 944,205	146% Decrease

\* increased expenditures were facility related

### Year-to-Date Revenues

- Total system revenue to date (including student fees, conference and one-time revenues) was 2.5% greater than the prior year.
- Room and resident meal plan revenue through December 2016 was 5.1% higher than the prior year influenced by a 4.0% rate increase and a Fall Qtr. occupancy increase of 1.1%
- Conference revenue decline primarily due to one large, long-term customer taking a hiatus from this location due to ambient construction noise.
- Dining commission revenue show a one-time decline because those revenues are being used to offset related dining facility renovation expenses.

### Year-to-Date Operating Expenses

- Total system operating expenditures to date increased by 4.6%.
- Increases in operating expenditures were primarily due to increased food costs and maintenance expenditures with larger than average non-capitalized repairs.

### Net Operating Revenues

- Net operating revenues for the full fiscal year are projected at budgeted levels.

### Non-Operating Expenses

- Year-to-date non-operating expenses as compared to FY2016 increased 9.7% due to the commencement of work outlined in the facilities condition assessment.

## APPENDIX IV: RESIDENTIAL FACILITIES

- Results of the completed Facility Condition Assessment have been analyzed and factored into a rejuvenated 10-Year \$200 million capital budget plan discussed at the June and December 2016 Board meetings. Planning related to the \$200 million investment in facilities over 10 years has begun with consideration of cash and debt on options which ensure consistency with Board approved fiscal principles.
- The following public works projects have been completed:
  - Buchanan Towers roof replacement and “pilot” stack plumbing replacement / suite upgrade
  - Nash mechanical system upgrade (mechanical room equipment replacement, student room radiator / valve replacement & student room thermostat installation)
  - Fairhaven site drainage upgrade
  - Gamma Phase 1 (Stacks 5 through 10) renovation (bathroom plumbing / fixtures replaced with additional toilet provided, student room facelift, student room bed / desk / desk chair / wardrobe replacement)
  - Birnam Wood Phase 2 (Stacks 6 and 7) drainage upgrade
- Enhancements in the student living / learning environment ranging from student room / public area painting, public area lounge furniture replacement, ergonomic furniture upgrades, planned dining equipment replacement throughout campus, and hydration station installation
- In-progress construction includes the following public works projects:
  - Fairhaven generator replacement and emergency distribution service upgrade
  - Commissary fire alarm & mass notification system upgrade
- Began design work on the following projects:
  - Birnam Wood Phase 3 (Stacks 3, 4, 5) drainage upgrade and balcony deck / railing safety upgrades
  - Carver Gym retail dining amenities
  - Buchanan Towers plumbing systems replacement / suite upgrades

## APPENDIX V: UNIVERSITY DINING SERVICES

- Initiated national menu labeling program providing calorie and nutritional information for all food items served on campus.
- Created “Peer to Peer” program – Student team equipped with mobile technology to engage with student peers to better help us understand what students value and want out of their experiences on campus.
- Ten Western Student managers to be nominated for 2017 S2L (Step up to Leadership) summer internship.
- Dining Styles Fall 2016 represented an increase of 0.4% over prior year to 5.35 on a scale of 1 to 7. Overall experience was rated excellent by 44% of participants.
- Partnership with Bellingham Food Bank and Lighthouse mission and the Food Recovery Network to provide food donations. 1,660 lbs. of food was donated January – December 2016.
- Revised strategies to better communicate sustainability initiatives. Communications include The Daily Root, The Sustainability Spotlight, Green thread program and local farmer profiles.
- Community based, local and regional business and farm partners now total 31, an increase of 5 partnerships over the prior year.

Total Real Food = **18.99%** a **.50% increase** over prior reporting year (\$800,994 total spend) This % excludes Edaleen Dairy.

- Local / Community Based = 10.62% (447,949)
- Ecologically Sound = 6.76% (\$284,938)
- Fair = 2.93% (\$123,574)
- Humane = 3.55% (\$149,890)

Total "Sustainable" Purchases (Total Real Food and Western's Definitions: Non-Real Food Local Food) = **34.4 %** prior year 32.3% - a **2.1% increase** over prior reporting year

## **2. EXECUTIVE SESSION**

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

**6. DATE FOR NEXT REGULAR MEETING**

- **April 20, 21, 2017**

## **13. Adjournment**