

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
AGENDA  
August 18, 2017**

**FRIDAY, AUGUST 18, 2017**

**Location:** Old Main 340  
**Time:** 8:00 a.m.

**1. CALL TO ORDER, APPROVAL OF MINUTES**

8:00 – 8:05

- a. Board of Trustees Meeting, June, 8, 9, 2017

**2. PUBLIC COMMENT**

8:05 – 8:15

**3. RECOGNITIONS AND INTRODUCTIONS**

8:15 – 8:25

- a. Dr. Horacio Walker, Dean of Woodring College of Education
- b. Dr. Melynda Huskey, Vice President for Enrollment and Student Services
- c. Chuck Lanham, Vice Provost for Information Technology/Chief Information Officer

**4. BOARD CHAIR**

8:25– 8:35

- a. Resolution No. 2017-09 Welcoming Student Trustee Trista Truemper

**5. UNIVERSITY PRESIDENT**

8:35 – 8:45

**6. ASSOCIATED STUDENTS**

8:45– 8:50

**7. FACULTY SENATE**

8:50 – 8:55

**DISCUSSION ITEMS**

**8. OVERVIEW OF PROPOSED FINANCING PLAN FOR VIKING UNION EXPANSION AND HOUSING RENOVATIONS**

8:55 – 9:05

Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs  
Melynda Huskey, Vice President for Enrollment and Student Services  
Brian Sullivan, Associate Vice President, Business and Financial Affairs  
Linda Beckman, Director, Budget & Administration, Enrollment and Student Services

Susan Musselman, Director, PFM Financial Advisors LLC/Public  
Financial Management Inc.

9:05 – 9:10 Discussion

## **ACTION ITEMS**

### **9. CONSENT ITEMS**

9:10 – 9:15

- a. Approval of Summer Quarter Degrees

### **10. APPROVAL OF 2018 SUPPLEMENTAL OPERATING BUDGET REQUEST**

9:15 – 9:20

Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs  
Linda Teater, Director, Budget Office

9:20 – 9:25

Discussion

### **11. APPROVAL OF 2018 SUPPLEMENTAL CAPITAL BUDGET REQUEST**

9:25 – 9:30

Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs  
Rick Benner, University Architect/Director, Facilities Development and  
Capital Budget

9:30 – 9:35

Discussion

### **12. APPROVAL OF THE FY-2018 INTERNAL AUDIT PLAN**

9:35 – 9:40

Presentation: Earl Overstreet, Chair, Board Audit Committee

9:40 – 9:45

Discussion

## **REPORTS**

### **13. AUDIT COMMITTEE REPORT**

9:45 - 9:50

Presentation: Earl Overstreet, Chair, Board Audit Committee

### **14. GOVERNANCE COMMITTEE REPORT**

9:50 – 9:55

Presentation: Chase Franklin, Chair, Board Governance Committee

### **15. INFORMATION ITEMS**

9:55 – 10:00

- a. Academic Reports
- b. Admissions and Enrollment Report
- c. University Advancement Report
- d. Capital Program Report
- e. University Relations and Community Development Report

**BREAK** 5 minutes (10:00 – 10:05)

### **16. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL ISSUES AS AUTHORIZED IN RCW 42.30.110(1)(g)**

## DISCUSSION ITEMS

### 17. SCIENCE AND ENGINEERING AT WESTERN

10:15 – 10:30      Presentation:    Brad Johnson, Dean, College of Science and Engineering  
10:30 – 10:45      Discussion

### 18. DATE FOR NEXT REGULAR MEETING: October 12, 13, 2017

### 19. ADJOURNMENT

11:00 – 11:45 am - TOUR OF ENGINEERING FACILITIES

12:00 – 12:30 pm - PLANETARIUM SHOW

BOX LUNCHESES AVAILABLE IN BOARD ROOM FOLLOWING PLANETARIUM SHOW

## **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:** Friday, August 18, 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, June 8 & 9, 2017

**Supporting Information:**

Minutes of June 8 & 9, 2017

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Thursday, June 8, 2017**

**1. CALL TO ORDER**

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 3:04 p.m., in the Board Room, Old Main 340, in Bellingham, WA.

**Board of Trustees**

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

**Western Washington University**

Sabah Randhawa, President  
Brent Carbajal, Provost and Vice President for Academic Affairs  
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services  
Steve Swan, Vice President for University Relations and Community Development  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Stephanie Bowers, Vice President for University Advancement  
Kristen Larson, President of Faculty Senate  
Stephanie Cheng, Associated Students President  
Kerena Higgins, Assistant Attorney General  
Paul Cocke, Director of University Communications  
Paul Dunn, Senior 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. STUDENT SUCCESS: GOING FROM GOOD TO GREAT**

Trustee West introduced the topic of discussion regarding student success at Western. West expressed the need for high quality education, especially to those from traditionally underrepresented backgrounds, ensuring that the educational environment is supportive of a diverse range of identities and includes high impact learning experiences to prepare them for the future. West stated that these are the dimensions of student success, adding that successful students are successful graduates.

Brent Carbajal, Provost and Vice President of Academic Affairs, stated that student success has to be a priority in every area of the university and that the panel assembled would provide different perspectives and examples for contributions to student success.

Senior Vice President Eileen Coughlin said that when academic advising, student outreach services, and counseling centers are provided and used by students it helps move them forward

towards success. Coughlin added that Freshman Interest Groups, (FIG's) allow students to be integrated academically.

The panel consisted of:

- Kathy Patrick, Advisor, Huxley College
- Tina Loudon, Director of Academic and Career Development Services
- Glen Tsunokai, Professor of Sociology
- Maia Adolf, student and F.I.G. participant
- Jennifer Hays, Community Studies Department
- Steve VanderStaay, Vice Provost for Undergraduate Education
- Dario Castellon, student
- Student Sara Wilson, Special Assistant to the Vice President of Enrollment and Student Services
- Shari Robinson, Director of Counseling Center
- Bryce Sasaki, Academic Support Coordinator
- Elica Starr, student and Community Advisor in Birnam Wood
- Christian Urcia, Resident Director, University Residences
- Renee Collins, Associate Dean of Students

Steve VanderStaay, Vice Provost for Undergraduate Education, reported that nationwide 55% of students that attempt a college degree at a public university successfully graduate. At Western 70% of the first year student that begin their studies at Western graduate with a degree. VanderStaay noted that by tracking the students who leave Western and graduate elsewhere, we have found that 80% of students that start at Western earn a college degree, a third of Western student leave after their first year, and, 20% of freshman do not re-enroll in a second year at Western VanderStaay said that students who leave are more likely to be low-income and first generation college students; those who failed a math class early; and students who don't have friends on campus; and students who do not have a faculty mentor. VanderStaay also pointed out that research has shown that students persist when they are socially and academically integrated within the institution.

The panelists each provided information about the ways in which their department or college help to guide students to achieve graduation, reinforcing the collaboration that is involved in student success at Western

The trustees acknowledged the panelists contributions towards student success with the programs that they facilitate. Trustee West said that making slight adjustments to the existing programs could help Western get from great to greater. Trustee Ramos added that being a current student and a first generation student success has come from a combination of all of the programs represented by the panel and that academic success comes from feeling supported by faculty and peers which helps to create balance and emotional stability. Trustee Fujikado said that while the larger institution wide quantitative measurements are important to the board it is also important to hear the individual student stories.

Trustee Overstreet stated he would like to see students achieve broad experiences at Western and that those experiences add to their academic credentials and the student's life skills capabilities. Overstreet emphasized that life skills and the ability to learn about one self is very powerful and that Western students should come away with both academic success and life skills that exceed their expectations.

Trustee Meyer asked about peer tutoring in social science subjects. Tina Loudon, Director of Academic and Career Development Services, said that tutoring for social science subjects are handled at the department level. Loudon noted that Western has study skills tutoring available

that guides students towards successful time management and decision making which contributes to life skills.

Vice Provost VanderStaay said that data shows students who enter university and take a full fifteen credit enrollment have better success than those who take a lighter course load. Sara Wilson, Special Assistant to the Vice President for Enrollment and Student Services, added that taking fifteen credits per term is the path to graduation in four years and it is also important for parents to understand this information. .

Trustee Sharpe asked how Western informs incoming students about the various programs that are offered that help them with their transition to university life. Eileen Coughlin, said that the orientation and outreach programs that provide courses for incoming students and divides the content into subjects allowing student to select their interests. Coughlin agreed with Trustee Sharpe that this is one of the biggest challenges in reaching students and making an impact.

Provost Brent Carbajal, said that every student is going to have a different touch point at which they will be willing to get involved. He added that Western wants to ensure that every student is cared for how to reach every student is complex. President Randhawa said that the goal is selecting strategies that will have the maximum impact. He also reiterated that the afternoon's conversation has been focused around first and second year students. Randhawa also noted that as we look at upper class students, the ability to provide high impact experiences becomes increasingly important for student retention. Trustee Sharpe thanked the panel for their time, perspectives and commitment to Western and Western students.

The meeting adjourned at 5:02 p.m.



**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, June 9, 2017**

**1. CALL TO ORDER**

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 9:00 am in the Board Room, Old Main 340, in Bellingham, WA.

**Board of Trustees**

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

**Western Washington University**

Sabah Randhawa, President  
Brent Carbajal, Provost and Vice President for Academic Affairs  
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services  
Steve Swan, Vice President for University Relations and Community Development  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Stephanie Bowers, Vice President for University Advancement  
Kristen Larson, Faculty Senate President  
Stephanie Cheng, Associated Students President  
Kerena Higgins, Assistant Attorney General  
Paul Cocke, Director of University Communications  
Paul Dunn, Senior 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 06-01-2017:

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

- Board of Trustees Meeting April 20, 2017
- Board of Trustees Meeting April 21, 2017

The motion passed.

**3. RECOGNITIONS AND INTRODUCTIONS**

• **Fulbright, Gilman, RESU, TAPIF Fellowship Award Winners**

Tom Moore, Director of the Western Washington Fellowship Office, gave a brief introduction of the award programs and introduced the student award winners. Moore stated that Western students have received a number of national awards this year.

**WWU Student Award Winners**

<b>Fulbright</b>	<b>Gilman</b>	<b>Research Experience for Undergraduates</b>	<b>Teaching Assistant Program in France</b>
<ul style="list-style-type: none"> <li>• Tristan Olson</li> <li>• Colin Misich</li> <li>• Ellyse Brewster</li> <li>• Christopher Winter</li> <li>• Ian McDaniel</li> </ul>	<ul style="list-style-type: none"> <li>• Nikolai Carroll</li> <li>• Madelynne Nore</li> <li>• Monique Vandenbrocken</li> <li>• Justine May</li> <li>• Naomi Blankenship</li> <li>• Haley Peters</li> <li>• Stavoula Tsitsiragos</li> <li>• Ngoc Dao</li> <li>• Adam Hudak</li> <li>• Aminata Dolo</li> </ul>	<ul style="list-style-type: none"> <li>• Rachel Geiger</li> </ul>	<ul style="list-style-type: none"> <li>• Annette Quarre</li> </ul>

• **Resolution No. 2017-02 Recognizing the Service of Vice President Eileen Coughlin**

President Randhawa introduced Senior Vice President Eileen Coughlin who has served Western for the past twenty-three years in Enrollment and Student Services. President Randhawa described Dr. Coughlin as calm in the time of crisis, an individual with an unshakeable sense purpose and principle, and a leader who has strongly supported her team. Trustees thanked Senior Vice President Coughlin for her service to Western and wished her luck in her retirement.

**RESOLUTION NO. 2017-02**

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

**RECOGNIZING THE SERVICE OF SENIOR VICE PRESIDENT AND VICE PRESIDENT  
FOR ENROLLMENT AND STUDENT SERVICES**

*Eileen Coughlin*

**WHEREAS**, in 1994, **EILEEN COUGHLIN** was appointed Vice President for Student Affairs and Academic Support Services at Western Washington University by President Karen W. Morse, and appointed Senior Vice President and Vice President for Enrollment and Student Services by President Bruce Shepard in 2011; and

**WHEREAS**, **EILEEN COUGHLIN** brought to her appointment thirteen years of experience at Northern Arizona University as Associate Vice President for Student Services and Assistant Professor of Educational Psychology, and previously as Director of Residence Life, and six years of experience at Central Michigan University as Assistant Director of Housing and Food Services and Assistant Director of Housing Programs; and

**WHEREAS, EILEEN COUGHLIN** holds a doctorate in Educational Psychology from Northern Arizona University, master's and bachelor's degrees in Counseling and Education from Central Michigan University; and

**WHEREAS, EILEEN COUGHLIN** has been a passionate advocate for students, particularly underrepresented students, grounded in her personal experience and a deep conviction in students' capacity to succeed when given opportunities and support; and

**WHEREAS,** under **EILEEN COUGHLIN's** leadership, the Division of Enrollment and Student Services has addressed several significant strategic goals, that enhance enrollment, recruitment, and student support services to address the needs of Washington State, enrich student diversity and inclusion, and ensure that a high quality Western education is affordable and accessible; and

**WHEREAS,** as Senior Vice President and Vice President of Enrollment and Student Services, **EILEEN COUGHLIN** has provided leadership in leveraging collaboration across the University, and has been integrally involved in bringing numerous capital improvements to fruition, including a Viking Union remodel, the Student Recreation Center, the Buchanan Towers addition, Harrington Field, the Carver Academic renovation, and the Ethnic Student Center expansion currently underway; and

**WHEREAS, EILEEN COUGHLIN** has served with commitment, distinction and good humor as a valued colleague on the University's senior leadership team; and

**WHEREAS, EILEEN COUGHLIN** will complete her appointment as Senior Vice President and Vice President for Enrollment and Student Services on July 31, 2017;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of Western Washington University offers deepest thanks and commendation to **EILEEN COUGHLIN** for her many achievements and for her service as Senior Vice President and Vice President for Enrollment and Student Services.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June, 2017.

MOTION 06-02-2017

Trustee Ramos moved that the Board of Trustees approve Resolution 2017-02 Recognizing the Service of Senior Vice President Eileen Coughlin.

The motion passed.

- **Resolution No. 2017-03 Recognizing the Service of Vice President Steve Swan**

President Randhawa expressed his gratitude for Vice President Swan staying in his role through the presidential transition and during his first year at Western. President Randhawa recognized Vice President Swan's ability to inspire trust and seek common ground in relationships and partnerships that have been critical in Western's development of external partnerships. President Randhawa expressed his appreciation of his value and principle based advice in internal and external communication. He also thanked Vice President Swan for his service at the university and for his calm and confident leadership and wished him well in his retirement.

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

**RECOGNIZING THE SERVICE OF VICE PRESIDENT FOR UNIVERSITY RELATIONS  
AND COMMUNITY DEVELOPMENT  
*Steve Swan***

**WHEREAS**, in 2009, **STEVE SWAN** was appointed Vice President for University Relations and Community Development at Western Washington University by President Bruce Shepard; and

**WHEREAS**, **STEVE SWAN** brought to his appointment nearly twenty years' experience at the University of Wisconsin-Green Bay, including as Assistant Chancellor for University Advancement, Executive Director of University Advancement, Assistant Coach of men's basketball, as well as four years' experience as President of Ultimate Sports Apparel of Green Bay, and eight years' experience as sports information director at the University of Wisconsin-Stevens Point; and

**WHEREAS**, **STEVE SWAN** received his bachelor's degree in Journalism from the University of Wisconsin-Eau Claire; and

**WHEREAS**, **STEVE SWAN's** personal integrity, principled leadership, and commitment to mutually beneficial partnerships have made him a highly effective and respected representative for Western in the Bellingham community, in Olympia, and throughout the State of Washington; and

**WHEREAS**, under **STEVE SWAN's** leadership, the Division has successfully addressed a number of significant institutional goals, including the enhancement of Western's branding, communication and marketing efforts to enable Western to communicate more effectively with prospective students, community stakeholders, business leaders, elected representatives, and the public at large; and

**WHEREAS**, **STEVE SWAN** has provided vision and leadership that has strengthened Western's reputation and outcomes with the Washington State Legislature, elevating Western's profile as an innovative, student-centered institution responsive to the needs of Washington State; and

**WHEREAS**, **STEVE SWAN** has served with distinction as a valued colleague on the University's senior leadership team, contributing an invaluable "big picture" perspective and a self-effacing commitment to enhancing the effectiveness of the team and the institution as a whole; and

**WHEREAS**, **STEVE SWAN** will complete his appointment as Vice President for University Relations and Community Development on June 30, 2017;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of Western Washington University offers thanks and commendation to **STEVE SWAN** for his many achievements and for his service as Vice President for University Relations and Community Development.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June, 2017.

MOTION 06-03-2017

Trustee Fujikado moved that the Board of Trustees approve Resolution 2017-03 Recognizing the Service of Vice President Steve Swan.

The motion passed.

- **Resolution No. 2017-04 Recognizing the Service of Dean Francisco Rios**

Associate Vice Provost for Academic Affairs, Brian Burton, introduced Dean Francisco Rios. Burton described Rios as a passionate advocate for students, inclusion, social justice, and the state of Washington. He said that Rios exemplifies everything Western stand for and it is difficult to see him step out of this role. Burton expressed his appreciation that Rios will continue to stay on as faculty and continue to make a positive impact on students at Western. Trustee Sharpe added that Dean Rios is seen as an advocate for the public school systems and has been active on many issues including making improvements in our local public schools and health care and that the trustees are grateful for his service to Western.

**RESOLUTION NO. 2017-04**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF**  
**WESTERN WASHINGTON UNIVERSITY**  
**RECOGNIZING THE SERVICE OF DEAN**  
***Francisco Rios***

**WHEREAS**, in 2011, **FRANCISCO RIOS** was appointed by Provost Catherine Riordan as Dean of Woodring College of Education at Western Washington University; and

**WHEREAS**, **FRANCISCO RIOS** brought to his appointment as Dean of Woodring College of Education, experience as Professor, Director and Department Chair at the University of Wyoming, and Associate Professor and Interim Associate Dean at California State University – San Marcos; and

**WHEREAS**, **FRANCISCO RIOS** received his undergraduate degree at Carroll College and his doctorate at the University of Wisconsin; and

**WHEREAS**, **FRANCISCO RIOS** has always been, and will continue to be, a tireless and effective advocate for students, equity, social justice, and strong community engagement; and

**WHEREAS**, under **FRANCISCO RIOS**'s leadership, the Woodring College of Education has successfully realized a number of significant goals, including the college's enhanced ability to address the current and future needs of Washington State in the critical fields of teacher education, innovation, and human services; and

**WHEREAS**, **FRANCISCO RIOS**, as Dean of Woodring College of Education has provided vision and leadership reflected in significant accomplishments including but not limited to the establishment of the RN-BSN Nursing Program, important international partnerships, understanding and acknowledging societal cultural shifts and adapting the college to those changes, and has always spoken as a tireless advocate for those without a voice; and

**WHEREAS**, **FRANCISCO RIOS** has served with commitment and distinction as Dean of Woodring College of Education and as a trusted member of the Academic Affairs leadership team; and

**WHEREAS**, **FRANCISCO RIOS** will complete his appointment as Dean of Woodring College of Education and return to teaching, August 1, 2017;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of Western Washington University offers thanks and commendation to **FRANCISCO RIOS** for his many achievements and for his service as Dean of Woodring College of Education.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June 2017.

MOTION 06-04-2017

Trustee West moved that the Board of Trustees approve Resolution 2017-04 Recognizing the Service of Dean Francisco Rios

The motion passed.

• **Resolution No. 2017-05 Recognizing the Service of Dean and Vice Provost Kathleen Kitto**

Associate Vice Provost for Academic Affairs, Brian Burton introduced Kathleen Kitto as a trusted colleague at Western. Burton recognized Kitto's advocacy for the advancement of women and minorities in the sciences. He noted that Kitto is nationally known for her efforts and success in that regard. Burton said she has been an excellent advocate for students, for their success, for their progress, and their recognition. He also added that in her role as Vice Provost for Research and Sponsored Programs she has done an outstanding job of supporting faculty attain their goals of research that is path breaking but also engages students. Trustees thanked Kitto for her years of service and wished her well in her retirement.

**RESOLUTION NO. 2017-05**

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

**RECOGNIZING THE SERVICE OF VICE PROVOST and DEAN**

***Kathleen Kitto***

**WHEREAS**, in 2013, **KATHLEEN KITTO** was appointed by Provost Brent Carbajal as Vice Provost for Research and Dean of the Graduate School, at Western Washington University and

**WHEREAS**, **KATHLEEN KITTO** brought to her appointment as Vice Provost for Research and Dean of the Graduate School twenty-nine years of experience at Western Washington University, including experience as a faculty member, Director, Department Chair, founding Associate Dean of the College of Sciences and Technology and Special Assistant to the Provost;

**WHEREAS**, **KATHLEEN KITTO** received her Associate of Science-Engineering, undergraduate and graduate degrees at Montana College of Mineral Science and is a nationally acknowledged researcher; and

**WHEREAS**, **KATHLEEN KITTO** has been a tireless and effective advocate for researchers at all levels of the university, including undergraduates, graduates, staff, scientists and faculty; and

**WHEREAS**, under **KATHLEEN KITTO**'s leadership, the Office of Research and Sponsored Programs has successfully addressed a number of significant goals, including restructuring RSP into a more efficient unit, boosting morale among the staff, and creating transparency in the budget; and

**WHEREAS**, as Dean of the Graduate School, **KATHLEEN KITTO** has provided vision and leadership reflected in significant accomplishments including but not limited to helping usher in a new faculty leadership structure for the Graduate Council, directing the assessment of all Graduate Programs in preparation for our seven year accreditation visit, and enhancing the visibility of graduate education at Western Washington University; and

**WHEREAS, KATHLEEN KITTO** has served with commitment and distinction as Vice Provost for Research and Dean of the Graduate School and as a trusted member of the Academic Affairs leadership team; and

**WHEREAS, KATHLEEN KITTO** has announced her retirement from Western Washington University;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of Western Washington University offers thanks and commendation to **KATHLEEN KITTO** for her many achievements and for her service as Vice Provost for Research and Dean of the Graduate School.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June 2017.

MOTION 06-05-2017

Trustee Overstreet moved that the Board of Trustees approve Resolution 2017-05 Recognizing the Service of Vice Provost and Dean Kathleen Kitto.

The motion passed.

- **Resolution No. 2017-07 Recognizing the Western Washington University Women's Rowing Team**

Steve Card, Director of Athletics, stated that it has been an outstanding year for Western Athletics with three national titles to add to Viking history. Card said that Coaches John Fuchs and Courtney Moeller did an outstanding job preparing their team for the national championship.

**RESOLUTION NO. 2017-07**

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

**WHEREAS,** The Western Washington University women's rowing team, under the leadership of head coach John Fuchs, won the NCAA Division II National Championship on May 28, 2017 defeating second place Central Oklahoma by one point on Lake Mercer in West Windsor, New Jersey; and

**WHEREAS,** this marks the eighth national championship in the program's history, adding to the seven consecutive women's rowing national titles from 2005-11; and

**WHEREAS,** this is the 11<sup>th</sup> team national championship in Western Athletics history and the second of the 2016-17 season, joining the Western women's soccer team; and

**WHEREAS,** the Vikings' varsity eight and varsity four shells both advanced to the grand finals after qualifying heats, with the four winning the grand final and the eight finishing second, resulting in the team national rowing championship; and

**WHEREAS,** Western was ranked No. 1 nationally in six of eight Collegiate Rowing Coaches Association/US Rowing Coaches Polls throughout the regular season, and won 21 of 28 races, including dominating performances at the San Diego Crew Classic and the Western Intercollegiate Rowing Association Championships; and

**WHEREAS,** the team members distinguished themselves in the classroom as well as on the field throughout a rigorous schedule of events, with varsity seven seat Karisa Stapp earning College of

Sports Information Directors of America (CoSIDA) Division II Academic All-District At-Large honors; 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 Western Women's rowing team for its outstanding 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 June 9, 2017.

MOTION 06-06-2017

Trustee Lee moved that the Board of Trustees approve Resolution 2017-07 Recognizing the Western Women's Rowing Team on their NCAA Division II National Championship Title.

The motion passed.

- **Resolution No. 2017-08 Recognizing Bethany Drake, NCAA Division II Javelin National Champion**

Steve Card, Director of Athletics, introduced Bethany Drake, this being her second national championship. Card said that Drake is a role model student athlete, graduating with a master's degree Art Education with a 4.0 grade point average. He added that Drake is a service leadership mentor, chair of Student Athlete Advisory Committee, and is also the conference nominee for NCAA Woman of the Year.

**RESOLUTION NO. 2017-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WESTERN WASHINGTON UNIVERSITY  
CONGRATULATING BETHANY DRAKE**

WHEREAS, BETHANY DRAKE won the women's javelin at the NCAA Division II Outdoor Track and Field Championship on May 27, 2017, with a throw of 169 feet 11 inches, exceeding the second-best throw in the competition by over 12 feet; and

**WHEREAS, BETHANY DRAKE** is now the owner of two of Western's five NCAA Division II national championships in women's javelin, having also won the NCAA Division II National Champion in 2014; and

WHEREAS, BETHANY DRAKE won the women's javelin at the 2017 GNAC Outdoor Track and Field Championships with a throw of 171 feet 11 inches; and

**WHEREAS, BETHANY DRAKE** is a three-time First Team All-American, and a HERO Sports Division II HERO of the Year Finalist; and

**WHEREAS, BETHANY DRAKE** has distinguished herself in the classroom as well as on the field, earning College of Sports Information Directors of America (CoSIDA) Division II Academic All-District honors, and finishing her undergraduate career with a 3.87 GPA in Art Education and a 4.00 GPA in her Master's in Teaching program; and



**WHEREAS, BETHANY DRAKE** has demonstrated exemplary 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 BETHANY DRAKE for her outstanding accomplishments and extends 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 June 9th, 2017.

MOTION 06-07-2017

Trustee Meyer moved that the Board of Trustees approve Resolution 2017-08 Recognizing Bethany Drake, NCAA Division II Javelin National Champion

The motion passed.

#### 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. BOARD CHAIR REPORT

Chair Sharpe and trustee's recognized the profound impact that Trustee Ramos brought to the board regarding student issues and said that her insight into students' lives on campus made her an advocate for student success. President Randhawa also added that her ability to step back and look at the larger picture has made her an asset as a trustee and a student at Western. All wished her well as she continues her education at Western and with her next step in applying for law school.

### RESOLUTION NO. 2017-06

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

#### RECOGNIZING THE SERVICE OF BOARD MEMBER

#### *ABIGAÍL RAMOS*

WHEREAS, ABIGAÍL RAMOS of Sunnyside, Washington has served as a member of the Western Washington University Board of Trustees from July 1, 2016 – June 30, 2017; and

**WHEREAS, ABIGAÍL RAMOS** has the distinction of being the nineteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, ABIGAÍL RAMOS brought to her appointment as a trustee dedication to the campus community through her work as a past vice president for Diversity for the Associated Students of Western Washington University, a GEAR UP Alumni Leadership Academy fellow, editor-in-chief of the Western student publication AS Review, Latino Student Union co-chair, public relations officer for MEChA and the Ethnic Student Center; and

**WHEREAS, ABIGAÍL RAMOS** has contributed her time, commitment and valuable insight to the University at considerable personal sacrifice, while holding a job outside of school as the Associated Students Resource and Outreach Programs Director and pursuing a Bachelor's degree in both Spanish and political science with a minor in English and law from Western Washington University; and

**WHEREAS, ABIGAÍL RAMOS** will be furthering her education by attending law school following graduation to obtain her juris doctorate degree; and

**WHEREAS, ABIGAÍL RAMOS** contributed to the increased stature and the future potential of Western Washington University through her participation in numerous policy discussions and decisions affecting the University;

**WHEREAS, ABIGAÍL RAMOS** has served with distinction this past year with intelligence, commitment to diversity and inclusion, wisdom and compassion for the best interests of the entire Western community; and

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

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on June 9, 2017.

MOTION 06-08-2017: Trustee Sharpe moved that the Board of Trustees approve Resolution 2017-06 Recognizing the Service of Board Member Abigail Ramos.

The motion passed.

## 6. UNIVERSITY PRESIDENT

President Randhawa expressed appreciation for everyone that was recognized for their service to Western earlier in the meeting. Randhawa noted that there are numerous dimensions to the mission of Western, the creative work of scholarship and critical research of faculty that is translated to the community we serve through outreach. He noted the most important mission fulfillment is our students, and to ensure that the students that come to Western are successful. He said that Saturday's commencement is the reward of that commitment. Randhawa acknowledge that the students deserve credit for the ownership of their success, but also the faculty and staff deserve credit and thanks for creating an environment of success.

Randhawa reported that Western continues to work with undocumented students in terms of their perceptions of safety. He said that there is still a culture of fear, and Western will continue to work with the undocumented students to ensure that they feel safe while at Western. Randhawa indicated that there are guidelines for how the university interacts with immigration. Western will institutes those guidelines into an institutional policy. Doing so will allow students and the public to see what the protocols are for interacting with the university regarding immigration. Randhawa also highlighted that the university has created a one phone number that is available to all undocumented students. This phone number could be used if they are ever stopped or need an answer to a question and it will direct them to the right person within the University.

President Randhawa also provided an update on the work that continues with the Resident Assistants, (RA's). There were a number of concerns that were raised by the RAs regarding compensation, job expectations, training and safety. He said that here progress has been made on

these issues, particularly regarding an increase in compensation for the RAs as well as position expectation. A new development and training module for RAs and staff will be implemented this summer that includes diversity training and incident reporting.

President Randhawa updated the board on matters pertaining to the university strategic planning process. He said that the strategic planning committee consists of faculty, staff and student representation. This combination of representation is important to ensure the committee captures the ideas that the campus community is passionate. Randhawa noted that the committee has been in place since December of 2016. The committee is being led by Provost Carbajal, Associate Provost Brian Burton and Maria Paredes Mendez, Chair of Modern and Classical Languages. The committee gathered information from the campus community to set the path for goals and objectives to create a draft strategic plan. He said that the work of this group is the critical first step in taking the goals and the passions that have been articulated by the campus community and formulating a plan that will guide the university on a community and global level. Randhawa said that the next steps for the committee to consider are, what is the north star for Western, what are our aspirations, do our plans align with the future work force of the state of Washington, and is Western appropriately positioned to address these things as we move forward. Randhawa noted that he looks forward to having these conversations with the board over the summer and presenting this feedback to the Strategic Planning Committee in the fall of 2017.

## **7. ASSOCIATED STUDENTS**

Stephanie Cheng, President, Associated Students, (AS), thanked the Board of Trustees for the opportunity to work with them during the past academic year. Cheng updated the board on details pertaining to an open letter, approved by the AS Board, regarding sexual assault. She said that the AS Board will continue to stand by their commitment to serving, protecting, empowering and caring for vulnerable student populations. Cheng noted that there are many things that Western does very well as a community and it is important to recognize that, but that Western should continue to excel. Cheng thanked everyone in the room for their commitment to the student experience and to Western.

## **8. FACULTY SENATE**

Faculty Senate President, Kristen Larson, summarized the work of the Faculty Senate during her time as Faculty Senate President. Larson noted that topics discussed by the Faculty Senate during the past year were; campus climate, extended education, non-tenure track faculty members, General University Requirements, (GURs), revisions and access to majors. Larson reported that in regards to campus climate that there was much discussion regarding undocumented students, making recommendations regarding sanctuary status of the university, and engaging in the revision process of the Student Conduct Code. Larson confirmed that the Faculty Senate has endorsed key priorities identified by Academic Coordinating Commission, (ACC), and have charged (ACC) with moving forward with developing more detailed planning on (GUR) courses. Larson also noted the Faculty Senate looked at how Western can improve access to majors and access to success at Western. Larson closed by thanking the board for the opportunity to work closely with them over the past academic year. Trustee Sharpe acknowledged Larson's work as Faculty Senate President and the board thanked her for her service.

## 9. OLYMPIA UPDATE

Becca Kenna-Schenk, Director of Government Relations, introduced her colleague, Joe Timmons, Assistant Director of Government Relations. Kenna-Schenk updated the board on the current 2017 legislative session. She reported that the Washington State Legislature is currently in a second 30-day special session that is scheduled to end on June 21. The 2017 second special Session follows the 105-day regular session that ended April 23 and the first 30-day special session that ended May 23. In addition to adopting the state's operating, capital and transportation budgets for 2017-19, the Legislature is also tasked with addressing the state Supreme Court's *McCleary* decision. The Court has indicated that the legislature must fully fund basic K-12 education by September 2018.

Kenna-Schenk reported that the Legislature is expected to reach a compromise on the final state budgets before June 30 in order to prevent a partial shutdown of state government, and that state agencies have been directed to establish contingency plans should the Legislature fail to pass a spending plan by July 1. She said that in the absence of a state budget, Western would continue the current operations of the university utilizing non-appropriated funds and reserves.

## 10. ASSOCIATED STUDENTS GOVERNANCE STRUCTURE REPORT

Bryce Hammer, Associated Students Vice President of Government Affairs, updated the board on the status of the revised Associated Students Governance Structure. Hammer reported that there was a student referendum on the spring ballot that passed with a 97% approval rate. Currently the Associated Students revised constitution is with the Assistant Attorney General for legal review. Hammer summarized the changes that have been incorporated into the revised constitution including three distinct bodies, Associated Students Executive Board, Associated Students Senate, and Associated Students Programming Council. The board acknowledge the work of the current Associated Students Board and their commitment to this restructure.

## 11. CONSENT ITEMS

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

- MOTION 06-09-2017: Trustee Overstreet moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:
- Approval of Spring Quarter Degrees
  - Consultant Contract for Design Services for Buchanan Towers Renovation, PW722
  - Intergovernmental Cooperative Purchasing Agreement with Community Transit

The motion passed.

## 12. 2017-2018 OPERATING BUDGET MATTERS

Richard Van Den Hul, Vice President for Business and Financial Affairs provided an overview of the 2017-2018 Operating Budget graph to show the connection of the operating budget and student fee items to the overall university budget. (ATTACHMENT A)

Linda Teater, Director, Budget Office, provided an overview of the Preliminary Annual Operating Budget. It was requested that the board approve a preliminary fiscal year 2108 operating budget equal to the FY 2017 operating budget to allow for the continuation of operations. Once a budget has been approved by the Legislature, the University will continue to use its transparent bottom up budget process to finalize recommendations for tuition increases and the FY2017-2018 budget. Teater said that if the Legislature approves a budget by June 30, 2017, recommendations will be available for the board to approve at a special public meeting in July. (ATTACHMENT B)

MOTION 06-10-2017 Trustee Lee, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a preliminary 2017-18 Annual State Operating Budget of \$160,272,642 consisting of a State Appropriation in the amount of \$75,832,000; WWU net tuition operating fee funds of \$80,232,467; and administrative services assessment revenue of \$4,208,175. At a special public Board of Trustees meeting, to be scheduled as soon as possible after the Legislature has passed a budget, the President will present the recommended operating budget for FY2017- 2018 and tuition recommendations for the 2017-19 biennium.

The motion passed.

Eileen Coughlin, Senior Vice President for Enrollment and Student Services, provided an overview of recommended mandatory student fee levels for the 2017-18.

MOTION 06-11-2017 Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the University President and the various constituent review committees, approve the 2017-18 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activities Fee (*Proposed increase \$8 per quarter; 3.9% or maximum allowable by law*)
- Student Recreation Fee (*Proposed increase \$10 per quarter; 6.1% or maximum allowable by law*)
- Student Health Services Fee (*Proposed increase \$10 per quarter; 10.4%*)
- Student Technology Fee (*No increase*)
- Non-Academic Building (*Proposed increase \$2 per quarter; 4.7%*)
- Sustainable Action Fund (*No increase*)
- Student Transportation Fee (*No increase*)
- Legislative Action Fee (*No increase*)
- Ethnic Student Center/Multicultural Services Fee (*New fee at \$30 per quarter*)

The motion passed.

### 13. 2017-2019 PRELIMINARY CAPITAL BUDGET

Rick Benner, University Architect/Director, Facilities Development and Capital Budget, requested approval of the preliminary capital budget. He said that this action will allow Western to continue to move forward with projects that are already underway, primarily involving re-appropriated funds. Benner said these projects include, finishing the Carver Facility and public works projects that have entered contract and are ready to begin.

MOTION 06-12-2017 Trustee Fujikado moved, upon recommendation of the President, that the Board of Trustees hereby delegates its authority to the President to make such expenditures out of the appropriated capital funding, as necessary, to fund those contractual obligations as may become due and owing after July 1, 2017, as allowed by the Office of Financial Management; and, delegates permission to the President to expend new Capital appropriations, once passed by the Legislature and signed by the Governor. Once a final capital budget is approved, the President is to bring the budget back to the Board of Trustees for final approval.

The motion passed.

### 14. ELECTION OF BOARD VICE CHAIR

Chair Sharpe nominated Trustee Earl Overstreet to fill the remainder of Trustee Franklin's term. Pursuant to the *WWU Board of Trustees Rules of Operation*, Section 5.1 Officers and Terms which states that in the event of an interim vacancy in any office, a successor shall be elected to fill the unexpired term.

MOTION 06-13-2017 Trustee Sharpe moved, that the Board of Trustees of Western Washington University elect, Trustee Earl Overstreet, the new Vice Chair as nominated, to be effective immediately.

The motion passed.

### 15. CAPITAL PLANNING OVERVIEW

Richard Van Den Hul, Vice President for Business and Financial Affairs, introduced the topic of Capital Planning Overview on capital planning for academic, academic support, and auxiliary buildings and infrastructure. The presentation was made by Rick Benner, Director, Facilities Development and Capital Budget/University Architect, Linda Beckman, Director, Budget and Administration for Enrollment and Student s Services, and Francis Halle, Director, Space Administration/Management.

Benner explained the current processes for developing the state-funded Biennial Capital Request and the Ten-Year Capital Plan. He also described the process for developing the Auxiliary-Funded Capital Plans. The state funded capital planning process includes participation from the president, vice presidents, University Planning and Resource Council, the Capital Working Group and Facilities Development & Capital Budget office. Benner reviewed capital projects that are currently underway including those that are in the design phase and those that are in the construction phase. He then provided the board with information about process improvements that include an ad-hoc committee on space; a capital asset benchmarking analysis, in partnership with other Washington state public

four year institutions; and the practice to connect planning for all capital projects to the strategic plan.

## **16. GOVERNANCE COMMITTEE REPORT**

Trustee Meyer provided the board with an update on the revisions being made to the board's Rule of Operations. Trustee Meyer stated that Assistant Attorney General, Kerena Higgins, is providing recommendations which are general revisions to keep the rules current. The amended Rules of Operation will be present to the full board at a future meeting. Trustee Meyer reported that the committee has had discussion regarding re-structuring of the board's sub-committees which includes the Governance Committee and the Audit Committee. Meyer also added that there was discussion pertaining to the board work session that will take place in September. Chair Sharpe also noted that the university's strategic plan will be integrated into the content of the work session to ensure the board's work is aligned with the university.

## **17. AUDIT COMMITTEE REPORT**

Trustee Overstreet reported that in June 2016 the Board of Trustees passed a revision to the Internal Audit Charter, changing the reporting structure of the Internal Audit Organization and with that change that the board would receive an assessment of the change. With the addition of a new Director of the Office of the Internal Auditor, Antonia Allen, the Audit Committee has determined to provide this report at the December Board of Trustees meeting. Overstreet also stated that the Audit Committee received a report from the Director of Internal Audit. One item brought forward was regarding a new Internal Audit Chapter in the State Administrative and Accounting Manual. The additional focus will require an annual certificate of compliance for Internal Audit organizations which shows the importance of Internal Audit at the State level. Overstreet stated that the Audit Committee spent time reviewing an Internal Audit Plan for FY 2018, there will be a revised draft for the Audit Committee to review prior to the August meeting. The proposed Internal Audit Plan for FY 2018 will then be submitted to the Board of Trustees for approval at the August meeting. The Audit Committee also agreed that it would work on presenting an updated Audit Committee Charter that will drive a work plan for the Audit Committee and enable the committee to complete the Audit Committee Annual Assessment. Overstreet reported that there was a Request for Information issued with respect to External Audit capabilities to provide a better understanding of what can be accomplished when selecting an External Auditor function with respect to Higher Education. These findings are expected to come forward in August to review, with the intent that the Audit Committee can provide input to a Request for Proposal process. Finally, Enterprise Risk Management was discussed and will come forward to the Board of Trustees at the February 2018 meeting.

## **18. INFORMATION ITEMS**

### **a. Academic Reports**

Provost Carbajal provided a written report with an update on the status of the tenure-track faculty searches undertaken during the 2016-17 academic year and a copy of the Final Report and Recommendations from the Task Force on Preventing and Responding to Antisemitism.

### **b. Admissions and Enrollment Report**

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

### **c. University Advancement Report**

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

d. **Capital Program Report**

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

e. **University Relations and Community Development Report**

Vice President Swan provided a written report documenting recent activities of University Relations and Community Development.

**19. DATE FOR NEXT REGUALR MEETING**

October 12 & 13, 2017

**20. ADJOURNMENT**

The meeting adjourned at 5:02 p.m.



ATTACHMENT A



Active Minds Changing Lives

### FY 2017 Estimated Revenue by Source

**\$318.4 million**

**Item 10.c.  
Student Fees**

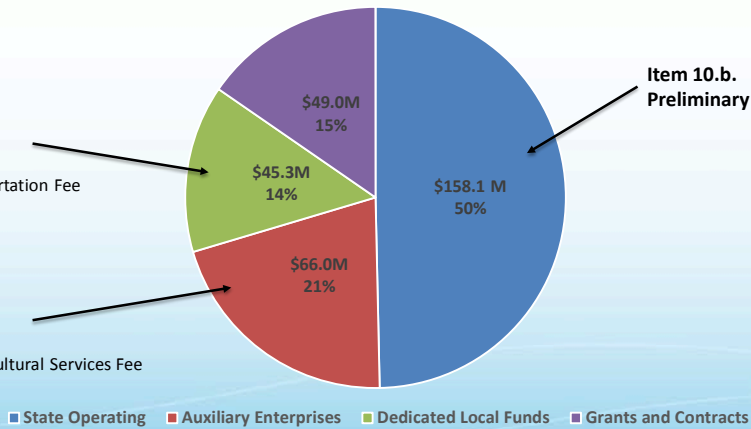
Dedicated Local:

- Student Health Services Fee
- Student Technology Fee
- Sustainable Action Fund Fee
- Student Alternative Transportation Fee

Auxiliary Enterprises:

- Services & Activities Fee
- Non-Academic Building Fee
- Student Recreation Fee
- Legislative Action Fee
- Ethnic Student Center/Multicultural Services Fee

**Item 10.b.  
Preliminary Operating Budget Plan**



Source: April 21, 2017 Comprehensive Budget View Presentation to Board of Trustees

ATTACHMENT B

Updated: 05/17/17

Budget Office

WESTERN WASHINGTON UNIVERSITY  
 Operating Budget Planning Activities  
 FY 2017-18 TIMELINE

Date	Olympia Dates	WWU Dates	2017-18 Annual Operating Budget Process for Submission to BOT <u><i>Dates are tentative &amp; subject to change based on legislative process</i></u>
Jul		July 1 - Begin FY 2017-18 (yr one of 2017-19 biennium)	Predicated on a Final Legislative Budget passed by June 30 <ul style="list-style-type: none"> <li>Jul 7 - President, VPs &amp; Deans meet to draft recommendations</li> <li>Jul 10 - FY 2018 recommendations posted to the web for comments</li> <li>Jul 14 - Final day of comment period</li> <li>Jul 17 - President's 2017-18 recommendation mailed to BOT and posted on tBO's website</li> <li>Jul 20 BOT Special Meeting: <i>(subject to signing of state budget into law) to discuss the following:</i> <ul style="list-style-type: none"> <li>1) 2017-18 Annual Operating Budget presented to BOT for approval;</li> <li>2) 2017-18 Tuition levels presented to BOT for approval</li> </ul> </li> </ul>



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

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

**FROM:** Sabah Randhawa, President

**DATE:** Friday, August 18, 2017

**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:** Sabah Randhawa, President  
**DATE:** Friday, August 18<sup>th</sup>, 2017  
**SUBJECT:** Recognitions and Introductions  
**PURPOSE:** Information Item

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Vice President and Provost for Academic Affairs will introduce the following people who are beginning their service with the University.

- Melynda Huskey, Vice President for Enrollment and Student Services
- Horacio Walker, Ph.D., Dean, Woodring College of Education
- Chuck Lanham, Vice Provost and Chief Information Office

## **Melynda Huskey**

Melynda Huskey is Vice President for Enrollment and Student Services, leading the team that supports the co-curricular and out-of-the-classroom success of all Western Washington University students. She has spent her career serving students in a variety of higher education positions: English professor, conflict resolution specialist, LGBT student services, and Dean of Students, among others. Her commitment to access, inclusion, and student success is grounded in research-based practice; her vision is a university in which all students can flourish. Melynda holds a Ph.D. in English from the Ohio State University.

## **Horacio Walker, Ph.D., Dean, Woodring College of Education**

Horacio Walker, Ph.D., is Dean of the Woodring College of Education at Western Washington University. He received his Ph.D. from the Ontario Institute for Studies in Education (OISE), University of Toronto (1986). He joined Western from Universidad Diego Portales in Chile where he served as the founding Dean of the College of Education (2008-2017). His research interests have focused on how prospective teachers learn how to teach, looking at the quality of the field services which are provided by teacher education programs. Prior to his tenure as Dean in Chile, he served as a senior program officer for the Bernard van Leer Foundation in the Netherlands (1992-1995) and for the Intercultural Center for Research in Education in Boston (1995-2002), providing technical assistance to local and national institutions to improve community-based initiatives, school improvement programs and education policies.

## **Chuck Lanham, Vice Provost and Chief Information Officer**

Chuck Lanham assumed the role of Vice Provost and Chief Information Officer at Western Washington University in July 2017. Overseeing IT for the University, Chuck ensures the delivery of secure, reliable, user-centered technology services of broad scope and purpose, develops and implements technology-related policies and procedures, and works with University administration in the strategic planning, prioritization, and resourcing of technology initiatives. Prior to joining Western, Chuck served in various positions at a couple different Northwest Academic Computing Consortium (NWACC) institutions; He served as the Associate Chief Information Officer at Portland State University for four years overseeing academic and research computing, and IT customer services. Before PSU, Chuck spent 17 years at the University of Idaho as the Senior Director of Enterprise Computing Support responsible for the administrative technology units. Chuck has an MBA from the University of Idaho and an undergraduate degree in Financial and Management from Augustana University, Sioux Falls, SD.

**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:** Friday, August 18, 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.

- 2017-09 Welcoming Student Trustee Trista Truemper

**RESOLUTION NO. 2017-09**

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

**WELCOMING TRUSTEE  
*TRISTA TRUEMPER***

**WHEREAS**, on July 1, 2017, Governor Jay Inslee appointed **TRISTA TRUEMPER** of Bellingham, Washington to serve a one-year term ending on June 30, 2018 on the Western Washington University Board of Trustees; and

**WHEREAS**, **TRISTA TRUEMPER** is a graduate student in good standing at Western Washington University pursuing a Master of Business Administration degree, after having already earned a bachelor's degree from Western in Sociology; and

**WHEREAS**, **TRISTA TRUEMPER** brings to her appointment as a trustee dedication to the campus community through her work with Western's Graduate School to help launch the Graduate Student Advisory Council; as the Community Outreach and Engagement intern with Western's Extended Education Programs; and as a member of the Faculty Senate Extended Education Committee; and

**WHEREAS**, **TRISTA TRUEMPER** brings to her appointment as a trustee dedication to her community through participation with organizations such as Brigid Collins House, Birchwood Christian School, and the Whatcom Dispute Resolution Center; and

**WHEREAS**, **TRISTA TRUEMPER** was nominated by an Associated Students committee to serve as a student member of the Western Washington University's Board of Trustees; and

**WHEREAS**, **TRISTA TRUEMPER** has declared her commitment to serve as a member of the Western Washington University Board of Trustees;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Western Washington University officially extends a warm welcome to **TRISTA TRUEMPER** as she begins her term on the Board.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its meeting on August 18, 2017.

ATTEST:



Sue Sharpe, Chair



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:** Friday, August 18, 2017

**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:** Friday, August 18, 2017

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

**PURPOSE:** Associated Students Report

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**Purpose of Submittal:**

AS President Simrun Chhabra has provided a written report to the Board of Trustees on recent activities of the Associated Students.

- Currently in the hiring process for the new Coordinator for Equity and Identity Resource Center.
- Currently in the design development of the multicultural center
- We are continuing the work on the AS restructure with a renewed focus on centralization and implementation of metric-based systems of measurement and comprehensive annual assessments in order to provide the best possible resources and services to students as well as providing a structure that develops student leaders through employment opportunities, committee appointments, and other volunteer opportunities related to social, environmental, and political issues.
- Also creating a revised version of the AS Constitution that was voted on by the student body this past spring.
- Working with title 9 and VP for enrollment and student services to move towards a more trauma centered approach in sexual assault and crises response training for resident advisors.
- Brainstorming a presentation for the Sustainability action fund committee to move the Sustainability Action Fund committee rubric to be more inclusive of holistic sustainability and the importance of human health and human sustainability.
- Working with WSA, Retreat was August 5-6
- Summerstart!

**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, August 18, 2017  
**SUBJECT:** **Faculty Senate**  
**PURPOSE:** Information Item

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Allison Giffen, 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

**DATE:** August 18, 2017

**SUBJECT:** **Consent Items**

**PURPOSE:** Action Items

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**Purpose of Submittal:**

Approval of the university recommendations provided on the consent item agenda.

**Proposed Motion(s):**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Approval of Summer Quarter Degrees

**Supporting Information:**

Materials supporting the consent item agenda are attached.

**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:** August 18, 2017  
**SUBJECT:** **Approval of Summer Quarter Degrees**  
**PURPOSE:** Action Item

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**Purpose of Submittal:**

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 Summer Quarter 2017, effective August 19, 2017.

**Supporting Information:**

Lists on file with the Registrar and Graduate Dean.

<b><i>Students</i></b>	<b><i>August 2017 Comparison: August 2016</i></b>	
<i>Undergraduates</i>	386	371
<i>Masters</i>	52	62

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

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

**FROM:** President Sabah Randhawa by:  
Richard Van Den Hul, Vice President for Business and Financial Affairs and  
Melynda Huskey, Vice President for Enrollment and Student Services

**DATE:** August 18, 2017

**SUBJECT: OVERVIEW OF PROPOSED FINANCING PLAN FOR VIKING UNION  
EXPANSION AND HOUSING RENOVATIONS**

**PURPOSE:** Information Item

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## **Purpose of Submittal:**

To share with the Board of Trustees the financing plans developed with PFM Financial Advisors to meet upcoming capital project funding needs with a combination of bond proceeds and cash reserves.

The plan includes issuing a bond in early 2018 to fund the addition to the Viking Union for the Ethnic Student Center Expansion and Multicultural Space, as well as the first two years of identified renovation projects within University Residences as identified in the recent Facilities Condition Assessment. Future bond issues are planned to be requested approximately every two years to fund continued renovations to the System.

Favorable interest rates indicate substantial savings potential in the refunding of approximately \$11 million in existing System bonds. Assuming these rates continue, the financing plan rolls the refunding into the upcoming 2018 bond issue. Depending on market conditions, we could issue refunding bonds separately, in 2017.

The Board of Trustees has received multiple updates regarding the upcoming capital projects over the past year. Updates will continue at the October 2017 meeting, at which time the Board will be asked to authorize the University to proceed with plans to issue bonds likely in late February 2018. Individual projects will be brought to the Board for approval of contracts as required beginning in February 2018.

A presentation of the proposed financing plan will be made by:

- Richard Van Den Hul, Vice President for Business and Financial Affairs
- Melynda Huskey, Vice President for Enrollment and Student Services
- Brian Sullivan, Associate Vice President for Business and Financial Affairs
- Linda Beckman, Director of Budget and Administration, Enrollment and Student Services
- Susan Musselman, Director, PFM Financial Advisors LLC / Public Financial Management, Inc.

# **Western Washington University Overview of Housing & Dining System Proposed Financing Plan**

## **Viking Union Expansion for Ethnic Student Center and Multicultural Services, and Housing Renovations**

**August 18, 2017**

## Housing and Dining System Long Term Capital Plan

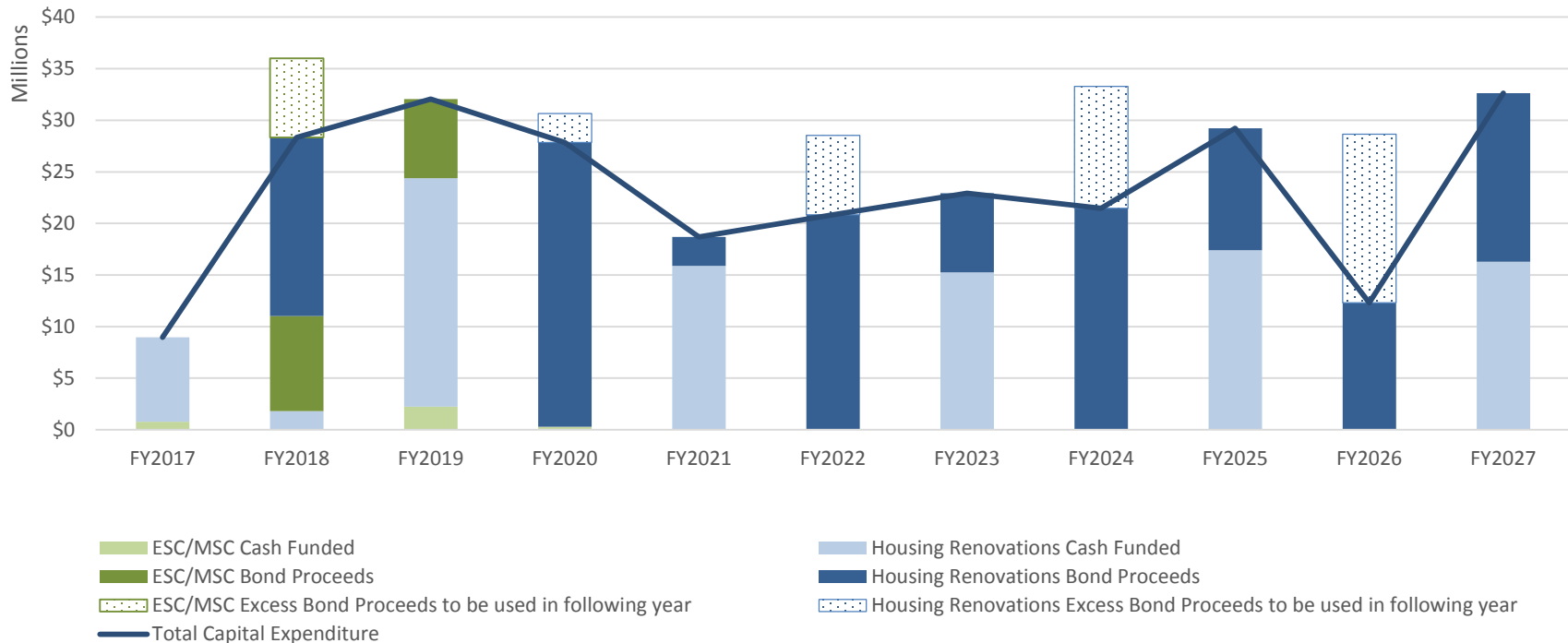
- The University has authority to issue revenue bonds for limited purposes, to include financing of facilities for the University's auxiliaries
- For many years the University has maintained a "Housing and Dining System," an auxiliary which includes the financing and management of all University Residences and Dining Facilities as well as the Viking Union and its associated properties
- The University has developed a Long Term Capital Plan (referred to as the "Plan") relating to the facilities of the "Housing and Dining System," major components of which include:
  - Viking Union Expansion: Ethnic Student Center and Multicultural Services
  - Housing Renovations
- No new housing is included in the Plan
- The Plan is proposed to be funded from existing cash, future revenues and Revenue Bonds



## Capital Plan Capital Expenditures

- The Plan includes a total of \$255.3 million in capital expenditures for the Housing & Dining System through FY2027
  - Estimated \$20.2 million (\$16.9 million in bond proceeds) for the Viking Union Expansion for Ethnic Student Center and Multicultural Services (“ESC/MCS”)
  - Estimated \$235.1 million (\$138.2 million in bond proceeds) on Housing Renovations

Sources of Capital Expenditures



## Overview of Financing Needs

- In FY 2018, the University contemplates the issuance of Bonds for the Housing and Dining System, to finance portions of the ESC/MCS and Housing Renovations
- Additionally, the University may pursue a refunding opportunity to refund outstanding bonds with estimated \$11,890,000 million of bond proceeds

Bond Proceeds for FY 2018	
Viking Union Expansion for ESC/MCS	\$16,900,000
Housing System Renovations	17,300,000
<b>Estimated Total New Money Bond Proceeds</b>	<b>\$34,200,000</b>
Refunding Opportunity	11,890,000
<b>Estimated Total Bond Proceeds</b>	<b>\$46,090,000</b>

## Project Funding Overview

The **Viking Union ESC/MCS** is estimated to require \$16,900,000 bond proceeds

- Debt service is estimated at \$1,145,000 from FY2019 to FY2043 (25 year term)
- Will be funded by a new student fee approved by the students and by the Board of Trustees, in the amount of \$30 per quarter for students taking 6 or more credits, to be collected starting Fall 2017

Estimated Sources of Funding	
Estimated Bond Proceeds	\$16,900,000
Minor Capital Institutional Funds	1,990,000
Cash Transfer from other Funds	800,000
FY2018 Revenues	472,000
<b>Estimated Total Project Cost</b>	<b>\$20,162,000</b>

The **Housing Renovations** are estimated to require \$17,300,000 bond proceeds for FY 2018-FY2019

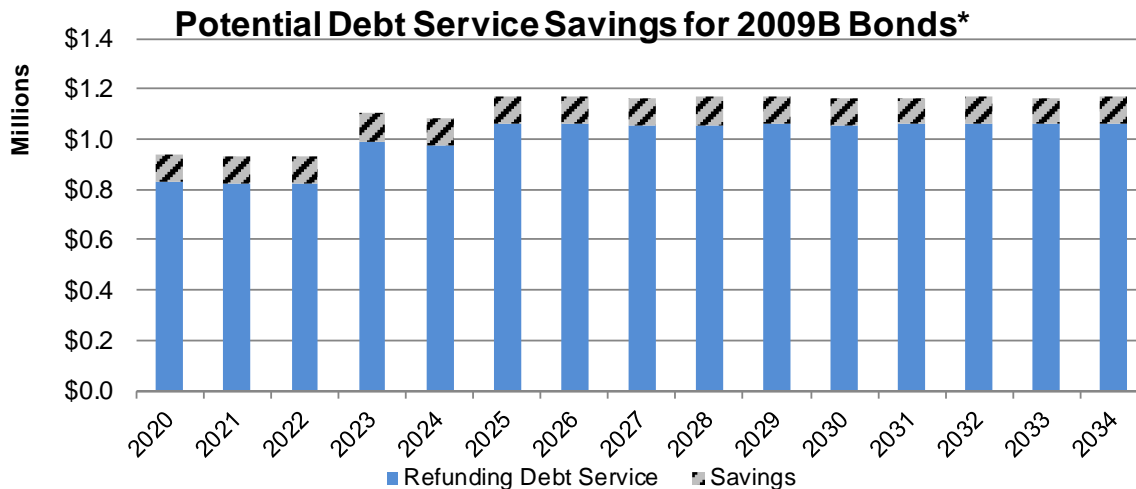
- Debt service is estimated at \$1,264,000 from FY2019 to FY2043 (25 year term)
- See Overview of Housing Renovation projects to be funded in FY 2018-FY2019 in Appendix A-1

Bond Proceeds for FY 2018	
Viking Union Expansion for ESC/MCS	\$16,900,000
Housing System Renovations	17,300,000
<b>Estimated Total New Money Bond Proceeds</b>	<b>\$34,200,000</b>

# Refunding Opportunity – 2009B Housing and Dining Bonds

- In 2009 the University issued Housing and Dining System Revenue Bonds, Series 2009B to fund the construction of the Buchanan Towers Addition on campus
- The University could achieve debt service savings by refunding the callable maturities of the 2009B Bonds, in the amount of \$11.475 million, and callable on April 1, 2019
- In the current market, this would provide approximately \$1.3 million in net present value savings, or 11.3% of refunded par, resulting in average annual savings of approximately \$108,000 FY 2020-2034

Refunding Statistics	
NPV Savings*	\$1,301,829
NPV Savings %*	11.34%
Avg. Annual Savings**	\$108,000
True Interest Cost	3.04%
All-in TIC	3.13%
Refunded Coupons*	4.10%-4.81%
Negative Arbitrage	\$171,293
Refunded Par	\$11,475,000



Fiscal Year	Savings
2020	108,344
2021	107,258
2022	106,249
2023	110,316
2024	108,609
2025	108,729
2026	106,116
2027	108,570
2028	110,840
2029	107,936
2030	110,108
2031	107,106
2032	109,189
2033	106,118
2034	108,132
<b>Total</b>	<b>\$1,623,616</b>

Note: Market rates as of August 1, 2017

\*Net of federal subsidy payments and federal sequestration (6.6% reduction to 35% subsidy through September 30, 2023)

\*\*Fiscal Years FY 2020-2034

## Key Steps

- The timing of bond issuance will be determined by the timing of the projects and the University's interest rate sensitivity

Key Step	Timing
<b>August Board Meeting:</b> Financing Plan overview	Mid August
<b>October Board Meeting:</b> Project updates provided; Bond Resolution to be approved	Mid October
Earliest potential date for refunding completion	Mid December
Viking Union: ECS/MCS 90% construction drawings complete	Late December
Housing Renovations bids received/cost known	Mid to late January
February Board Meeting: Action to award contract for Housing Renovations and accept Viking Union GMP (Guaranteed Maximum Price)	Early February
Viking Union: Start of demolition/construction prep	Mid February
Earliest Bond Sale/Proceeds Delivered	Mid to late February
Housing Renovations Contract signed/Notice to Proceed issued	March

# Appendix

- A-1 Overview of Housing Renovation projects to be funded from 2018 Bond proceeds
- A-2 Timing Considerations
- A-3 Market Update graph

## Overview of Housing Renovation Projects

- The FY 2018-FY2019 renovation projects will be funded by revenue, reserves and bond proceeds

### Capital Plan Projects: In Process and Proposed for FY2018 & 2019<sup>1</sup>

Planned Renovation Projects - University Residences	FY18 & FY19	After FY2019
Ridgeway Gamma renovation: Phase 2 of 2	\$ 3,665,000	
Carver: Add retail dining platform ("Freshens")	1,268,000	
Birnam Wood perimeter moisture mitigation: Phase 3 of 3	1,490,000	
Birnam Wood deck and railing replacements	3,065,000	
Buchanan Towers: Renovation <sup>2</sup>	21,909,000	\$ 4,436,000
Electronic access control and security upgrades	1,650,000	3,980,000
Fire alarm & mass notification system	1,310,000	3,586,000
Roof replacements <sup>3</sup>	2,000,000	
Eden North planning, wall repairs, window replacements	4,943,000	10,089,000
<b>Total</b>	<b>\$ 41,300,000</b>	<b>\$ 22,091,000</b>

**Notes:**

- (1) Project costs are escalated to future dollars.
- (2) Incorporates plumbing replacement, room kitchen reconfigure, windows, roof, etc.
- (3) Reroof replacements in Mathes Hall, Higginson Hall and Fairhaven.

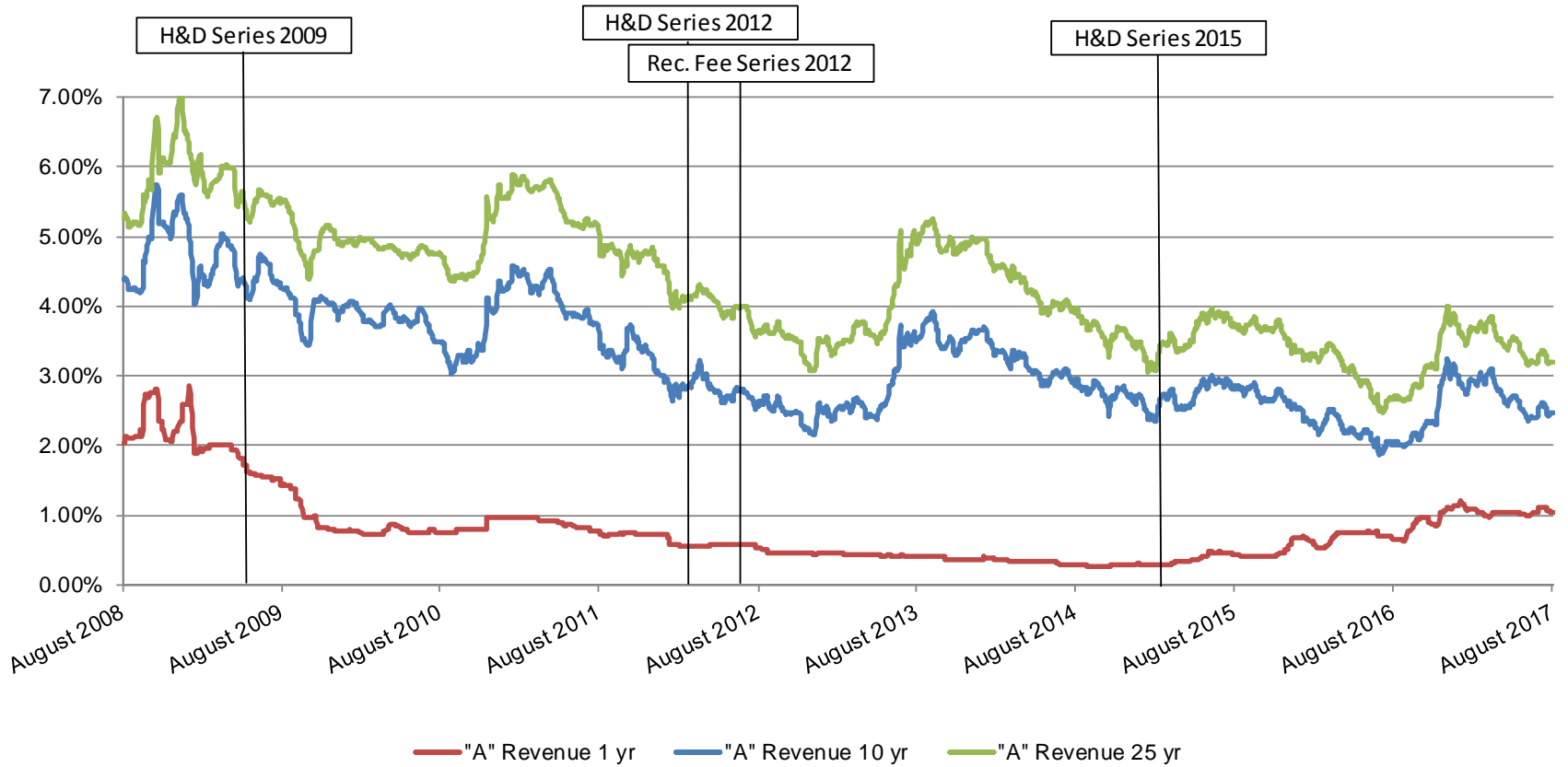
## Timing Considerations

- ESC/MCS
  - This project is being constructed using the GCCM method, so the contractor is in place
  - The University is scheduled to receive 90% construction drawings by December 20, 2017, allowing a GMP (guaranteed maximum price) to be approved by the Board in February 2018
  - Project demolition is planned to start mid-February 2018, project completion and opening by Fall 2019
- Housing Renovation Project
  - Opening bids in January 2018
  - Contracts awarded at February 2018 Board meeting
  - Start of construction in March 2018
  - Combining the renovation financing with the ESC/MCS will result in efficiency and cost savings of single issuance
- Refunding Bonds
  - Because the 2009B Bonds are callable on April 1, 2019, the University has a window of time to lock in savings, subject to market conditions
  - If the University were to wait until the call date on April 1, 2019, an increase of approximately 50 bps in interest rates would achieve the same NPV savings as we are estimating in the current market
  - The University can also consider the efficiencies and cost savings of combining with new money financing



# Market Update – Historical Revenue Bonds

## Municipal Market Data (MMD) "A" - Rated Revenue Bond Spot Rates



Source: TM3

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

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

**FROM:** President Sabah Randhawa by:  
Richard Van Den Hul, Vice President, Business and Financial Affairs  
Linda Teater, Director, Budget Office

**DATE:** August 18, 2017

**SUBJECT:** 2018 SUPPLEMENTAL OPERATING BUDGET REQUEST

**PURPOSE:** Action Item

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## **Purpose of Submittal:**

In preparation of the 2018 legislative session, Western must submit its supplemental operating budget request in early October. This is a request for Board approval to submit a \$1,472,615 decision package to Increase STEM Capacity, a \$1,443,405 decision package to create an Undergraduate Program in Marine, Coastal, and Watershed Sciences, and a maintenance level decision package for the Poulsbo Marine Science Center in the amount of \$164,182. Please note that the supplemental budget request is for a single fiscal year. If approved, the amount will be adjusted in the next biennial budget process to a full two year biennial total.

More details on each of these requests are included in the supporting documentation.

## **Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves a \$1,472,615 decision package to Increase STEM Capacity, a \$1,443,405 decision package to create an Undergraduate Program in Marine, Coastal, and Watershed Sciences, and a maintenance level decision package for the Poulsbo Marine Science Center in the amount of \$164,182.

## **Supporting Information:**

See attached supporting information.

**WESTERN WASHINGTON UNIVERSITY  
SUPPORTING INFORMATION  
SUBMITTED TO THE BOARD OF TRUSTEES**

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

**FROM:** President Sabah Randhawa by:  
Richard Van Den Hul, Vice President, Business and Financial Affairs  
Linda Teater, Director, Budget Office

**DATE:** August 18, 2017

**SUBJECT:** **Supporting Information for Board Approval of the  
2018 Supplemental Operating Budget Request**

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**Overview**

The three proposals pending approval by the Board of Trustees to be submitted to the Office of Financial Management (OFM) for the 2018 Supplemental Operating request are:

1. Increasing STEM Capacity
2. Undergraduate Program in Marine, Coastal, and Watershed Sciences
3. Maintenance and Operations (M&O) for Poulsbo Marine Science Center

**Proposal #1 – Increasing STEM Capacity**

Washington State faces a well-documented current and growing shortage of STEM graduates, particularly in Engineering and Computer Science fields. At the same time, demand from students for STEM degree programs has increased dramatically at WWU. Although demand has grown for all STEM degree programs at Western, enrollment management concerns are particularly acute in the new Engineering and Design and the existing Computer Science programs, which have seen unprecedented increases in demand from students. While the State and the University have committed resources to these programs to address workforce and student demands, Engineering, Computer Science, Pre-Health Science, and other STEM programs, all rely on a common set of entry-level courses as part of their degree program sequence. Therefore, increasing capacity in entry-level courses for STEM majors is critical to increasing overall capacity across all STEM majors at Western. Existing enrollment management and student advising resources, course laboratory budgets, and staffing levels have not kept pace, creating a situation where students are unable to take courses in a timely or predictable manner. As demand has outpaced resources and more students have been unable to enroll in gateway courses as part of their freshmen and sophomore sequences, the gateway courses enroll with upper-division students, further decreasing opportunity for timely access to programs. As a result, WWU has been forced to cap all but one major within the University's College of Science and Engineering, which limits students' ability to pursue STEM majors and increases their overall time to degree.

Given Western's role in serving the needs of the state of Washington, the recent substantial growth in demand for STEM degree programs by WWU students, and demand by the state for STEM graduates, Western proposes a three-pronged plan for increasing capacity and throughput efficiency in critical first- and second-year entry-level courses in Mathematics, Physics, and Chemistry. These courses are critical support courses for programs that are under the most significant demand, including Computer Science, Engineering, and Pre-Health Sciences. The proposed program would provide recruiting, advising, and additional course sections for a 100-student cohort of native freshmen. The cohort model is a proven method for increasing retention and supporting students from diverse backgrounds, while the increased course capacity reduces waitlist times and overall time to degree for important STEM programs, thereby reducing instructional costs.

Salary and benefits resources totaling \$849,310 requested in this proposal include tenured/tenure-track faculty (6 FTE), graduate teaching assistants (3 FTE), and advising and classroom support staff (3.5 FTE). In addition to salaries and benefits, WWU is requesting one-time funds in the amount of \$300,000 for the purchase of lab equipment, as well as \$323,305 in recurring funds for goods, services, and travel related expense. The total request for this proposal equals \$1,472,615, of which \$1,172,615 is recurring base budget.

### **Proposal #2 – Undergraduate Program in Marine, Coastal, and Watershed Sciences**

We propose a new cross-discipline program in Marine, Coastal and Watershed Sciences to address Washington's emerging challenges associated with climate change and sustainability. The degree program will be highly interdisciplinary and have a unique emphasis on coastal marine environments and on the rivers and inland waterways that are so strongly connected to coastal systems, yet are typically treated separately in traditional curricula. We view this new "mountains-to-sea major" as a response to the complexity of problems facing society and an acknowledgement of the need for new interdisciplinary methods to meet the needs of Washington's rapidly expanding clean technology economy, as well as the sectors of environmental protection and resource management. Graduates will possess a strong blend of analytical, critical thinking, and communication skills our state and nation will need to address challenges related to climate change and associated threats including changing weather and hydrologic cycles, sea level rise, sustainable fisheries, ocean acidification, and pollution and population pressures on coastal and watershed systems. We need graduates interested in pursuing problems in sectors as diverse as sustainable energy solutions, maritime transportation, ecology, coastal and landslide hazards, and sustainable aquaculture.

One of the most attractive and unique features of the program is a curriculum that will standardize an opportunity for students to spend a period of time enrolled in an entire set of upper-level course credits at WWU's Shannon Point Marine Center (SPMC). We expect between 20 and 40 students per year to enroll in this program in its initial years, based loosely on the number of students enrolled in the marine-focused emphases within majors in the Environmental Sciences and Biology departments currently. However, interest *might* be much higher considering that, in 2015, 250 freshmen applicants marked "Marine Studies" as their

highest academic interest in order to be considered for the 21 spots in the competitive WWU Marine Science Scholars program. We plan to control enrollment to match program resources. As the new degree program ramps up we will design the living-immersive learning quarter at Shannon Point to accommodate the students; likely starting with two quarters during the academic year, and the summer for separate programs, with room and flexibility to accommodate non-majors in these courses. We can consider exploring a 2+2 program design that may be effective with certain community colleges, particularly Olympic College and the WWU Poulsbo campus.

Salary and benefits resources totaling \$1,174,580 requested in this proposal include faculty (11.33 FTE) and support staff (2.0 FTE). In addition to salaries and benefits, WWU is requesting \$268,825 in recurring funds for goods, services, and travel related expenses, for a total request of \$1,443,405.

### **Proposal #3 – Maintenance and Operations (M&O) for Poulsbo Marine Science Center**

Western Washington University, the city of Poulsbo and the Poulsbo Marine Science Foundation have approved initial agreements that will allow Western to lease and then to assume ownership of the Poulsbo Marine Science Center building. The Center has been an important educational resource for the community and the region. Western students on the Kitsap and Olympic Peninsulas are now given the opportunity to learn, teach, and do research in an exciting new environment. This proposal requests funding in the amount of \$164,182 needed to operate and maintain the Center as Western assumes ownership.

With the Board's approval, Western will move forward on these proposals to the Office of Financial Management in the October 2017 Supplemental budget process.

# WESTERN WASHINGTON UNIVERSITY

## ITEM SUBMITTED TO THE BOARD OF TRUSTEES

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

**FROM:** President Sabah Randhawa by Richard Van Den Hul, Vice President,  
Business and Financial Affairs

**DATE:** August 18, 2017

**SUBJECT:** 2018 SUPPLEMENTAL CAPITAL BUDGET REQUEST

**PURPOSE:** Action Item

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### **Executive Summary**

The Office of Financial Management is requiring all Supplemental Capital Budget Requests be submitted no later than October 9, 2017. As of this writing, the Legislature has not passed a 2017-19 capital budget with new appropriations, despite the House of Representatives and Senate each introducing new 2017-19 capital budget proposals since July 1. The most recent House proposal (EHB 1075) and Senate proposal (SB 5981) include funding for many of Western's capital budget priorities, including:

- \$6.65 million for Classroom and Lab Upgrades;
- \$6.179 million for Minor Works Preservation Projects;
- \$6 million in partial design funding for the Sciences Building Addition and Renovation;
- \$1.5 million for Access Control Security Upgrades;
- \$3.188 million for Elevator Preservation Safety and ADA Upgrades; and
- \$3.614 million for Preventative Facility Maintenance and Repairs.

It is unclear if or when the Legislature will pass the final compromise 2017-19 capital budget. With this uncertainty, the Office of Financial Management has recommended that all State agencies submit their Supplemental Capital Budget Request assuming that a capital budget (with new appropriations) will not pass. With that, Western is proposing to submit the same projects that were submitted in the 2017-2019 Capital Budget Request. Information pertaining to those projects is attached.

Also, it is recommended that the Board delegate the approval authority to modify the Supplemental Capital Budget Request to the President, or the President's designee, should a capital budget with new appropriations pass or additional information concerning the request is received.

Lastly, the lack of a capital budget causes a problem in the operating budget as the Legislature uses \$3.6 million of capital funds to fund maintenance activities in the operating budget. The maintenance operations are critical to keeping the campus open and operational. The revenue will continue to generate and be held in a local building account but cannot be accessed without a final capital budget. While nothing is completely certain until the Legislature acts, the Legislature has always funded this item and there is confidence the funds will be available once the capital budget is approved. Until then University reserves will be serve as a backup until the capital budget is passed.

### **Proposed Motion**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves a 2018 Supplemental Capital Budget Request for \$130,830,000 from State-appropriated funding sources (\$127,216,000 in capital projects and \$3,614,000 in preventative facility maintenance and repairs). The Board of Trustees of Western Washington University shall also delegate authority to the President, or President's designee, to modify the 2018 Supplemental Capital Budget Request.



**Board of Trustees  
August 18, 2017**

**2018 Supplemental Capital Budget Request**

**Introduction**

The following information is provided to the Board of Trustees as support documentation for the University's 2018 Supplemental Capital Budget Request.

Western proposes a total capital funding request of \$127,216,000 from State-appropriated funding sources. Following are descriptions of the projects being requested as agreed at the June 2016 Board of Trustees meeting.

**2017-2019 Major and Intermediate Capital Project Requests**

(See Attachment 2017-2019 Capital Budget Request)

**Sciences Building Addition and Renovation (Design/Construction of Addition & Schematic Design of Renovation)**

The plan recommends funding of this project as the top major project priority for the campus.

The project is an important step toward resolving critical instructional space and faculty office shortfalls within the sciences. A modest addition and a major renovation to the forty-two year old Environmental Studies Center (ESC) will accommodate the department of Geology; Advanced Materials Science & Engineering; Scientific & Technical Services as well as consolidating all of Huxley College at one location. The project will also expand interdisciplinary interactions by providing a University hub for centers and cooperative learning projects across disciplines. Several centers and institutes including Watershed Studies, Environmental Toxicology, AMSEC, Energy, IDEAS, Spatial Institute, Sustainability and the Resilience Institute will all be housed within the facility.

The adequacy of science instructional space at Western Washington University has lagged relative to growth in STEM majors and degree production. During the past four years almost every STEM major has experienced unprecedented enrollment increases. This situation, coupled with increased demand for introductory science and mathematics courses from non-STEM majors and the hiring of new STEM faculty has stretched our science facilities to their limits, putting at risk our ability to continue to meet student demand while maintaining program quality. At the same time, contemporary expectations of employers, graduate and professional schools call for a strengthened interdisciplinary approach to STEM education, an approach that our outdated and discipline-fragmented building infrastructure makes difficult to accomplish. We will soon reach an impasse in our ability to continue to perform at our current levels without new specialized space.

### **2017-19 Classroom and Lab Upgrades (Design/Construct)**

As in previous biennia, these projects will continue to repurpose and upgrade existing instructional space within the departments. The determination of what instructional space is upgraded or re-purposed is based on the extent to which a measureable improvement can be realized using the following criteria:

1. Measurable Outcomes – The upgrades will increase capacity and room usage and this can be supported with usage data.
2. Banner Data – The structured, academic use of the renovated room must be recorded in Banner.
3. Performance Thresholds – The renovated rooms will operate at the State's target utilization of student contact hours per week per lab/classroom seat.

The goal of the project is to ensure that the Institution has adequate access to high performance learning space. For the 2017-19 biennia, much of the scope of work is focused on work to support the Sciences Building Addition & Renovation. A list of the rooms proposed within this request was provided in the April 2016 Board Packet.

### **Access Control Security Upgrades (Design/Construct)**

The University's existing campus access control system is based on Edwards Systems Technology, integrated with the campus fire alarm system. In 2012, Western learned that Edwards would be phasing out the access control portion of the system and when the next system upgrade of the fire alarm system occurred, the University's access control system would no longer be supported. First proposed in the 2015-17 biennia, and then as an emergent supplemental project in 2016, the project would replace the campus head-end access control system, convert existing building access control systems to a new system and install electronic control on exterior doors and designated high security internal doors of all major academic buildings. These upgrades would improve campus building access and security, provide improved integration with other security systems such as video monitoring and intrusion detection and simplify dispatch functions during emergency responses.

### **disAbility Resource Services at Haggard Hall (Design/Construct)**

disAbility Resources for Students (DRS) is presently housed in an undersized and inaccessible suite within the oldest building at Western. The existing location is nominally accessible and provides DRS with too little space, especially with an ever growing population of students requiring accommodations for disabilities. DRS forecasts continued and growing demand for disability services by students at Western.

This project would expand disability resources for students by collocating DRS within the Library Learning Commons at Haggard Hall. Located in the core of the campus, Haggard Hall is conveniently and easily accessible to students. The project will commence with a space optimization project at Haggard Hall to create the three thousand square feet required by disAbility Resources for Students. Thereafter, the project scope will include the construction of offices for DRS Counsellors; a DRS testing center as well as a reception and student resource center.

### **Support Services Facility Phase 1 (Development Adjacent to Physical Plant) (Design/Construct)**

The project would construct a building on the vacant land owned by the university at 25<sup>th</sup> and Taylor Streets. A master plan for the site and rezoning to accommodate approximately 60,000 gross square feet have been accomplished. The new facility would house various departments that require proximity to campus but do not need to be located on campus thereby creating



more capacity in the core for strategic programs. The site allows for future growth needs, with sufficient land to construct several additional buildings.

### **Elevator Preservation Safety & ADA Upgrades (Design/Construct)**

In 2015, Facilities Management hired a consultant to inspect and analyze all campus elevators to determine their current condition, compliance with current code, safety requirements, and to identify and recommend options for an elevator modernization. A prioritized list of work to be accomplished on each elevator, based upon 1) building and personal safety and code compliance; and 2) current operation and performance (reduce repair rate); and 3) appearance and quality of life. It has been determined that correction of the deficiencies generally cannot wait for a full building renovation, and instead must be accomplished as part of a stand-alone elevator renewal project.

### **Waterfront Land Acquisition (Acquisition)**

Western has been involved in discussion with the City of Bellingham and the Port of Bellingham regarding the revitalization of Bellingham's central waterfront for over a decade and project requests have been submitted for funding consideration in prior biennia. The waterfront development and Western's planned growth are linked. The University's Institutional Master Plan recognizes that we cannot grow to our planned capacity without acquiring property for development. Relocating and/or expanding some of Western's programs to the waterfront would allow for our future growth. The objective in meeting that goal is to acquire acreage in the Institutional Mixed Use Zone of the waterfront development.

### **Southcentral Campus Roadway Revisions (Design/Construct)**

Requests for roadway revisions have been submitted several biennia. The University received pre-design funding in 2003-05 to assess south campus roadway development/revision options. There is a critical need for improving pedestrian safety when accessing the campus from the south. The congestion at two intersections involves pedestrians, bicyclists, transit buses, private vehicles, vendor semi-trucks and any number of motorists using the campus roadway as a standard route to downtown Bellingham. The project involves creating a safe area for crossing by redirecting pedestrian and bus traffic related to East and West College Way where Bill McDonald Parkway enters the campus. Included in the project is installation of a traffic signal at Bill McDonald Parkway and South College Drive.

### **Heating System Carbon Reduction & Energy Efficiency Improvements (Pre-design)**

Proposed in the 2013-15 biennia, this project would reduce our annual CO2 emissions by roughly 10% and involve a pre-design and subsequent construction budget estimate to convert our central steam heating system to a hot water system. Centralized hot water heating is roughly 30% more energy efficient than steam. A pre-design is needed to thoroughly analyze the conversion needed and the costs to construct. Our aging steam distribution system requires nearly wholesale replacement over the next few biennia. The size and capacity on our steam line does not meet our hot water needs. In 2013-15 biennia we spent \$2.5 million in essential repairs and anticipated spending another \$15 million over the course of the next 10 years. It is possible to implement this conversion in phases. This essential request also demonstrates our commitment to work toward a zero carbon footprint by 2050.

### **Minor Capital Request Items**

As in previous biennial requests, our Minor Works Preservation and Minor Works Program omnibus categories are for requests for projects ranging in size from \$25,000 to \$2,000,000.

**Preservation** – These projects include facility preservation, health, safety and code compliance, and infrastructure renewal. Many of the projects have been identified in Western's Facilities Management Backlog Reduction Plan or by departmental critical need.

**Program** – Programmatic Minor Works projects have not received funding in the last several biennia, consequently many of the prior biennia project requests resurface every two years with even more dire conditions and need of funding than before. While funding has been lacking in recent years, we have reason to believe that in this biennium Western will be more successful in receiving some funding for its Programmatic priorities. One of the top institutional priorities is the expansion of the Ethnic Student Center and multicultural services for the campus in partnership with the student government. The omnibus Programmatic projects include access improvements, correction of safety hazards, disabled access, security of physical assets and technology enhancements.

These projects are critical to our on-going capital program. The entire listing of minor works requests recommended for the 2017-2019 biennium can be found at <http://www.wvu.edu/wwuarchitect/>

# Western Washington University

## 2017-2019 CAPITAL BUDGET REQUEST

August 18, 2017

Univ. Priority	PROJECT TITLE	2017-2019 Biennium
1	Minor Works - Preservation	15,400,000
2	Sciences Building Addition & Renovation	56,241,000
3	2017-19 Classroom & Lab Upgrades	6,650,000
4	Minor Works - Program	15,400,000
5	Access Control Security Upgrades	7,200,000
6	Disability Resource Services at Haggard Hall	2,700,000
7	Support Services Facility Phase 1 (Development Adjacent to Physical Plant)	9,950,000
8	Elevator Preservation Safety and ADA Upgrades	6,700,000
9	Waterfront Land Acquisition	4,500,000
10	Southcentral Campus Roadway Revisions	2,060,000
11	CFPA Renovation and Addition	
12	Heating System Carbon Reduction & Energy Eff. Improvements	415,000
13	Wilson Academic Renovation	Univ. Funded Pre-Pre-design
<b>Total/Biennium</b>		<b>127,216,000</b>

Legend	
	Pre-design
	Minor/Intermediate Design & Construct
	Design
	Construct
	Acquisition
	Major Design & Construction

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

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

**FROM:** President Sabah Randhawa by:  
Earl Overstreet, Chair, Board of Trustees Audit Committee

**DATE:** August 18, 2017

**SUBJECT: APPROVAL OF THE FY2018 INTERNAL AUDIT PLAN**

**PURPOSE:** Information Item

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### **Purpose of Submittal:**

The purpose of the Annual Internal Audit Plan is to outline internal audits and other activities the Western Washington University (WWU) Office of the Internal Auditor (OIA) will conduct during fiscal year 2018, July 1, 2017 through June 30, 2018 (FY18).

### **Responsibilities:**

The Internal Audit Plan is developed to satisfy responsibilities established by the Board of Trustees Audit Committee Charter, the Internal Audit Charter, WWU Policy POL-U1500.01, Washington State Administrative and Accounting Manual Chapter 22 and the International Standards for the Professional Practice of Internal Auditing ("Internal Audit Standards").

By definition, Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations in the efficient and effective discharge of their responsibilities. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

In order to meet Internal Auditing responsibilities, the OIA develops an audit plan annually to deploy audit resources in an effective and efficient manner. The Audit Committee reviews and recommends the Audit Plan to the WWU Board of Trustees for approval and monitors OIA's progress compared to the plan and any significant adjustments to the plan.

### **Background:**

The Office of the Internal Auditor performs internal operational, compliance, and financial related audits of programs, services, departments and accounts that come under the budget authority of the University. Internal Audit performs four types of audit services:

1. **Assurance Services:** Assurance services are objective reviews of evidence for the purpose of providing an independent assessment. The scope and nature of assurance services includes reviewing and evaluating for: operational efficiencies and effectiveness; reliability of financial and operational systems; adequacy and clarity of policies and procedures; compliance with university policy and state and federal law; safeguarding of assets; and accomplishment of objectives and goals.

2. **Consulting Services:** Consulting services are advisory and other service activities include counsel, advice, facilitation, process design and limited training. The objective of consulting services is to add value in the development or modification of processes, procedures, and controls to minimize risk and achieve objectives.
3. **Investigations:** Investigations evaluate allegations of unethical business practices and financial and operational misconduct to determine if allegations are substantiated and to prevent future occurrences.
4. **Follow-up Engagements:** Follow-up engagements evaluate plans and actions taken to correct reported conditions.

The audit plan also includes **Office of the Internal Auditor Management** projects such as Quality Assurance and Improvement Program (QAIP) reviews of the internal audit function's governance, management and staff, and audit processes to assess compliance with standards and identify opportunities for improvement. Internal Audit programs are required by Internal Audit Standards to have an external peer review every five years, and these QAIP projects will help prepare for this review. This year OIA will also focus on enhancing the annual internal audit risk assessment process to ensure alignment with WWU's updated strategic plan and new Enterprise Risk Management (ERM) program.

Since this is the first year for the new Director, the primary goal of this plan is to increase the Director's knowledge about the people, processes, risks and controls at WWU. Accordingly, primary factors considered in setting the FY18 audit priorities included opportunities to assist new Vice President/Provost management at WWU; management's input on desired audit topics/perceived risk areas, industry trends for audit topics, the WWU Draft Strategic Goals and Objectives (Presented 5/22/17), and compliance with the authoritative guidance promulgated by the Institute of Internal Auditors. Our assessment utilized the *Internal Control-Integrated Framework Principles* as published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

**Results:**

See Attachment A for the FY18 Annual Internal Audit Plan topics by Service Area, including primary selection criteria.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the Board of Trustees Audit Committee and President Randhawa, approve the FY2018 Annual Internal Audit Plan for the Office of the Internal Auditor.

Attachment A

Western Washington University Office of the Internal Auditor (OIA)		
FY18 Annual Internal Audit Plan		
Service Area	Topic	Primary Selection Criteria
Assurance	Registrar's Audit – FY17	Carryover from FY17. Time spent on unscheduled Residency and Financial Aid Investigation delayed completion of scheduled Registrars Audit.
	Clery Act	Industry trends for audit topics, management input on desired audit topic/risk area.
	Research-related topic to be determined (TBD) with new Vice Provost Research	Opportunity to assist new Vice Provost, management input on desired audit topic/risk area, industry trends for audit topics.
	Enrollment and Student Services (ESS) topic TBD with new Vice President for ESS	Opportunity to assist new Vice President, management input desired audit topic/risk area, industry trends for audit topics.
	Information Technology Risk Assessment collaboration with new Vice Provost for Information Technology and Chief Information Officer	Opportunity to assist new Vice Provost, management input desired audit topic/risk area, industry trends for audit topics.
	Quarterly Review of President's Expenses	Requested by Board of Trustees Audit Committee
Consulting	Consulting projects as requested	Required by Internal Audit Charter
Investigations	Investigation projects as requested	Required by Internal Audit Charter
Follow Up	Follow up on management's response to past OIA recommendations. OIA will review and summarize management's self-assessment of response status.	Required by Internal Audit Charter and Internal Audit Standards
Office of Internal Auditor Management	Risk Assessment and FY19 Annual Plan	Required by Internal Audit Charter and Internal Audit Standards.
	Quality Assurance and Improvement Program (QAIP) OIA Governance	QAIP required by State Administrative & Accounting Manual (SAAM) Chapter 22 and Internal Audit Standards
	Quality Assurance and Improvement Program (QAIP) OIA Management & Staff	
	Quality Assurance and Improvement Program (QAIP) Audit Process	

**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:** August 18, 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:** August 18, 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:** Provost Brent Carbajal  
**DATE:** August 18, 2017  
**SUBJECT:** **Academic Report: New Tenure Track Faculty**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

During the past academic year, Western Washington University successfully recruited a number of well-qualified new tenure track faculty. This report provides the Board of Trustees with information about the tenure track faculty members who were hired last year and who will begin teaching at Western during the 2017/18 academic year.

# New TT Hire AY 2017-18 - Educational Attainment Spreadsheet

Prepared by – Academic Budget and Administration

Date - August 2, 2017

SEQ	Name	College	Department	Specialization	Terminal Degree	University	Graduation
1	Imran Sheikh	AA	Institute for Energy Studies	Energy Studies	Ph.D., Business and Sustainability	University of California - Berkeley	2017
2	Shuo Li	CBE	Accounting	Accounting	Ph.D., Accounting	Hong Kong Polytechnic University	2017
3	Darius Martin	CBE	Economics	Economics	Ph.D., Economics	University of California - Santa Barbara	2009
4	Alex Egner	CFPA	Design	Design	MFA, Visual Communication	Virginia Commonwealth University	2009
5	John Gialanella	CFPA	Design	Design	MFA, Visual Communications	University of Arizona	2012
6	Anna Diedesch	CHSS	Communication Sciences and Disorders	Audiology	Ph.D., Hearing and Speech Sciences	Vanderbilt University	2016
7	Douglas Sladen	CHSS	Communication Sciences and Disorders	Audiology	Ph.D., Hearing and Speech Sciences	Vanderbilt University	2006
8	James Ely Shipley	CHSS	English	Creative Writing	Ph.D., Literature and Creative Writing	University of Utah	2009
9	Jane Wong	CHSS	English	Creative Writing	Ph.D., English	University of Washington	2016
10	Nicholas Washburn	CHSS	Health and Human Development	Secondary Physical Education	Ph.D., Kinesiology- Sport Pedagogy	University of Alabama	2017
11	Pedro Cameselle	CHSS	History	Latin America and the World	Ph.D., History	Fordham University	2016
12	Sarah Zarrow	CHSS	History	History/Jewish History	Ph.D., Judaic Studies	New York University	2015
13	Rodolfo Mata	CHSS	Modern and Classical Languages	Spanish Linguistics	Ph.D., Linguistics	University of California - San Diego	2016
14	Siyuan Wu	CHSS	Modern and Classical Languages	Chinese Literature and Culture	Ph.D., Chinese Program	Arizona State University	2017
15	Aaron Smith	CHSS	Psychology	Psychology/Counselor Educator	Ph.D., Counselor of Education and Supervision	University of New Mexico	2017
16	Brianna Delker	CHSS	Psychology	Psychology/Developmental Psychopathology	Ph.D., Clinical Psychology	University of Oregon	2017
17	Christie Scollon	CHSS	Psychology	Health Psychology	Ph.D., Psychology	University of Illinois	2004
18	Angela Fillingim	CHSS	Sociology	Sociology/Latina(o) Studies	Ph.D., Sociology	University of California - Berkeley	2015
19	Adrienne Wang	CSE	Biology	Molecular Genetics	Ph.D., Neuroscience program	University of Michigan	2011
20	Matthew Zinkgraf	CSE	Biology	Molecular Evolutionist and/or Ecologist	Ph.D., Biology	Northern Arizona University	2012
21	Jeanine Amacher	CSE	Chemistry	Biochemistry	Ph.D., Biochemistry	Geisel School of Medicine at Dartmouth	2014
22	Ying Bao	CSE	Chemistry	Chemistry/Analytical	Ph.D., Material Science	University South Dakota	2013
23	Michael Tsikerdekis	CSE	Computer Science	Computer Science	Ph.D., Informatics	Masaryk University	2013
24	Qiang Hao	CSE	Computer Science	Computer Science	Ph.D., Learning, Design, and Technology	University of Georgia	2017
25	Tanzima Islam	CSE	Computer Science	Computer Science	Ph.D., Electrical & Computer Engineering	Purdue University	2013
26	Wesley Deneke	CSE	Computer Science	Computer Science	Ph.D., Computer Science	University of Arkansas	2012
27	Ramadha Piyadi Gamage	CSE	Mathematics	Statistics	Ph.D., Statistics	Bowling Green State University	2017
28	Thanh Le	CSE	Physics and Astronomy	Physics Education Research	Ph.D., Physics	University of Maine	2017
29	Breyan Haizlip	FAIR	Fairhaven College	Clinical or Counseling Psychology	Ph.D., Counseling Psychology	Old Dominion University	2009
30	Kevin Delucio	FAIR	Fairhaven College	Multicultural Psychology	Ph.D., Counseling Psychology	University of California - Santa Barbara	2017
31	Yanara Friedland	FAIR	Fairhaven College	Creative Writing and Literature	Ph.D., Literature and Creative Writing	University of Denver	2014
32	Nini Hayes	HUX	Environmental Studies	Environmental Studies and Education	Ph.D., Teacher Ed & School Improvement	University of Massachusetts - Amherst	2015
33	Deborah Hanuscin	WCE	Elementary Education	Elementary and Science Education	Ph.D., Physics Education	Indiana University	2004
34	Christine Espina	WCE	Health & Community Studies	RN-to-BSN Program	Ph.D., Nursing Practice	University of Washington	2012
35	Sarah Bear	WCE	Health and Community Studies	Nursing	Ph.D., Educational Leadership	University of Washington	2016
36	William Lonneman	WCE	Health and Community Studies	Nursing	Ph.D., Nursing Practice	Madonna University	2014
37	Madeline Kelly	WL	Western Libraries	Collections	Master of Library Science	Simmons Graduate School	2012

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

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

**FROM:** President Sabah Randhawa on behalf of Vice President Melynda Huskey

**DATE:** August 9, 2017

**SUBJECT:** Admissions and Enrollment Report

**PURPOSE:** Information Item

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**Purpose of Submittal:**

To provide a general enrollment management update.

**Admissions**

**For Fall Quarter 2017:**

- Freshmen: confirmations up by 227 students (7.5%), 3270 compared to 3043
  - Students of Color (SOC): up 138 (17.5%), 927 over 789
    - Proportion of Freshmen class who are SOC increased to 28.3% from 25.9%
  - WA Residents: up 193 (7.6%), 2738 versus 2545
- Confirmations for Transfers are up by 43 (3.7%), 1211 versus 1168
  - Confirmation from students from WA Community Colleges is down 34 (-3.9%)
    - Consistent with national trends, WA's community colleges are experiencing a drop in enrollment, and we are feeling those effects.
  - Confirmation from students from all other institutions is up 77 (26.6%)

Early reports indicate that the academic preparation of the freshmen class as measured by average GPA and test scores is comparable to last year.

With eyes toward the future, Admissions is involved with activities and goal setting to help kick-off the new enrollment cycle:

- Assisting with identification, tracking and communication associated with the new Advancing Excellence and Equity in Science program, supported by the 5-year grant from the Howard Hughes Medical Institute's Inclusive Excellence Program
- Partnering with Futures Northwest, a regional non-profit, to provide a two-day workshop, called *QuickStart to College*, to empower students from underserved areas in Skagit and Whatcom counties on their college exploration and application process.
- Hosting groups from the College Success Foundation, where students from diverse cultural and socio-economic backgrounds participate in college-planning sessions

## **New Student Services/Family Outreach**

The Transitions program for new transfers and postbaccalaureate students is comparable to that for past years. Students not attending Transitions now have an opportunity to schedule individual advising appointments with the Academic Advising Center prior to the beginning of Phase II registration on August 29<sup>th</sup>.

The Summerstart program for new freshmen/Running Start students is seeing unprecedented attendance for both the student and family participant categories. We anticipate that approximately 2700 freshmen will complete Summerstart and over 2100 family members will have participated in the Family Orientation program. Students not attending Summerstart will complete their orientation, academic advising and class registration process during Fall Advising & Orientation, held the Sunday & Monday prior to the beginning of classes in September. Over 350 students are expected for the Fall Advising & Orientation program.

We are also planning our annual Out-of-State Student Dinner for out-of-state students and their families on Saturday, September 23<sup>rd</sup>, with an estimated 550 in attendance.

Efforts are underway to reach out to students who are missing required steps to prepare for fall enrollment: i.e., having not registered for Summerstart orientation, obtained their measles clearance, or taken their math placement assessment.

## **Financial Aid**

In late July after 2017-2018 tuition and Need Grant award amounts were set, Financial Aid awarded approximately 5,000 returning students \$127 million in grants, loans, work study and scholarships.

Notably, Western received the largest final Need Grant allocation in Western's history on August 7 of \$15,293,616, after the bulk of the awards had been sent out. This year's Need Grant allocation of approximately \$15.3 million compares to about \$13.8 million received at the same time last year and is indicative of an increase in resident students enrolling at Western with high financial need. While we are celebrating the opportunity to provide additional Need Grant dollars to needy students, receiving word of the increase earlier in the year would have allowed Financial Aid to have a greater impact on the college decision-making processes of students.

# ADVANCING THE UNIVERSITY

DIVISION OF UNIVERSITY ADVANCEMENT, WWU  
AUGUST 2017



*"New microscopes are an investment that will be paid back with student learning and a better understanding of geology overall."*

— Edward T., Western Geology senior

# ADVANCEMENT UPDATE

WWU GIVE DAY

# WWU

## GIVE DAY

### 06.01.17

TOTAL RAISED:

# \$389,985

*double last year's amount*

GIFTS:

## 1,600+

DONATIONS MATCHED:

## \$190,200

AVERAGE GIFT:

## \$271

AMOUNT DEDICATED FOR SCHOLARSHIPS:

## \$193,939

# OF DEPARTMENTS, CLUBS, PROGRAMS ENGAGED:

## 60

TOTAL DONORS:

## 1,427

↑ 104%  
FROM  
LAST YEAR

NEW DONORS:

## 542

↑ 127%  
FROM  
LAST YEAR

STUDENT DONORS:

## 186

↑ 520%  
FROM  
LAST YEAR

RECENT GRAD ('14-'17) DONORS:

## 86

↑ 105%  
FROM  
LAST YEAR

WWU GIVE DAY SOCIAL MEDIA CAMPAIGN

## 86,656

PEOPLE REACHED

## 9,736

INDIVIDUALS ENGAGED



# GROWING PHILANTHROPY

MAY 1 THROUGH JUNE 30

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## ANNUAL GIVING (ANNUAL GIFTS OF UNDER \$25,000)

# OF DONORS

**2,894**

DONATIONS

**\$1,394,878**

## MAJOR GIFTS (GIFTS OF \$25,000 OR MORE)

RENEWED SUPPORT

**\$20,000**

to Institute for Energy Studies  
every year for next three years

ANONYMOUS DONOR

**\$1.5 million**

testamentary pledge to Biology Department  
in unrestricted funds

## REALIZED ESTATE GIFT FROM STEPHANIE KEYES ('64)

**\$310,000**

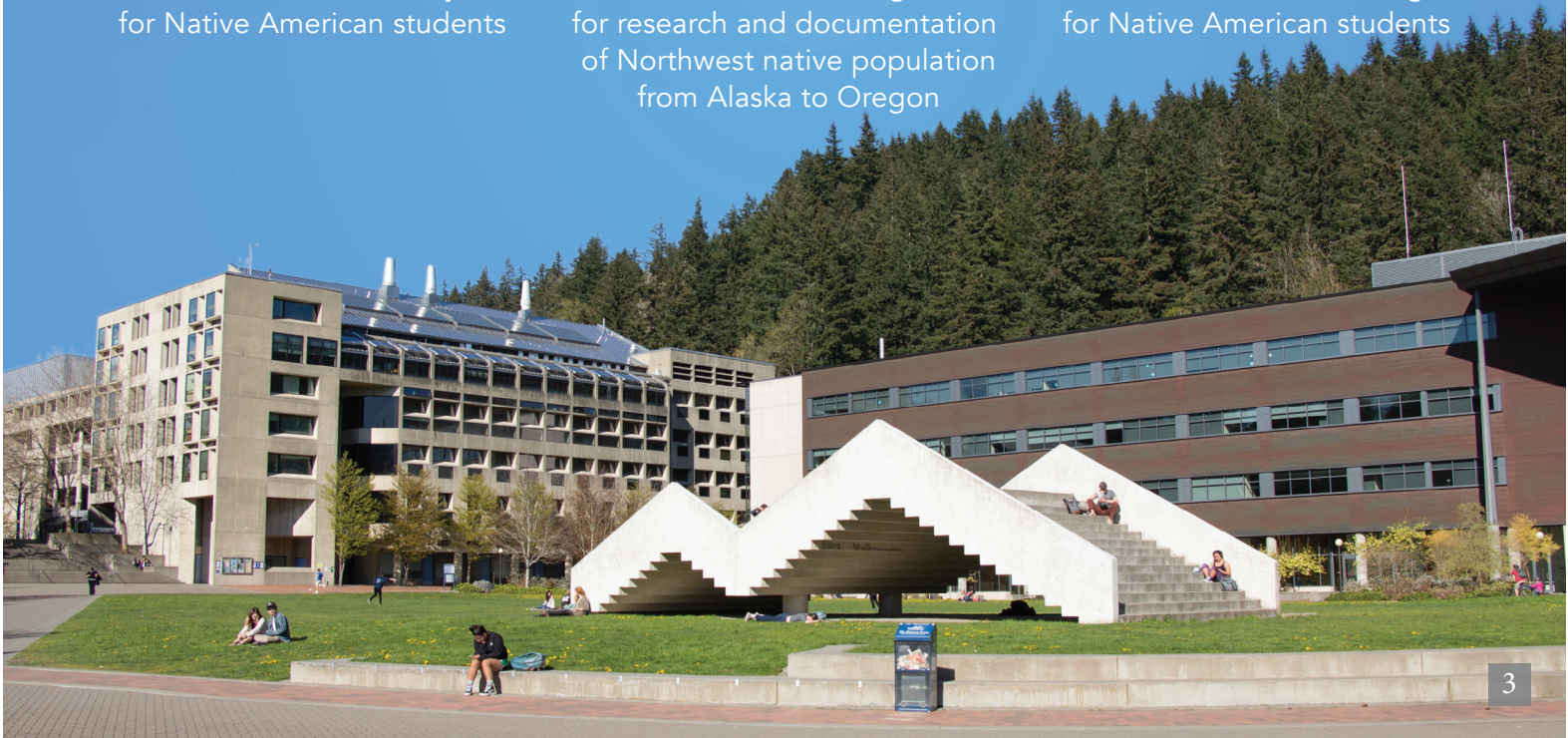
endowment to Huxley  
for Native American students

**\$240,000**

to Fairhaven College  
for research and documentation  
of Northwest native population  
from Alaska to Oregon

**\$310,000**

endowment to Woodring  
for Native American students



# GROWING AWARENESS

MAY 1 THROUGH JUNE 30

## WWU ALUMNI & FOUNDATION COMMUNICATIONS

Constituents remained highly engaged with our Alumni and Foundation communications. We saw steady open rates at **15%** for our emails and kept below our 1% goal for unsubscribes. The biggest trend continues to be growth in engagement through our social media channels, where we interact with audiences on Facebook, Instagram, Twitter, and LinkedIn. Numbers below show the percentages of growth for audiences and engagement over this same time last year.

### WWU ALUMNI

AUDIENCE:

**11%**

INCREASE

ENGAGEMENT:

**81%**

INCREASE

### WWU FOUNDATION

AUDIENCE:

**51%**

INCREASE

ENGAGEMENT:

**20%**

INCREASE



# YEAR-END RESULTS

JULY 1, 2016 THROUGH JUNE 30, 2017

## \$16.8M RAISED

IN GIFTS AND COMMITMENTS  
(SECOND-HIGHEST IN FOUNDATION HISTORY\*)

INCLUDING

**\$3+**  
**MILLION**

ANNUAL GIFTS RECEIVED  
FROM 7,832 DONORS

**\$5.7+**  
**MILLION**

MAJOR GIFTS RECEIVED

**3,123** ALUMNI ASSOCIATION MEMBERSHIPS  
↑14% increase total at end-of-year

**9,044** ALUMNI EVENT ATTENDEES

- 200% increase in # of gifts at time of registration
- 42% increase in gift amount from attendees who made a gift and signed up for membership at registration
- 34% increase in attendees who made a gift within 30 days of event

## MARKETING COMMUNICATIONS

### ALUMNI SOCIAL MEDIA

AUDIENCE GROWTH:  
↑ **11%**

ENGAGEMENT:  
↑ **46%**

### FOUNDATION SOCIAL MEDIA

AUDIENCE GROWTH:  
↑ **51%**

ENGAGEMENT:  
↑ **166%**

### TOP CAMPAIGNS

- Seattle Times membership/retargeting ads = 91% increase in conversions to membership
- Facebook campaigns through ActionSprout + Hootsuite increased engagement

\* 2013 was record fundraising year with \$17.3 million raised during the Western Stands for Washington campaign

# ENGAGEMENT

EVENTS FROM MAY 21 THROUGH JULY 16

## COMPASS 2 CAMPUS BRUNCH DURING BACK2B'HAM RAISES MORE THAN \$10,000



Former WWU President Bruce Shepard and first lady Cyndie Shepard returned to WWU for the Compass 2 Campus brunch on May 21. Cyndie Shepard, founder and former executive director of Compass 2 Campus spoke to the **155** attendees at the event. The scholarship the Shepards established will support two students—Sulamita Derkach and Hailey Staples—who plan to attend Western this coming fall. These two incoming freshmen were part of the first fifth grade cohort to visit Western in the Compass 2 Campus program. Compass 2 Campus is a mentorship program for middle and high school students from traditionally underrepresented groups.

## WWU DAY AT THE BELLINGHAM BELLS



June 27 was a great day for baseball at the Bellingham Bells as **358** Vikings donned their WWU Blue and rooted for the home team! Special guests included members of the national champion WWU Women's Rowing Team, President Sabah Randhawa, his family, and numerous donors, board members and future Vikings. Victor Viking threw out the first pitch and WWU freshman Nathaniel Gaines sang the National Anthem.

## FACULTY-LED TOUR OF TERRACOTTA WARRIORS OF THE FIRST EMPEROR EXHIBIT



On July 15, **103** Western alumni and guests at the Pacific Science Center in Seattle for Terracotta Warriors of the First Emperor toured an exhibit of artifacts from the era of Qin, the First Emperor of China. Participants enjoyed a fascinating tour guided by Dr. Thompson, Professor of History. WWU Alumni provided a charter bus from Bellingham, and student and alumni passengers engaged in a lively discussion of the exhibit with the professor on the road.



June Art Walk: **99** attendees



Back2B'ham: **1,696** attendees

# WHY WE DO WHAT WE DO...

## IMPACT

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### WESTERN GEOLOGY USES VIKINGFUNDER TO RAISE FUNDS TO BUY NEW MICROSCOPES

WWU's current petrographic microscopes were purchased in 1967. The Geology Department can't keep up with the maintenance and their class sizes are limited by the number of available scopes. It seeks to replace the mineralogy microscopes with a fleet of new Leica DM750 microscopes. Leica is offering WWU a 30 percent discount, but the department needs to raise the money to buy them. Assistant Professor Pete Stelling, Instructional and Classroom Support Technician Ben Paulson ('10), and Assistant Professor Sean Mulcahy are using VikingFunder, the crowdsourcing software provided by University Advancement, to help raise the money. The fundraising goal is \$88,000.

#### Features of the new microscopes:

*Brighter LED source*

*Larger field of view*

*Vivid colors*

*Better optics*

*Binocular eyepieces*



*"It's time for an upgrade with the microscopes. The old ones are riddled with issues. They are blurry, the light source is flaky, and the field of view is so small."*

— Maria V.,  
WWU Geology sophomore

### **The VikingFunder campaign had raised more than \$74,000 by the time this report was printed.**

The Geology Microscope VikingFunder got a boost on June 1 during WWU Give Day, raising **\$14,881** from **33** donors on that one day.

In a surprise Facebook post, "Supernatural" actor and Bellingham resident Misha Collins publicized WWU's Geology Microscope VikingFunder. Donors made **115** gifts "In honor of Misha Collins" and raised approximately **\$3,170**.

Comments people made with their donations included:

*"In honor of unassailable data."*

*"In honor of underfunded labs everywhere."*

*"In honor of Misha Collins and his big heart."*

*"In honor of my grandmother geologist. She rocks!"*

# WHY WE DO WHAT WE DO...

## IMPACT

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### STOLE OF GRATITUDE

Graduating seniors can choose to wear the Stole of Gratitude during the commencement ceremony. After the ceremony, they present their stoles to someone important to them—a parent, relative, friend, or mentor—who contributed sage advice, encouragement, financial assistance, and other forms of support. The light blue stoles signal the importance of relationships at Western. When the program launched in June 2016, **373** graduates purchased the stoles. In June 2017, **543** wore the stoles, a **45** percent increase.

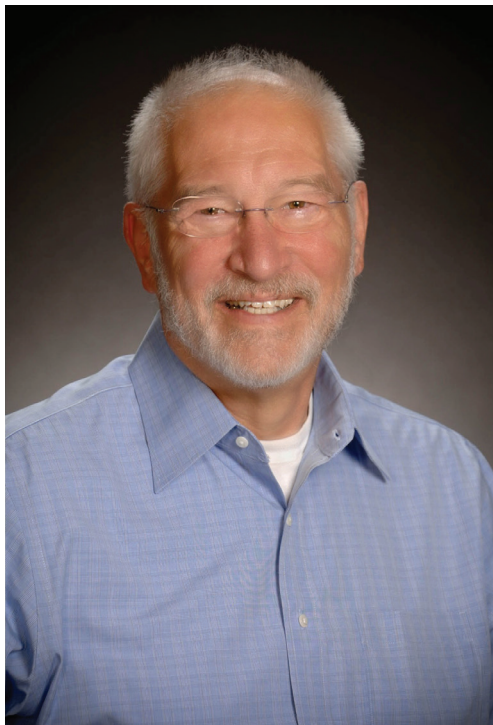


# WHY WE DO WHAT WE DO...

## NEW SCHOLARSHIPS AND ENDOWMENTS

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### WESTERN ALUMNUS PAUL MERRIMAN SUPPORTS FINANCIAL LITERACY OF WWU STUDENTS



Paul Merriman ('66) attended Western Washington University to escape the cityscape of Seattle and find solace in a campus settled in the woods. Graduation led him down a path of corporate brokerage on Wall Street and then to the ownership of a large manufacturing firm. Following his first retirement in the 1980s, he turned his acumen for finance into a new career path and founded a financial management firm. As his success grew, he never forgot his alma mater. Upon retirement, he created the Merriman Foundation to continue his vision of sharing financial education and giving to Western.

Since 2012, Paul and the Merriman Foundation have donated more than \$200,000 to the College of Business & Economics to support a personal investing class. He has hosted a series of financial lectures for students, alumni, and community members. Paul's goal is to give every student at Western the tools necessary to navigate student debt so they may begin saving early and retire successfully. He most recently spoke to a group of Western students in May 2017 about financial freedom post-graduation. Western is currently working to capture Paul's energy through recordings at the Digital Media Center so his wisdom can be shared with future generations of WWU students.

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### WWU SECURES UNITED WAY GRANT AND PROVIDES MENTORS FOR LOW-INCOME YOUTH

Children attending Bellingham's most diverse and lowest-income elementary schools (Alderwood and Cordata) get to participate in free after-school clubs as a result of a grant Western Washington University Foundation secured from United Way to support a collaboration between Bellingham Public Schools and Woodring College of Education. The program, spearheaded by Associate Dean of Woodring Dr. Karen Dade, allows children to choose among after-school clubs including photography, martial arts, Lego, ukulele, tennis, cooking, art, hip hop, Club de Lectura, Girls on the Run, and K-Kids. The three-year United Way grant will bring a total of \$115,709 to the project through June 2018. During the 2016-17 academic year, 54 Western students



served the program as mentors or tutors while enrolled in Woodring College of Education service-learning classes or Compass 2 Campus. Quality after-school activities enrich children's lives intellectually, socially, and emotionally, and have been shown to increase academic success by closing the "opportunity gap." Western students are developing teaching skills by working with a diverse group of children, and the elementary schools are reporting behavior improvements, increased family engagement, and more consistent school attendance on club meeting days.

# UPCOMING EVENTS

AUGUST – OCTOBER

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- AUGUST 9** President's Salmon BBQ in Lynden
- AUGUST 15** President's Salmon BBQ in Seattle
- AUGUST 17** Graduation Celebration
- AUGUST 19** Summer Commencement
- AUGUST 24** Canal Cruise in France
- SEPTEMBER 13** Get Your Blue On Barbecue on campus
- SEPTEMBER 13** Legacy Lunch for Retired Faculty & Staff
- SEPTEMBER 15** KeyBank Viking Night for WWU Athletics
- SEPTEMBER 22** WWU Alumni Association Board of Directors Meeting
- SEPTEMBER 27** Paint B'ham Blue for WWU (pictured here)
- OCTOBER 3** WWU Athletics Scholarship Dinner
- OCTOBER 6** 70th Anniversary Debate Reunion in Seattle
- OCTOBER 13** Carver Grand Opening Celebration
- OCTOBER 15** WWU Fanwagon to Seattle Sounders
- OCTOBER 20** VIP Dinner in Scottsdale, AZ
- OCTOBER 23** Geology Alumni Gathering in Seattle

HERALD

HOMIE  
of the





**Capital Program Report  
Board of Trustees  
August 18, 2017**

**MAJOR / INTERMEDIATE CAPITAL PROJECTS**

• **Carver Academic Renovation**

The Carver Academic Renovation project construction is substantially complete. Substantial completion was reached the end of June. The General Contractor/Construction Manager's (GC/CM) effort is on completing punchlist items and moving off site. Third-party air, heat and water system balancing and testing is ongoing. Furniture arrived and has been installed. Equipment is arriving and being installed. Move-in of occupants is beginning. The project is scheduled to be fully occupied and operational by Fall Quarter 2017.

• **Ethnic Student Center/Multicultural Services**

The consultant team is proceeding with the Design Development phase, which will be complete by early October 2017. The consultants recently met with project stakeholders to discuss interior design and identity. The project schedule shows the project design continuing until the end of 2017 with construction starting in early 2018. Dawson Construction, the project GC/CM, continues to work with the design team and University to investigate the existing site and building, and offer constructability suggestions.

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

As of this writing, the Legislature has not passed a 2017-19 capital budget with new appropriations, despite the House of Representatives and Senate each introducing new 2017-19 capital budget proposals since July 1. The most recent House proposal (EHB 1075) and Senate proposal (SB 5981) include funding for many of Western's capital budget priorities, including:

- \$6.65 million for Classroom and Lab Upgrades;
- \$6.179 million for Minor Works Preservation Projects;
- \$6 million in partial design funding for the Sciences Building Addition and Renovation;
- \$1.5 million for Access Control Security Upgrades;
- \$3.188 million for Elevator Preservation Safety and ADA Upgrades; and
- \$3.614 million for Preventative Facility Maintenance and Building System Repairs.

It is unclear when the Legislature might pass the final compromise 2017-19 capital budget. Western is authorized to continue on-going projects included in the 2015-17 capital budget, per the Legislature's passage of ESSB 5965 on June 30, 2017.

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:** August 18, 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 media covered the trustees' vote on the budget and tuition, including this Bellingham Herald story: ["WWU 2017-18 operating budget includes tuition increases."](#) Western's partnership with Olympic College in developing a cyber range was covered by the Kitsap Daily News: ["Olympic College's new role in stopping cyber attacks and viruses."](#) And there was continuing media coverage of Western's involvement in the sustainable cities program, first in Edmonds and now in Stanwood: ["WWU students to study Stanwood flood impact."](#) The Skagit Valley Herald ran a story on Shannon Point Marine Center's partnership with local schools on: ["Kids learn what it takes to be scientists."](#)
- **In publications**, UCM continues to receive positive feedback on the [Spring/Summer edition of Window magazine](#), with a focus on the many connections – including current faculty/student research – on Mount Baker. Top stories online include a Q and A with WWU student and World Cup Skier Breezy Johnson, tips on visiting Mount Baker from alumnus and photographer Rhys Logan, and Ron Judd's exploration of Western's love of Mount Baker through the years. Positive feedback is also being received about the new **WWU Family Calendar**, a wall calendar that combines beautiful campus photos with WWU-related advice, tips and key dates. The calendar is being distributed to new families during Transitions and Summerstart. It's also on sale in the book store. The project is a collaboration with New Student Services/Family Outreach.
- [Western Today](#), Western's daily newsletter that goes out to all students, faculty and staff and to off campus stakeholders who sign up for it, is being upgraded, including the ability to easily share stories into social media, an improved image gallery, and improved site architecture and search capability. Rollout of the new version is scheduled for this summer/fall.
- **In marketing and social media**, UCM has been assisting a number of campus offices and departments with marketing planning, and collaborating with several stakeholders to develop social media campaigns focused on encouraging incoming and current students to utilize the services available to them as a part of the campus community. UCM also managed the final WesternCares campaign of the academic year, and also recently partnered with the Admissions marketing team on a project that to align the OurWestern Instagram with the Admissions student-takeover SnapChat account.
- [Western Window TV show](#), which is produced by Western students and managed by our office, is continuing to create great stories about Western students, faculty and alumni.
- 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: the WWU Family Calendar for New Student Services; logo design for the Salish Sea Studies Institute; marketing materials for the Go Abroad Fair; design of a full page ad for Western's MBA program for the Seahawks Official Yearbook; Carver building updates for the campus map; Housing Guide for University

Residences; posters for upcoming Career Fairs; five Small Business Development Center testimonial posters, and a banner for Commencement.

## WESTERN WINDOW TELEVISION SHOW

[Western Window TV show](#), is produced by Western students and managed by University Communications and Marketing. The show features great stories about Western students, faculty and alumni. The show is aired on KVOS-TV and on some local cable outlets across the state.

### Episode 50

This month's show, the 50<sup>th</sup> episode in the history of the program, is hosted by Chris Roselli of WWU's Front Door to Discovery program and Rahwa Hailemariam, a student at Western. Following is the story lineup for this episode:

- **A Lifetime of Achievement** – Lynda Goodrich is a Western legend – more than 400 wins over her 19 seasons as the women's basketball coach and nine team national championships during her 26-year run as athletic director ... and she's a Western alumna to boot.
- **Ignoring the Northwest Weather** – Western's cycling team is driven to perform and advance the sport – even during our oft-rainy winters.
- **Campus Hyper-lapse** – check out an amazing hyper-lapse – a time-lapse compilation where the camera moves between each shot – done by WWU students Morgan Stilp and Dominic Yoxtheimer.
- **Energy Symposium** – WWU recently hosted a symposium on the future of energy in the transportation sector, kicked off by Gov. Jay Inslee.
- **Earth Day: Locust Beach** – About 50 Western students and residents visited Locust Beach for a cleanup effort on Earth Day, removing everything from plastics to old furniture.
- **A New Movement** – Hip-Hop Theatre brings the rhythmic beats of traditional hip-hop and combines it with storytelling to form an entirely new and unique voice.

**WESTERN TODAY**

TOTAL HITS

**84,095**

TOP STORIES

- Chemistry's Tim Kowalczyk Receives \$300,000 NSF Grant to Research Photodynamic Cancer Therapy Agents
- Artist Revealed: WWU's Rebel Whiteboard
- WWU's David Shull to Gather Data This Summer on the Health of Bellingham Bay



**SOCIAL MEDIA**



TOP POSTS OF THE MONTH



STATISTICS AT A GLANCE

**19,702**  
Total followers  
**374**  
New followers  
**0.97%**  
% gained  
**1,119**  
Engagements

**46,038**  
Total followers  
**510**  
New followers  
**0.56%**  
% gained  
**5,363**  
Engagements

**15,443**  
Total followers  
**294**  
New followers  
**0.97%**  
% gained  
**19,294**  
Engagements

## MEDIA STORIES

**1,386**  
Total Stories

### TOP STORIES

- Cybersecurity is hot, and these Washington colleges teach it (Seattle Times)
- Want a preview of the Carver renovation? Get a ticket to Saturday's WWU graduation (Bellingham Herald)
- WWU 2017-18 operating budget includes tuition increases (Bellingham Herald)



## CREATIVE SERVICES

### GRAPHIC DESIGN



**57** Total Projects

#### FEATURING

- Window Magazine - Spring/Summer 2017
- WWU Family Calendar
- University Residences - Moving In guide
- MBA program ad for Seahawks 2017 Official Yearbook



### PHOTO & VIDEO



**21** Total Projects

#### FEATURING

- Images and video showing local and university collaboration on sampling Bellingham Bay seafloor
- Commencement returns to Carver
- Year in review video



### FAMILY CONNECTION NEWSLETTER

- **May:**  
12,172 recipients, 17.5 percent opens
- **June:**  
12,023 recipients, 23.4 percent opens

### WINDOW MAGAZINE

- Copies mailed in early June: 110,000
- Online-only edition subscribers: 367
- Website visitors in June: 882
- Top stories clicked:  
Downhill, Fast: Profile of WWU student and World Cup skier Breezy Johnson, Baker, A Love Story, Get Out Here

## FRONT DOOR TO DISCOVERY

The Front Door's main goal is to amplify community connections by actively engaging with the broader community. It does so by providing an accessible centralized connecting point for the community to access Western and its students and faculty.

### *New Community/University Connections*



### *Business to Academic Partnerships*

Summer is an ideal time to prepare projects for the upcoming school year. One example includes partnering Bellingham Manufacturer, Trayvax, with the Industrial Design Junior Cohort where WWU students will be tasked with creating and designing new products from leather waste, decreasing the business' waste output, reducing their costs, and increasing revenue. Of course, students will receive practical manufacturing experience preparing them for life after Western

### *Increasing Western's Presence in the Community Creates Opportunities and Builds Rapport*

The Front Door to Discovery continues to be engaged in the community attending City Club, Chamber of Commerce Events, Viking Golf Classic, Sustainable Cities Presentations, Paint B'ham Blue Sponsorship Lunch, Team Whatcom Economic Development meetings, and the annual Snohomish County Networking Event at Boeing. These engagement opportunities build partnerships and work to continue to boost Western's reputation in the broader community.

### *Partnering Increases Western's Impact:*

By being present in the community, the Front Door is able to make introductions and build excitement for WWU. Those introductions lead to conversations, which lead to partnerships that benefit Western and the community the university serves. New introductions this quarter include organizations like Apana, Lautenbach Industries, Microsoft, Bellingham Herald, RiverStyx Foundation, Islander Resort, Trailblazin' Productions, Western Summer Theatre, Overflow Taps, Stones Throw Brewery, and the Bellingham Food Bank.

## GOVERNMENT RELATIONS

### State Relations

The 2017 third special session adjourned on July 20, following the conclusion of the 105-day regular session on April 23 and three 30-day special sessions. Governor Inslee signed the 2017-19 operating budget on June 30 after the Senate and House of Representatives approved the budget earlier that day, averting a partial shutdown of state government that would have begun July 1. The Legislature adjourned on July 20 without passing a new 2017-19 capital budget.

### Operating Budget

The 2017-19 operating budget that was signed into law on June 30, 2017 maintains current tuition policy for resident undergraduate students as specified under RCW 28B.15.067, permitting a 2.2% increase in resident undergraduate tuition for the 2017-18 academic year and a 2% increase for the 2018-19 academic year at four-year public higher education institutions. These permitted increases follow decreases in resident undergraduate tuition over the past two years. Services and Activities (S&A) fee increases are also limited to 2.2% in 2017-18 academic year and 2% in the 2018-19 academic year.

At WWU and other public institutions, the budget maintains current levels of the State Need Grant, a need-based financial aid program. The budget increases award amounts for students attending private non-profit four-year institutions. In 2017, approximately 23,500 students in Washington were eligible for the State Need Grant but did not receive it due to lack of funding. The new budget will decrease the number of unserved, eligible students by about 875 students annually.

The biennial budget also approves compensation and benefit adjustments for all public higher education employees that are roughly equivalent to a 2% general wage increase effective July 1, 2017, a 2% general wage increase effective July 1, 2018, and 2% general wage increase effective January 1, 2019. Actual amounts to each Western employee are subject to the various contracts and salary guidelines.

Western received \$1 million in funding for student success initiatives, a top legislative priority for the university. The new funds will be used for student support programs that improve retention and graduation rates, such as academic advising, tutoring services and mental health support. Western was the only four-year institution to receive student success funds in this year's budget.

### Capital Budget

For the first time in state history, the Legislature adjourned without passage of a biennial capital budget with new appropriations, despite the House of Representatives and Senate each introducing new 2017-19 capital budget proposals since July 1. The most recent House proposal (EHB 1075) and Senate proposal (SB 5981) as of July 30 each include funding for many of Western's capital budget priorities, including:

- \$6.65 million for Classroom and Lab Upgrades;
- \$6.179 million for Minor Works Preservation Projects;
- \$6 million in partial design funding for the Sciences Building Addition and Renovation;
- \$1.5 million for Access Control Security Upgrades;
- \$3.188 million for Elevator Preservation Safety and ADA Upgrades; and
- \$3.614 million for Preventative Facility Maintenance and Building System Repairs.

Total: \$27.131 million - \$14.368 million in bonds, \$12.763 million in local building account funds.

It is still unclear when the Legislature will pass the final compromise 2017-19 capital budget, but until then, Western is only authorized to continue on-going projects included in the 2015-17 capital budget, per the Legislature's passage of ESSB 5965 on June 30, 2017.

A full report of the 2017 Legislative Session can be found at:

<http://www.wvu.edu/univrelations/docs/Government%20Relations%202017%20Legislative%20Session%20Report%20-%20FINAL.PDF>.

### **Federal Relations**

While there has been a good deal of news coming out of Washington, D.C. in recent months, little of it has had to do with higher education. However, some actions and proposals do impact students. Among the most relevant were the following:

President Trump recently tweeted that the US military will not allow transgender individuals to serve in the military in any capacity. This is the second transgender policy the president has taken issue with. In February, the Administration withdrew federal protections for transgender students that allowed them to use whichever bathroom corresponded with their identity.

During a meeting with Democrats of the Congressional Hispanic Caucus, former U.S. Secretary of Homeland Security John Kelly said that he could not commit to the Administration defending the Deferred Action for Childhood Arrivals (DACA) program. CNN noted that "there is a pending lawsuit on the related program, Deferred Actions for Parents of Childhood Arrivals, that will come up in September and attorneys general from 10 States are threatening to add DACA to their complaints." Kelly said that he has been convinced by legal experts that DACA is unlikely to sustain a court challenge. On August 2nd President Trump announced his support for a bill designed to reduce overall legal immigration by half while putting in place a new points-based system for applicants for employment-based green cards that would privilege graduates of American universities. However the number of green cards issued would not increase.

On Thursday, July 27, the House Oversight and Government Reform Committee held a joint hearing of the Intergovernmental Affairs Subcommittee and the Health Care, Benefits, and Administrative Rules Subcommittee to discuss free speech on college campuses. During the hearing, Members and witnesses reflected an agreement on the importance of protecting free speech on campuses; agreed that protecting free speech should not be legislated by Congress, but rather left to colleges and universities themselves; and expressed agreement on the critical role colleges and universities play in challenging students and expanding their worldview.

Additionally, Members and witnesses discussed the concepts of hate speech and hate crimes. However, they concluded that differentiation between hate crimes and hate speech, while necessary, can be difficult to achieve when determined by the subjective standards of university administrator discretion.

## SMALL BUSINESS DEVELOPMENT CENTER

### WWU Small Business Development Center: Q2 – 2017 CONTRACT DELIVERABLES

ADVISING	Q2 2017	YTD 2017	YTD 2016
<b>Businesses Advised</b>	<b>89</b>	<b>173</b>	<b>199</b>
<b>Advising &amp; Support Hours</b>	<b>405</b>	<b>934</b>	<b>1341</b>
TRAINING	Q2 2017	YTD 2017	YTD 2016
<b>Trainings</b>	<b>1</b>	<b>7</b>	<b>5</b>
<b>Trainees</b>	<b>9</b>	<b>139</b>	<b>40</b>
RESEARCH	Q2 2017	YTD 2017	YTD 2016
<b>Research Projects</b>	<b>11</b>	<b>22</b>	<b>22</b>
<b>Support Hours</b>	<b>59</b>	<b>181</b>	<b>353</b>
ADD'L SERVICES	Q2 2017	YTD 2017	YTD 2016
<b>Non-Clients Supported</b>	<b>54</b>	<b>88</b>	<b>93</b>
<b>Student Projects</b>	<b>1</b>	<b>1</b>	<b>5</b>
<b>Student Project Hours</b>	<b>202</b>	<b>202</b>	<b>539</b>

### WWU Small Business Development Center: 2017 DEMOGRAPHICS

- **Top industries:** Construction, Health Care, Service Establishment
- **Top Areas of counseling:** Financing/ Capital, Managing a business, Buy/Sell Business
- **Active clients' total sales:** \$168M
- **Active clients' total jobs:** 3016

### WWU Small Business Development Center: Q2 – 2017 CLIENT QUOTES

**Bellingham: Construction**

“This is all super helpful for me to have this kind of specific direction to head on all these things - I can't thank you enough!”

**Bellingham: Construction**

“Signed, sealed and keys in hand! We seriously couldn't have done it without you. Thank you.”

**Ferndale: Manufacturing**

“Your input and resourcefulness in answering all of my questions truly is amazing.”

Among the Q2 2017 highlights of activities regarding the SBDC are the following:

- Entered into a performance-based contract with the Northwest Workforce Council to identify worker upskilling funding opportunities in the small business community
- Attended SMX Advanced Search Marketing Expo in Seattle
- Attended WSBDC Spring Conference where CJ Seitz and Eric Grimstead were both recognized for generating over \$3M in capital formation in 2016
- Featured by The Bellingham Business Journal for [Western's Small Business Development Center announces 2016 impact](#)
- Featured by Western Today for [Western's SBDC Business Advisors Recognized for Economic Impacts](#)



## WASHINGTON CAMPUS COMPACT

### FY 2017 Grant Program Successes

- 1) **College Access Corps:** College Access Corps is an educational equity initiative leveraging federal and local resources to improve college access of low income 5<sup>th</sup> – 12<sup>th</sup> grade youth in Washington. Forty-three full-time AmeriCorps members were placed on 20 campuses in Washington to recruit, train, and place college students as college access coaches for low-income 5th-12 grade youth. ***WWU received nine members: four for the LinCS Program (working with economically disadvantaged youth), three for the Bridges Program (working with migrant students), and two for Huxley College (connecting economically disadvantaged youth with environmental education opportunities).***

**Grant Amount:** \$672,000 of federal funds, campus partners provided additional \$322,500 cash match

Total: **\$994,500**

**Impacts:**

- 1,717 college students provided college access coaching to 4,478 low-income youth
- 73% of youth reported increased academic engagement
- 3,377 volunteers were recruited

**Note: Washington Campus Compact was awarded a \$771,000 federal grant for FY 2018 to continue (and expand) this program.**

- 2) **VISTA:** VISTA is an educational equity/social justice initiative leveraging federal and local resources to alleviate poverty in Washington through campus community partnerships. Washington Campus Compact placed thirteen VISTA members at eleven campuses and community organizations in Washington to develop and support campus-based initiatives. VISTA projects focused on improving college access and success, and strengthening food security in local communities. ***WWU received three members – all three supported the LinCS Program in Woodring College of Education.***

**Grant Amount:** \$299,388 of federal funds, campus partners provided additional \$107,000 cash match

Total: **\$406,388**

**FY 2017 Impacts:**

- 8,194 disadvantaged youth were served
- 36 veterans and family members were served
- 2,646 volunteers were recruited and completed 16,555 hours of service
- 73% of community partners reported that working with the WACC VISTA Program increased their effectiveness, while 73% reported an increase in efficiency
- 85% of community partners stated that they had better volunteer management due to their involvement with the WACC VISTA program.

**Note: Washington Campus Compact was awarded a federal grant for FY 2018 to continue (and expand) this program.**

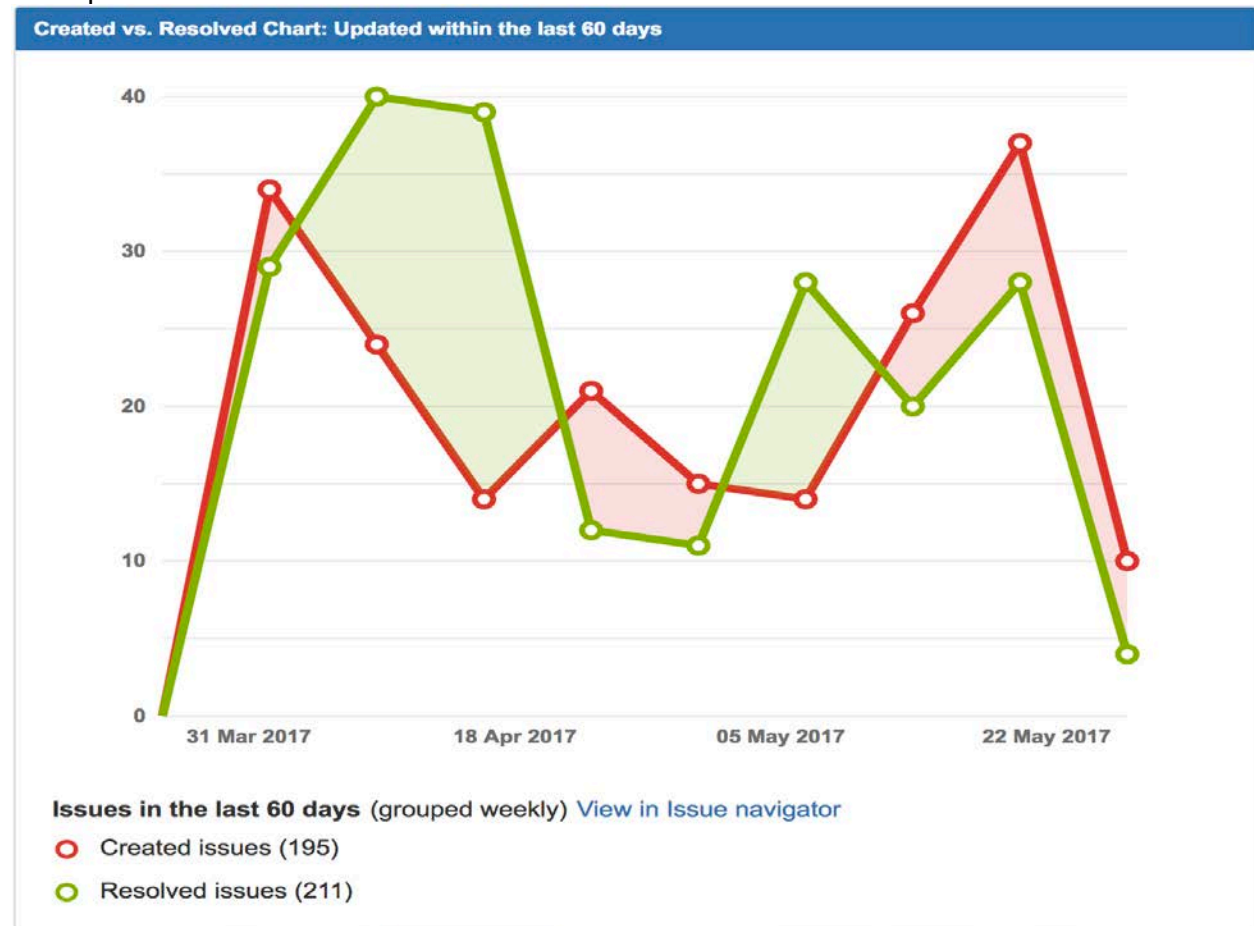
## WEB COMMUNICATION TECHNOLOGY

This summer staff has been focused on improvements to existing websites and completing work that had been on the back burner for a variety of reasons. In addition Web Tech Director Max Bronsema has been working on a time-sensitive project with EOO and performing the work necessary for the State IT worker re-allocation process that is under-way. The former work is in response to a web site accessibility complaint WWU received from the Office of Civil Rights of the U.S. Department of Education. Western is one of more than 300 colleges and universities who were cited in the complaint. Western embraces the complaint and is approaching it as an opportunity to better serve its constituents.

A revised Communication Science Disorders site was released as well as an improved General University Requirements (GUR) page that had previously been an inaccessible PDF file. The new GUR page is viewable on mobile phones and other devices.

WebTech spent a significant amount of time collaborating with Human Resources and Business and Financial Affairs to provide the web front-end for their new talent management and recruitment system, PageUp. The resulting work can be seen at <https://careers.wvu.edu>. Additionally, several improvements were made to the long standing training application to improve performance and to comply with preferred name requests from the Registrar. The other collaborative project has been making improvements to the Central Authentication System (CAS) user interface in preparation for an upgrade on June 15<sup>th</sup>.

Looking forward, WT is actively building the new WWU Foundation and Alumni websites to allow them to not renew their contract with iModules. This will offer significant savings for that division. WT has also begun building the events calendar for Western with the goal of launching on September 1<sup>st</sup>.



**16. EXECUTIVE SESSION**

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

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

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

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

**DATE:** August 18<sup>th</sup>, 2017

**SUBJECT:** Engineering and Design at WWU: Updates

**PURPOSE:** Discussion Item

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## **Purpose of Submittal:**

In this interactive session, Brad Johnson, Dean, College of Science and Engineering, will update the Board on the transition of the Engineering Technology programs to Engineering programs, with particular focus on student enrollment and graduation numbers, accreditation, and future plans and directions.

## **Background:**

For the 2013-2015 biennial budget period, the legislature approved funding to allow the WWU Department of Engineering Technology to transition to the Department of Engineering and Design, with a commensurate transition of three ETEC programs to Engineering programs: Plastics and Composites Engineering, Manufacturing Engineering, and Electrical Engineering. These programs have now successfully graduated 2 cohorts of students (June 2016 and June 2017); following the first cohort of graduates, the department became eligible for ABET accreditation, and undertook the task of developing and submitting program self-study data and other materials, culminating in an accreditation site visit during Fall of 2016. The site visit was extremely successful, as accreditors lauded the basic structure, the preparation, mission, and execution of the three programs. Having reached the accreditation plateau, the department is now focused on building out the programs in accordance with a comprehensive six-year plan, including expansion of Electrical Engineering (with the addition of a Masters in EE) and Industrial Design, integration of the vehicle program into an accredited model, and development of long-term industrial/corporate partnerships and co-investment opportunities for all programs.

## **Strategic Questions:**

1. Are Trustees familiar with the design of the engineering programs, their niches, and differences from other programs in Washington?
2. Are Trustees familiar with the broader CSE plan to integrate corporate/private partnerships into the operational plans of departments?

# Engineering & Design (ENGD) Updates

- Have now graduated two classes of engineers:

Major	2016	2017
Electrical Eng. (30 spaces/yr)	9	21*
Manufacturing Eng. (24)	13	20
Plastics & Composites Eng. (24)	9	15**

\*Including first 5 in EE-Energy concentration

\*\*Including 2 in Su 2017

- Number of applications growing
  - Electrical Eng. (both conc.): 50 spring + ? Fall
  - Manufacturing Eng.: 41 winter & summer
  - Plastics & Composites Eng.: 33 winter & summer

# Engineering Accreditation Update

- ABET EAC accreditation process is almost complete
  - Accredited by program, so each program has an independent outcome
  - Became eligible when first classes graduated S'16
  - ABET team completed site visit Oct. '16
    - Very positive exit interviews
    - Very positive preliminary report received Jan. '17
  - Final decision made at ABET EAC Commission Meeting July '17
    - Expecting official notification any day now

# ENGD Growth Plans & Priorities

1. Planning to expand EE program in three phases:
  - I. 2017-18: Adding a faculty member to expand the EE-Energy concentration (+6 grads/yr)
  - II. Adding an EE-Computer Engineering concentration (+12 grads/yr) (needs some space)
  - III. Growing all three concentrations and adding an MS degree (+42 grads/yr) (needs lots of space)
2. Looking to grow ID program (+12 grads/yr)
3. Transition IT-Vehicle Design to Vehicle Engineering (+12 grads/yr program, but +24 grads/yr engineering)
4. Have additional ideas to grow other programs as well

**18. DATE FOR NEXT REGULAR MEETING**

- **October 12 & 13, 2017**



## **19. Adjournment**