

Western Washington University
Board of Trustees
Agenda
August 23, 24, 2018

THURSDAY, August 23, 2018

Location: The Pavilion at Maritime Heritage Park
500 West Holly Street, Bellingham
Time: 3:00 p.m.

1. **CALL TO ORDER, APPROVAL OF MINUTES**
3:00 – 3:05
 - a. Board of Trustees Meeting, June, 14, 15, 2018
2. **INTRODUCTIONS**
3:05 – 3:15
 - a. Resolution No. 2018-02 Welcoming Student Trustee Citaly Ramirez
3. **BELLINGHAM PARKS AND RECREATION AT THE WATERFRONT**
3:15 – 3:30 Leslie Bryson, Director, Bellingham Parks and Recreation

FRIDAY, August 24, 2018

Location: OM 340
Time: 8:00 a.m.

4. **CALL TO ORDER**
8:00 – 8:01
5. **PUBLIC COMMENT PERIOD**
8:01 – 8:10
6. **INTRODUCTIONS**
8:10 – 8:20
 - a. L.K. Langley, LGBTQ+ Director
 - b. Associate Students Board of Directors
7. **BOARD CHAIR REPORT**
8:20– 8:40
 - a. Words from the Chair
 - b. Resolution No. 2018-03 Recognizing the Service of Trustee Betti Fujikado
8. **UNIVERSITY PRESIDENT REPORT**
8:40 – 8:50

9. ASSOCIATED STUDENTS REPORT

8:50– 8:55

10. FACULTY SENATE REPORT

8:55 – 9:00

DISCUSSION ITEMS

11. INTERCOLLEGIATE ATHLETICS AT WESTERN

9:00 – 10:00

Presentation: Steven Card, Director, Western Washington University Athletics
Bruce Larson, Faculty Athletic Representative
Carmen Dolfo, Women's Basketball Coach

BREAK – 10 Minutes

ACTION ITEMS

12. CONSENT ITEMS

10:10 – 10:15

- a. Approval of Summer Quarter Degrees
- b. Construction Contract for Elevator Preservation and ADA Upgrades, PW729

13. APPROVAL OF STATE OPERATING BUDGET REQUEST FOR BIENNIUM 2019-21

10:15 – 10:45

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

REPORTS

14. FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT

10:45 – 11:00

Presentation: John Meyer, Chair, Finance, Audit & Enterprise Risk Mgmt. Committee

15. OPEN PUBLIC MEETINGS ACT OVERVIEW

11:00 – 11:30

Presentation: Rob Olson, Assistant Attorney General

16. INFORMATION ITEMS

11:30 – 11:40

- a. Academic Reports
- b. Annual & Quarterly Grant Report
- c. Admissions and Enrollment Report
- d. University Advancement Report
- e. Capital Program Report
- f. University Relations and Marketing Report

17. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL ISSUES AS AUTHORIZED IN RCW 42.30.110(1)

18. DATE FOR NEXT REGULAR MEETING: October 11, 12, 2018

19. ADJOURNMENT

4. CALL TO ORDER

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: August 24, 2018

SUBJECT: **Public Comment Period**

PURPOSE: Information Item

Purpose of Submittal:

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

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

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: August 24th, 2018

SUBJECT: Introductions

PURPOSE: Information Item

Melynda Huskey, Vice President for Enrollment and Student Services will introduce the following people who are beginning their service with the University.

- L.K. Langley, LGBTQ+, Director
- Associated Students Board of Directors

L.K. Langley, LGBTQ +, Director

L.K. Langley began their role as Western's inaugural LGBTQ+ Director this August. Previously, they served as Manager of Equal Opportunity Programs in the Equal Opportunity Office. Langley's work strives to collaboratively build connections between individuals, between majority world views and forms of knowledge and lived experience that are often unseen on the margins, and between people in the Western community and networks of care and community engagement beyond the University. Throughout their time at Western, Langley has partnered with passionate and dedicated faculty, staff and students to cultivate learning opportunities and develop initiatives that open Western's culture, administrative systems and built spaces to be more inclusive of diverse LGBTQ+ people.

Langley is the advisor to TAG Team, a club for transgender and non-binary Western students. Beyond Western, Langley serves on the board of directors of Northwest Youth Services, which provides housing, street outreach, vocational programs, support for LGBTQ youth, and connection to mental health services for young people in Whatcom and Skagit Counties. 22 North, a partnership of Northwest Youth Services and the Opportunity Council, will open later this year and provide 40 housing units and wrap-around services to people experiencing homelessness in Bellingham.

After graduating from law school, Langley clerked in the Massachusetts Appeals Court and practiced law in Boston, Massachusetts. As a member of the Massachusetts LGBTQ Bar Association's board of directors, Langley was founding chair of the Association's Committee on Transgender Inclusion. Langley's community engagement has also included collaborations with the Massachusetts Transgender Political Coalition, GLBTQ Legal Advocates and Defenders, the National LGBTQ Task Force, and the National Center for Transgender Equality. Langley received their J.D. from Northeastern University School of Law and their B.A. from Boston University.

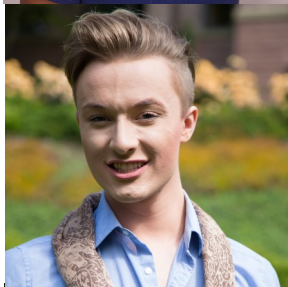
2018-2019 Associated Students Board of Directors



Millka Solomon, President x3265 AS.President@wwu.edu

Year: Senior

- Committed to transparency and passion for ensuring accountability from all involved in student life.
- Prioritize programs that increase support for students of color. Access without support is not opportunity.
- Try to engage more students in meetings with administrators.



Levi Eckman, VP Academics x2941 ASVP.Academics@wwu.edu

Year: Senior

- Continue to create inclusive conversation between students and administration.
- Work to create and implement the Student Senate.
- Review and revise the general university requirement (GUR).
- Expand Dean's Advisory Council



Ama Monkah, VP Activities x3463 ASVP.Activities@wwu.edu

Year: Senior

- Create spaces for effective conversations.
- Making sure clubs can fairly and equitably access funds.
- Increase student engagement with committee and clubs on campus.
- Find a way to recognize the work of club organizers and leaders.



Genaro Meza, VP BusOps x2941 ASVP.BusOps@wwu.edu

Year Senior

- Work to ensure that student fees are not increased.



Camilla Mejia, VP Diversity x3463 ASVP.Diversity@wwu.edu

Year: Senior

- Continue to work on a smooth transition to the Multicultural Center and ensure the history of student labor behind this effort is not forgotten.
- Advocate for all marginalized identities in the capacity she can.



Natasha Hessami, VP Gov't Affairs x3736 ASVP.Gov@wwu.edu

Year: Senior

- Expand eligibility for State Need Grant and move toward a free college tuition model.
- Expand student civic engagement and increase student engagement on yearly legislative agenda.
- Support and further movements for local housing justice.
- Support the College for Ethnic Studies and expanded pre-healthcare curriculum.
- Currently President of Society for the Advancement of Chicanos/Native Americans in Science club .



Anne Lee, VP Student Life x3736 ASVP.Life@wwu.edu

Year: Senior

- Expand University Housing Representation and Advocacy Committee to streamline student concerns.
- Implement training opportunities on advocacy and social equity.
- Expand and ensure dialogue and implementation of gender inclusive housing and address security issues in communities.
- Continue helping student efforts to redefine sustainability, making it more representative and holistic.
- Push forward and center marginalized voices.

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

TO: Members of the Board of Trustees
FROM: Earl Overstreet, Chair, Board of Trustees
DATE: August 24, 2018
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

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

- Words from the Chair
- Resolution No. 2018-03 Recognizing the Service of Trustee Betti Fujikado

RESOLUTION NO. 2018-03

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

THANKING TRUSTEE

Betti Fujikado

WHEREAS, on May 21, 2009, Governor Christine Gregoire appointed **BETTI FUJIKADO** of Seattle, Washington to fill an unexpired term on the Western Washington University Board of Trustees through September 30, 2012 and reappointed her to a term from October 1, 2012 through September 30, 2018; and

WHEREAS, BETTI FUJIKADO brought to her appointment as a trustee a distinguished career and expertise as the co-founder of Copacino+Fujikado, a Seattle advertising agency well known for its client roster including the Seattle Mariners, Seattle Children's Hospital, Ste. Michelle Wine Estates, Holland America Line, Challenge Seattle, Symetra, and Premera Blue Cross; and

WHEREAS, BETTI FUJIKADO brought to her appointment as a trustee extensive experience in community affairs from serving on the Pike Place Market Board, as well as active participation through her agency with a number of nonprofits including The Wing Luke Museum, Seattle Aquarium, MOHAI, and Seattle Art Museum; and

WHEREAS, BETTI FUJIKADO earned her bachelor's degree from the University of Washington in business administration with an emphasis in accounting; and

WHEREAS, BETTI FUJIKADO having served for nine years as trustee on the Board, as Secretary of the Board from June 2012 to June 2014, and chair of the Board Audit Committee from October 2015 to August 2016, contributed her time to the stewardship of the University beyond the usual expectations for board service; and

WHEREAS, BETTI FUJIKADO contributed her expertise to the increased stature and aspirational future of Western Washington University through a presidential transition and a rigorous strategic planning process; and

WHEREAS, BETTI FUJIKADO has exemplified what community service means as an engaged citizen and trustee with heartfelt generosity, thoughtful engagement, eloquent wisdom, and personal commitment to advancing the best interests of each person in the Western community;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Western Washington University that **BETTI FUJIKADO** 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 August 24, 2018.

ATTEST:



Earl Overstreet, Chair



John M. Meyer, Secretary

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: August 24, 2018

SUBJECT: **President's Report**

PURPOSE: Information Item

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: August 24, 2018
SUBJECT: **Associated Students**
PURPOSE: Associated Students Report

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

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa on behalf of the Faculty Senate
DATE: August 24, 2018
SUBJECT: Faculty Senate
PURPOSE: Information Item

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

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Melynda Huskey, VP for Enrollment and Student Services and Brent Carbajal, Provost and Vice President for Academic Affairs

DATE: August 24, 2018

SUBJECT: **Intercollegiate Athletics at Western**

PURPOSE: Discussion Item

Purpose of Submittal:

Athletics Director, Steve Card, Faculty Athletic Representative, Bruce Larson, and, Women's Basketball Coach and Senior Women's Administrator, Carmen Dolfo, will provide an overview of Western Athletics to the Board of Trustees.

Supporting materials:

PowerPoint Presentation: "Viking Athletics"



VIKINGS ATHLETICS



WWU HAS COMPETED AT THE NCAA DIVISION II LEVEL SINCE 1998-99

Higher education has lasting importance on an individual's future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate.

- NCAA.org

GREAT NORTHWEST ATHLETIC CONFERENCE

Great Northwest Athletic Conference

The map displays the geographical area of the Great Northwest Athletic Conference, covering parts of Alaska, British Columbia, Washington, Oregon, Idaho, and Montana. The **gnac** logo, featuring a green pennant with the text "gnac Great Northwest Athletic Conference", is positioned in the upper right. Member universities are indicated by lines connecting their logos to their respective locations on the map:

- University of Alaska Anchorage (Alaska)
- University of Alaska Fairbanks (Alaska)
- Simon Fraser University (British Columbia)
- Western Washington University (Washington)
- Seattle Pacific University (Washington)
- Saint Martin's University (Washington)
- Western Oregon University (Oregon)
- Concordia University (Oregon)
- Northwest Nazarene University (Idaho)
- Central Washington University (Washington)
- Montana State University Billings (Montana)

MISSION STATEMENT

Western Washington University Athletics
is committed to the
STUDENT-ATHLETE EXPERIENCE
as part of a larger responsibility to
INSPIRE, EDUCATE and SERVE.



MISSION STATEMENT

- We Will Educate
- We Will Inspire
- We Will Strive To Be The Best Version Of Ourselves
- We Will Serve



WWU BY THE NUMBERS

15 VARSITY TEAMS

14 FULL-TIME STAFF

295 STUDENT-ATHLETES IN 2017-18

19 FULL-TIME COACHES

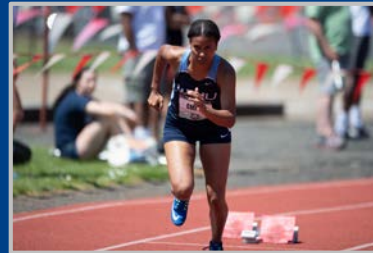
9 PART-TIME COACHES

4 PART-TIME STAFF

WHO WE ARE

295 Student Athletes in 2017-18

- 55.6% Female, 44.4% Male.
- 90 student-athletes of color or multi-racial background (30.5%) → Student body ~28.5%
- 10.5% identify as partially or fully African American, 7.5% as Hispanic/Latino



2017-18 YEAR IN REVIEW



WWU

WESTERN
**THIS IS
WE ARE**
VIKINGS



9 TEAMS REPRESENTED IN NCAA CHAMPIONSHIP
WEST REGIONAL FINALS IN WOMEN'S SOCCER & VOLLEYBALL



**GNAC Championships won by
Volleyball and Women's Soccer**



**9 ALL-AMERICANS
27 ALL-REGION SELECTIONS**



**38 GNAC ATHLETES OF THE WEEK
4 GNAC TEAMS OF THE WEEK**



75 GNAC ACADEMIC ALL-STARS



**3.12 COMBINED GPA OF WWU'S
STUDENT-ATHLETES**

THIS IS VIKING ATHLETICS



FACULTY ATHLETICS REPRESENTATIVE (FAR)

The FAR is a member of the faculty appointed by the President to represent Western Washington University and its faculty in relationships with the NCAA and the GNAC. The FAR reports directly to the President. The FAR plays a key role in oversight of athletic programs, working to ensure the academic integrity of the athletics program and the welfare of student-athletes.

STUDENT-athletes



3.12



COMBINED GPA OF WWU'S STUDENT-ATHLETES IN 2017-18

STUDENT-athletes

90%

ACADEMIC SUCCESS RATE

NCAA DIVISION II PRESIDENTS' AWARD FOR ACADEMIC EXCELLENCE



ACADEMIC DETAILS

Federal Graduation Rate for 2011-12 Freshman Cohort

- Overall Student Body = 69%
- Student-Athletes = 68%

Federal Graduation Rate – 4-Year Cohort (2008-12)

- Overall Student Body = 70%
- Student-Athletes = 72%

Overall Academic Success Rate

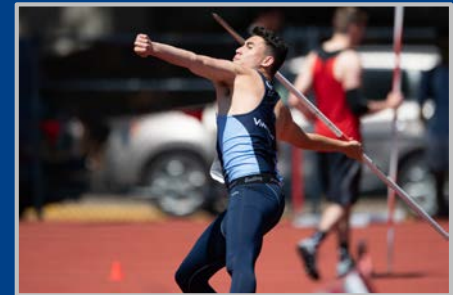
- 90%



DEVELOPMENT OF STUDENT-ATHLETES

Beyond competition and the classroom,
we educate our student-athletes on...

1. Sexual Assault Prevention
2. Suicide Prevention
3. Drug and Alcohol Awareness



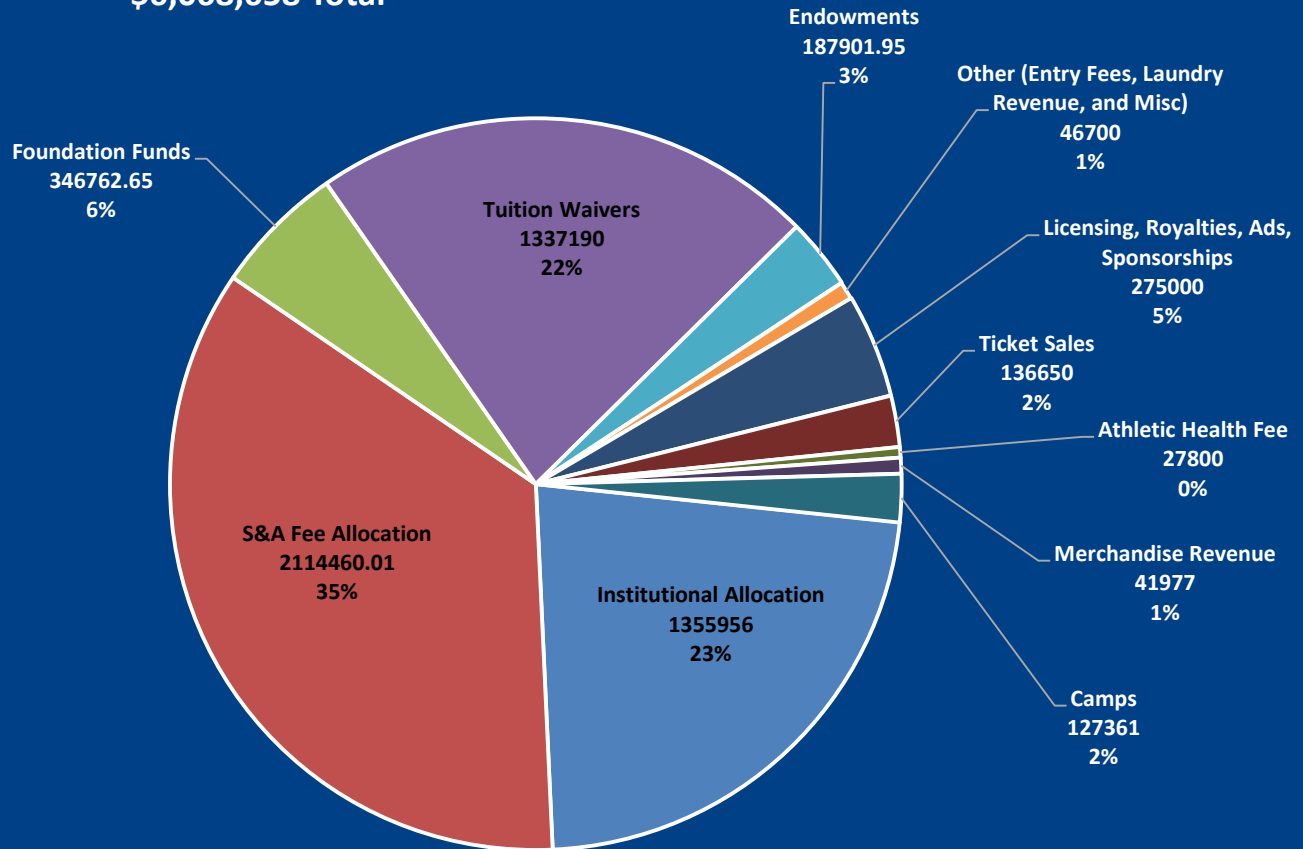
BEHAVIORAL STANDARDS

Continuing to Educate...

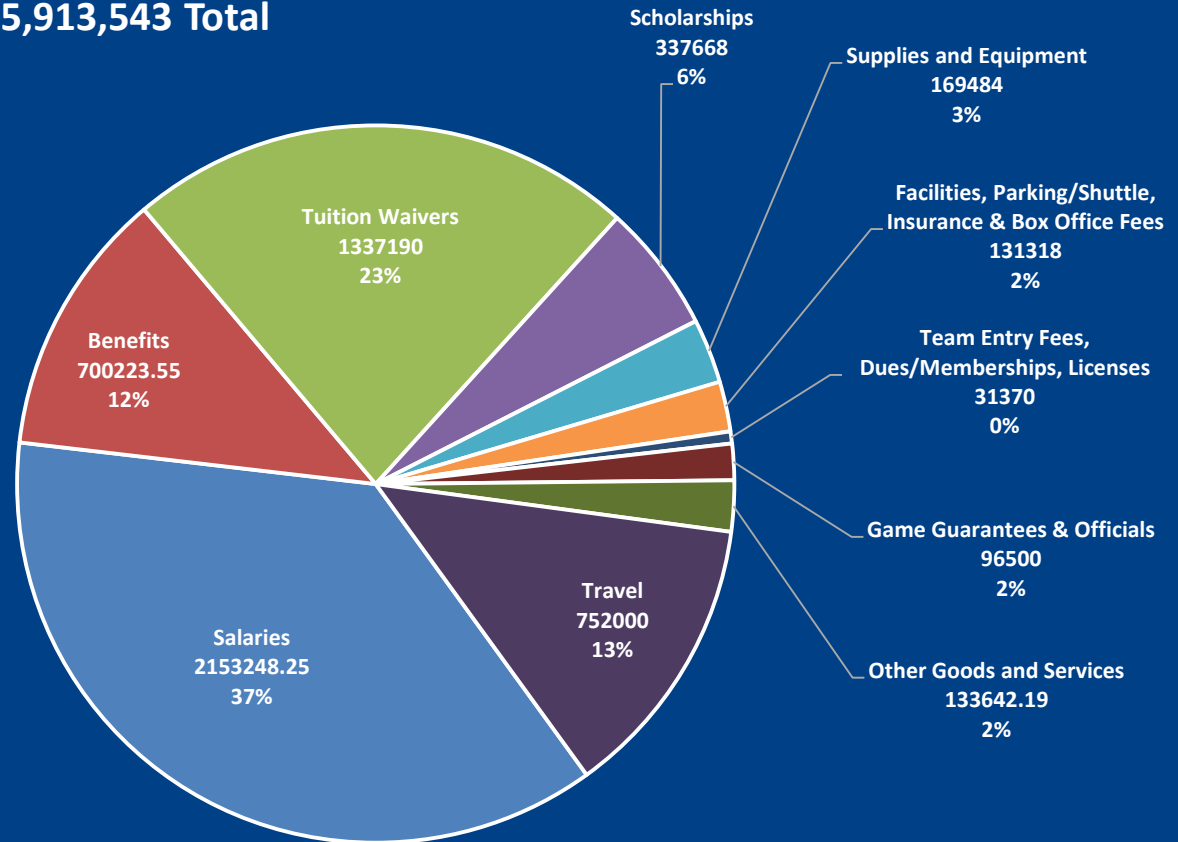
- Being a Student-Athlete is a privilege.
- Conduct issues are first handled through the University Conduct Process.
- Depending on results of the investigation, the Department of Athletics could impose additional sanctions (suspension, loss of aid).
- Each sport program has its own set of rules which are enforced by the coach or AD.



WWU Intercollegiate Athletics 2018-19 Budgeted Revenue
(Including Tuition Waivers, Foundation Funds, Institutional Support and Camps)
\$6,068,658 Total



WWU Intercollegiate Athletics 2018-19 Budgeted Expenses (Including Tuition Waivers and Scholarships) \$5,913,543 Total





Questions?

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: August 24, 2018

SUBJECT: **Consent Items**

PURPOSE: Action Items

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
- Construction Contract for Elevator Preservation and ADA Upgrades, PW729

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 on behalf of Provost Brent Carbajal
DATE: August 24, 2018
SUBJECT: **Approval of Summer Quarter Degrees**
PURPOSE: Action Item

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 2018, effective August 25, 2018.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

<i>Students</i>	<i>August 2018 Comparison: August 2017</i>	
<i>Undergraduates</i>	383	386
<i>Masters</i>	34	48

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Vice President Van Den Hul

DATE: August 24, 2018

SUBJECT: **Construction Contract for Elevator Preservation and ADA Upgrades, PW 729**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for the Elevator Preservation and ADA Upgrades, PW 729. Contract award following Board action. Construction to start October 2018.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to R.C. Zeigler Company, Inc., Carnation, WA, for the amount of \$1,134,107.00 (base bid) for the construction contract to construct the Elevator Preservation and ADA Upgrades project in Morse Hall and Environmental Studies.

Supporting Information:

This project will upgrade elevators in Morse Hall and Environmental Studies to current code and safety standards, including increasing ventilation in elevator machine rooms and ADA upgrades scheduled to be complete by spring 2020.

This project was advertised for competitive bidding on July 6, 2018, with the bid opening held at 3:00 pm on August 9, 2018. One (1) bid was received by the University which was significantly less than the engineer's estimated construction cost of \$2,151,000.00 (see attached bid summary).

Elevator Consulting Services, Seattle, WA, prepared the plans and specifications for this project.

The Board of Trustees approved the project budget in the *Approval of 2017-2019 Capital Budget* action item at the February 9, 2018 meeting.

Source of Funding:

WWU Institutional Funds, non-appropriated.

BID SUMMARY

Job: Elevator Preservation and
ADA Upgrades

Date: August 9, 2018

Description & Bid Item	R.C. Zeigler
Base Bid: Morse Hall and Environmental Studies	\$1,134,107.00
Base Bid:	\$1,134,107.00

**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 24, 2018

SUBJECT: **Operating Budget Request for Biennium 2019-2021**

PURPOSE: Action Item

Purpose of Submittal:

Board approval is required for Western's 2019-2021 Biennial Operating Budget Request for submission to the Governor's Office of Financial Management.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2019-2021 biennial operating budget request of \$199,491,656 in state funds and net tuition revenue, in support of academic, administrative and departmental operations. With concurrence of the Board Chair, the President may make adjustments to the approved budget request in response to subsequent instructions from the Office of Financial Management, to advance consistency among the submissions of Washington's six public baccalaureate institutions, or other adjustments as appropriate.

Supporting Information:

See attached August 24, 2018 memo to the Board of Trustees, "Proposed Biennial Operating Budget Request for 2019-2021" with Attachment 1.

Western Washington University
Proposed 2019-2021 Biennial Operating Budget Request
State Appropriations and Net Tuition Operating Fee Revenue

	FY 2019-20	FY 2020-21	FY 2019-21
Operating Budget Request	\$95,046,099	\$104,445,557	\$199,491,656

Attachment

MEMORANDUM

TO: Members of the Board of Trustees
FROM: Sabah Randhawa, President
DATE: August 24, 2018
SUBJECT: *Proposed Biennial Operating Budget Request for 2019-2021*

Background

The 2019-2021 Biennial Operating Budget Request is driven by Western's mission to serve the people of the state of Washington. These proposals were developed in line with the vision to prepare and inspire individuals to explore widely, think critically, communicate clearly, and connect ideas creatively to address our most challenging needs, problems, and questions. The request includes items that are critical to maintain and enhance Western's strengths, as well as compensation increases, and operations and maintenance funding necessary to operate the campus facilities and infrastructure.

The request was developed through a budget process designed to be open, transparent and bottom up. The detail of the processes for the budget request and strategic plan have been previously shared with the Board. The following provides information on the items included in the request.

Compensation

Higher education is a talent based industry, and the ability to provide the highest quality instruction, research and services to students and other stakeholders requires competitive compensation to attract and retain quality faculty and staff. Western's compensation programs' objectives are designed to:

- Attract, retain, engage and motivate the talent that contributes to Western's excellence;
- Provide compensation programs that are fair, equitable and transparent, and administered in a consistent, predictive and timely manner; and that can adapt to significant changes in the market and with the dynamics of the organization; and
- Assist employees in understanding how their position and performance plays a role in accomplishing Western's objectives by encouraging open communication at all levels.

In order to maintain the excellence of Western, compensation remains a top priority. The request includes funding an amount equivalent to a 4.0% annual increase for all faculty and prostaff. Actual increases will be dependent on the level of funding received, collective bargaining agreements, and the Professional Staff Compensation Plan. The request for funding annual increases for the classified staff will be submitted to the Office of Financial Management (OFM) by the October 1, 2018 deadline, following the collective bargaining negotiations.

IT Infrastructure Replacement

This is a request to update Western's wired and wireless networks and replace Western's outdated 35+ year old telephone system. Secure, reliable and up-to-date technology is more essential than ever in higher education in order to support students, improve learning outcomes, and prepare graduates to join the workforce. WWU's archaic information technology infrastructure is severely overdue for improvements and upgrades, and because technology affects all students, staff and faculty, this proposal will have wide-reaching impacts throughout campus. In large part, the request is to use debt financing to fund equipment replacement that is past its life expectancy.

Maintenance and Operations

Funding is requested to adequately address the operations and maintenance impacts associated with Western's major and minor capital budget projects to come on line in 2019-2021, as well as inflationary costs for utilities, and maintenance and operations of existing facilities. Western took possession of the 13,280 square foot (SF) Poulsbo Sea Discovery Center and Aquarium in January 2018 in support of the Western on the Peninsula academic program. During the 19-21 biennium Western anticipates taking occupancy of a new 25,000 SF Support Services Facility, and approximately 2,000 SF of new space to support our Student Multi-Cultural Center.

Decision Packages: Applying Western's Strengths to Serve the State of Washington

The following decision packages apply Western's strengths to serve Washington State through positive impact and a shared focus on academic excellence and inclusive achievement. We are required by the Office of Financial Management (OFM) to submit them in prioritized order. The total cost of each item can be found in the table on page 4. The items presented here are in the order we recommend the Board adopt. Detailed budget information for each item can be found in Attachment 1.

Expanding Capacity for Prehealthcare

This proposal addresses a statewide shortage of healthcare providers by increasing the number of WWU graduates prepared for advanced healthcare degree programs. Enrollment pressures limit access to Biology and Chemistry courses required for Western's pre-health students, a population that is increasingly diverse and from historically underserved backgrounds. This proposal and its paired capital proposal will increase course access, reduce time to degrees for students, add 70 pre-health and STEM graduates per year, and establish a new streamlined degree program (Biochemistry BA) suitable for many pre-health students, including transfer students. These changes will help WWU meet growing student demand and better prepare students for healthcare careers throughout Washington State.

BS Degree in Energy Science and Technology

The WWU Institute for Energy Studies (IES) requests funding for six full-time faculty positions to complete the in-demand BS degree in Energy Science and Technology, reduce STEM bottlenecks and student access issues, and expand energy research and outreach. Each position will be 50% in IES and 50% in "home" departments: engineering, physics, geology, environmental science/studies and management. Funding this proposal will add faculty expertise in building science, energy efficiency, electric power and utility planning. It will help feed the workforce for Washington's clean energy economy, bolster sustainability and entrepreneurship initiatives, and support place-bound students on the Peninsulas and transfer students from 2-year colleges.

Electrical Engineering Expansion

This proposal addresses the need to expand Western's Electrical Engineering (EE) program by increasing access to meet student demand and the needs of the state while supporting the program's on-going efforts to improve equity and inclusion. It is the first of two phases in WWU's long-range plan that will more than double the number of EE graduates. This proposal provides faculty and staff support to increase student access by more than 30% through introducing a new computer engineering concentration. On-going strategic partnerships with local industry and related state capital projects will help Western meet STEM spacing needs required for this EE expansion.

Enhancing Career-Connected Learning

As jobs in the modern economy continue to evolve and skills required to be successful in the workforce continue to transform, the need for career-connected learning to fulfill the promise of higher education has never been greater. This proposal will allow Western Washington University to implement an enhanced and expanded Career Services program, with the capacity to provide comprehensive and targeted individualized services to support every student in achieving their career potential. The proposed program will produce tangible results, including increased internship rates, improved job placement performance, and greater engagement with employers to help meet workforce demands and support a thriving state economy.

Increasing the Number of Teachers in Washington State

Washington is facing a critical shortage of new teachers, especially in four high needs areas: special education, mathematics, science, and English language learning. Stakeholders such as school principals, the Office of the Superintendent of Public Instruction, the Professional Educator Standards Board, the Washington Association for the Council of Teacher Education, and state legislators are committed to increasing the number of Washington teachers. As a proven leader in producing education graduates and preparing them to excel in classrooms throughout the state, Western Washington University proposes to bring 200 additional K-12 teachers into high needs/critical shortage areas each year.

Board Approval Requested

For the Board's review, consideration and approval, a summary table of the proposed 2019-2021 Biennial Operating Budget Request for state appropriations is included in the following chart.

Western Washington University
Proposed 2019-2021 Biennial Operating Budget Request
State Appropriations

	FY 19-20	FY 20-21	2019-2021
State Appropriations Carryforward Base	83,067,000	83,087,000	166,154,000
Salary Increases - 4% Increase per Year	3,962,322	8,112,456	12,074,778
IT Infrastructure Replacement	3,086,235	2,493,244	5,579,479
Maintenance and Operations	344,035	689,313	1,033,348
State Appropriations Carryforward Base with Maintenance Adjustments	\$90,459,592	\$94,382,013	\$184,841,605
Maintaining and Enhancing Western's Strengths:			
1 - Expanding Capacity for Prehealthcare	2,220,000	2,679,671	4,899,671
2 - BS Degree in Energy Science and Technology	530,000	1,096,876	1,626,876
3 - Electrical Engineering Expansion	420,000	699,040	1,119,040
4 - Enhancing Career-Connected Learning	1,141,507	1,100,308	2,241,815
5 - Increasing the Number of Teachers in Washington State	275,000	4,487,649	4,762,649
Critical Needs Subtotal	4,586,507	10,063,544	14,650,051
Total Operating Budget Request for 2017-19 State Appropriations	\$95,046,099	\$104,445,557	\$199,491,656
% Increase for Addressing Critical Needs and Maintaining Current Operations	5.07%	10.66%	7.93%

Please be advised that changes to the final request amounts may occur after the August Board meeting, as the Biennial Operating Budget document is prepared for publication and submission to the Governor's Office of Financial Management.

Attachments:

- Attachment 1: Decision Package Budget Detail



Biennial Operating Budget Request Proposal

IT Infrastructure Replacement

IT Infrastructure Replacement Total

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	3,086,235	2,493,244	2,493,244	2,493,244
Total Expenditures	3,086,235	2,493,244	2,493,244	2,493,244
Biennial Totals	\$5,579,479		\$4,986,488	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	2.0	1.0	1.0	1.0
Average Annual	1.5		1.0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A - Salaries & Wages	152,553	66,488	66,488	66,488
Obj. B - Employee Benefits	61,021	26,595	26,595	26,595
Obj. C - Professional Service Contracts	0	0	0	0
Obj. E - Goods & Services	752,661	280,161	280,161	280,161
Obj. G - Travel	0	0	0	0
Obj. P – Debt Service - \$10,758,138 COP Networks*	1,950,000	1,950,000	1,950,000	1,950,000
Obj. P – Debt Service - \$879,927 COP Telephones*	170,000	170,000	170,000	170,000
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
001-1	3,086,235	2,493,244	2,493,244	2,493,244
Total Revenue	3,086,235	2,493,244	2,493,244	2,493,244
Biennial Totals	\$5,579,479		\$4,986,488	

See next page for details on each of the two projects that comprise the IT Infrastructure Replacement Budget Request.

IT Infrastructure Replacement Individual Project Details

Updating Wired and Wireless Networks Project

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	2,580,152	2,027,161	2,027,161	2,027,161
Total Expenditures	2,580,152	2,027,161	2,027,161	2,027,161
Biennial Totals	4,607,313		4,054,322	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	1.0	0	0	0
Average Annual	0.5		0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A - Salaries & Wages	86,065			
Obj. B - Employee Benefits	34,426			
Obj. C - Professional Service Contracts				
Obj. E - Goods & Services**	509,661	77,161	77,161	77,161
Obj. G - Travel				
Obj. P - Debt Service - \$10,758,138 COP	1,950,000	1,950,000	1,950,000	1,950,000
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
001-1	2,580,152	2,027,161	2,027,161	2,027,161
Total Revenue	2,580,152	2,027,161	2,027,161	2,027,161
Biennial Totals	4,607,313		4,054,322	

Replacing Outdated Telephone System Project

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	506,083	466,083	466,083	466,083
Total Expenditures	506,083	466,083	466,083	466,083
Biennial Totals	972,166		932,166	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	1.0	1.0	1.0	1.0
Average Annual	1.0		1.0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A - Salaries & Wages	66,488	66,488	66,488	66,488
Obj. B - Employee Benefits	26,595	26,595	26,595	26,595
Obj. C - Professional Service Contracts				
Obj. E - Goods & Services	243,000	203,000	203,000	203,000
Obj. G - Travel				
Obj. P - Debt Service - \$1,055,912 COP	170,000	170,000	170,000	170,000
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
001-1	506,083	466,083	466,083	466,083
Total Revenue	506,083	466,083	466,083	466,083
Biennial Totals	972,166		932,166	

* Calculations on Debt Service for estimate based on 6-year rate provided by Brian Sullivan in May; to be finalized by Treasury department prior to submission to OFM

\$10,758,138 - 6 year COP at 2.15%	\$1,930,339	rounded up to	\$1,950,000
\$1,055,912 - 7 year COP at 2.15%	\$164,093	rounded up to	\$170,000

** Goods and Services for FY2020 includes one-time implementation costs of \$432,500 on top of recurring costs of \$77,161



Biennial Decision Package Proposal

Expanding Prehealthcare Capacity

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	2,220,000	2,679,671	2,738,624	2,798,873
Total Expenditures	2,220,000	2,679,671	2,738,624	2,798,873
Biennial Totals	\$4,899,671		\$5,537,497	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	0	30.0	30.0	30.0
Average Annual	15.0		30.0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A	0	1,617,352	1,652,934	1,689,298
Obj. B	0	583,640	596,480	609,603
Obj. E	2,150,000	443,679	453,440	463,416
Obj. G	70,000	35,000	35,770	36,557
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	2,220,000	2,679,671	2,738,624	2,798,873
Total Revenue	2,220,000	2,679,671	2,738,624	2,798,873
Biennial Totals	\$4,899,671		\$5,537,497	



Biennial Decision Package Proposal

BS Degree in Energy Science and Technology

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	530,000	1,096,876	1,121,007	1,145,669
Total Expenditures	530,000	1,096,876	1,121,007	1,145,669
Biennial Totals	\$1,626,876		\$2,266,677	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	0.0	16.0	16.0	16.0
Average Annual	8.0		16.0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A	0	716,920	732,692	748,811
Obj. B	0	203,150	207,619	212,187
Obj. E	500,000	161,806	165,366	169,004
Obj. G	30,000	15,000	15,330	15,667
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	530,000	1,096,876	1,121,007	1,145,669
Total Revenue	530,000	1,096,876	1,121,007	1,145,669
Biennial Totals	\$1,626,876		\$2,266,677	



Biennial Decision Package Proposal

Electrical Engineering Expansion

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	420,000	699,040	714,419	730,136
Total Expenditures	420,000	699,040	714,419	730,136
Biennial Totals	\$1,119,040		\$1,444,555	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	0	5.0	5.0	5.0
Average Annual	2.5		5.0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A	0	450,000	459,900	470,018
Obj. B	0	138,722	141,774	144,893
Obj. E	400,000	100,318	102,525	104,781
Obj. G	20,000	10,000	10,220	10,445
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	420,000	699,040	714,419	730,136
Total Revenue	420,000	699,040	714,419	730,136
Biennial Totals	\$1,119,040		\$1,444,555	



Biennial Decision Package Proposal
Enhancing Career-Connected Learning

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	1,141,507	1,100,308	1,124,515	1,149,254
Total Expenditures	1,141,507	1,100,308	1,124,515	1,149,254
Biennial Totals	\$2,241,815		\$2,273,769	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	13.0	13.0	13.0	13.0
Average Annual	13.0		13.0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A	650,002	669,177	683,899	698,945
Obj. B	266,343	269,787	275,722	281,788
Obj. C	195,162	131,344	134,234	137,187
Obj. D	30,000	30,000	30,660	31,335
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	1,141,507	1,100,308	1,124,515	1,149,254
Total Revenue	1,141,507	1,100,308	1,124,515	1,149,254
Biennial Totals	\$2,241,815		\$2,273,769	



Biennial Decision Package Proposal
Increasing the Number of Teachers in Washington State

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	275,000	4,487,649	4,586,377	4,687,278
Total Expenditures	275,000	4,487,649	4,586,377	4,687,278
Biennial Totals	\$4,762,649		\$9,273,655	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	0	58.5	58.5	58.5
Average Annual	29.25		58.5	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. A	0	2,482,000	2,536,604	2,592,409
Obj. B	0	987,897	1,009,631	1,031,843
Obj. E	200,000	964,752	985,977	1,007,668
Obj. G	75,000	53,000	54,166	55,358
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund 001-1	275,000	4,487,649	4,586,377	4,687,278
Total Revenue	275,000	4,487,649	4,586,377	4,687,278
Biennial Totals	\$4,762,649		\$9,273,655	

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

TO: Members of the Board of Trustees

FROM: John M Meyer, Chair, Board FARM Committee

DATE: August 24, 2018

SUBJECT: **Board Finance, Audit and Enterprise Risk Management Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees
FROM: Rob Olson, Assistant Attorney General
DATE: August 24, 2018
SUBJECT: **Open Public Meetings Act Overview**
PURPOSE: Report Item

Purpose of Submittal:

In this presentation, Assistant Attorney General Rob Olson will provide an overview of the Open Public Meetings Act.

Background:

RCW 42.30.205 requires every member of the governing body of a public agency must complete training on Open Public Meetings Act no later than ninety days after the date the member either takes the oath of office, if the member is required to take an oath of office to assume his or her duties as a public official or otherwise assumes his or her duties as a public official. Further, every member of the governing body of a public agency must complete training at intervals of no more than four years as long as the individual is a member of the governing body or public agency

This training will include an overview of the Open Public Meetings Act, Dos and Don'ts of public meetings, as well as information on the personal responsibility of public officers to enforce the requirements of the Act.



PRACTICE TIPS

For Local Government Success

The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency’s OPMA compliance.* *For more information and resources visit www.mrsc.org/opmapra.*

Basic Requirements

- **All meetings open and public.** All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA. [RCW 42.30.030](#).
- **Quorum.** Generally, a meeting occurs when a quorum (majority) of the governing body is in attendance and action is taken, which includes discussion or deliberation as well as voting. [RCW 42.30.020\(2\) & \(3\)](#).
- **Attendees.** All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed. [RCW 42.30.040 & .050](#).
- **No secret ballots.** Votes may not be taken by secret ballot. [RCW 42.30.060\(2\)](#).
- **Adoption of ordinances.** Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid. [RCW 42.30.060\(1\)](#).

Position in Agency	Required to Comply
Member of a governing body <ul style="list-style-type: none"> <input type="checkbox"/> City or Town Councilmember or Mayor <input type="checkbox"/> County Commissioner or County Councilmember <input type="checkbox"/> Special Purpose District Commissioner/Board Member 	Yes
Member of a subagency created by ordinance or legislative act, e.g.: <ul style="list-style-type: none"> <input type="checkbox"/> Planning Commission <input type="checkbox"/> Library Board <input type="checkbox"/> Parks Board <input type="checkbox"/> Civil Service Commission 	Yes
Member of a committee <ul style="list-style-type: none"> <input type="checkbox"/> Committees that act on behalf of (exercise actual or de facto decision-making authority for) the governing body, conduct hearings, or take testimony or public comment <input type="checkbox"/> Committees that are purely advisory 	Yes No
Agency staff	No

Penalties for Noncompliance

- **Actions null and void.** Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void. [RCW 42.30.060\(1\)](#).
- **Personal liability.** Potential personal liability of \$500 for any member of a governing body who attends a meeting knowing that it violates the OPMA and \$1,000 for any subsequent OPMA violation. [RCW 42.30.120\(1\)\(2\)](#).
- **Agency liability.** Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with such legal action. [RCW 42.30.120\(2\)](#).

OPMA Training Requirements

- Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office. [RCW 42.30.205\(1\)](#).
- In addition, every member of a governing body must complete training at intervals of no more than four years as long as they remain in office. [RCW 42.30.205\(2\)](#).

*DISCLAIMER: These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency’s legal counsel about this topic as well.

CHECKLIST

For Local Government Success



The Open Public Meetings Act (OPMA) requires specific steps be taken in order to hold an executive session. Use this checklist to guide your agency’s compliance with the OPMA related to executive sessions.* *For more information and resources visit www.mrsc.org/opmapra.*

	Requirement	Completed/ Applicable
Meeting	An executive session can only be held as part of a regular or special meeting.	<input type="checkbox"/>
Purpose	The presiding officer announces in open session the purpose of the executive session.	<input type="checkbox"/>
End Time	The presiding officer announces in open session the time the executive session will end.	<input type="checkbox"/>
Legal Counsel	Legal counsel is present during the executive session, if required. (See topics below and on the next page for discussions that require the presence of legal counsel.)	<input type="checkbox"/>
Confidentiality	At the start of the executive session, participants are reminded that discussions are confidential.	<input type="checkbox"/>
Topics	Related to local governments, the following topics set forth in RCW 42.30.110(1) can be discussed in executive session:	
	• Matters affecting national security. RCW 42.30.110(1)(a) .	<input type="checkbox"/>
	• Lease or purchase of real estate if there's a likelihood that disclosure would increase the price. RCW 42.30.110(1)(b) .	<input type="checkbox"/>
	• Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. RCW 42.30.110(1)(c) . □ Note: Final action selling or leasing public property must be taken in open session.	<input type="checkbox"/>
	• Negotiations on the performance of a publicly bid contract. RCW 42.30.110(1)(d) . See back of page.	<input type="checkbox"/>
	• Complaints or charges brought against a public officer or employee. RCW 42.30.110(1)(f) . □ Note: At accused’s request, discussion must be in open session.	<input type="checkbox"/>
	• Qualifications of an applicant for public employment. RCW 42.30.110(1)(g) . See back of page.	<input type="checkbox"/>
	• Performance of a public employee. RCW 42.30.110(1)(g) . See back of page.	<input type="checkbox"/>
	• Qualifications of an applicant/candidate for appointment to elective office. RCW 42.30.110(1)(h) . See back of page.	<input type="checkbox"/>
	• Agency enforcement actions. RCW 42.30.110(1)(i) . See back of page. □ Note: Requires presence of legal counsel.	<input type="checkbox"/>
	• Current or potential litigation. RCW 42.30.110(1)(i) . See back of page. □ Note: Requires presence of legal counsel.	<input type="checkbox"/>
	• Legal risks of current or proposed action. RCW 42.30.110(1)(i) . See back of page. □ Note: Requires presence of legal counsel.	<input type="checkbox"/>
Extended End Time	If the executive session is not completed by the originally announced end time, the presiding officer announces the extended end time in open session before returning to executive session.	<input type="checkbox"/>
Resumption	Open session is not resumed until after the announced end time.	<input type="checkbox"/>

Meeting Date _____ Form Completed By _____
Attendees _____

*DISCLAIMER: This checklist is meant to provide summary information on executive sessions; the checklist is not intended to be regarded as specific legal advice. Consult with your agency’s attorney about this topic as well.

PRACTICE TIPS*

For Local Government Success



An executive session must begin after a regular or special meeting is convened and adjourn before the meeting ends. While an executive session will therefore always be a part of a regular or special meeting, it is possible to hold a special meeting for the sole purpose of holding an executive session.

To start, the chair must announce the executive session to those in attendance at the meeting, including: (1) the purpose of the executive session; and (2) the time when the executive session will end.

Announced Purpose and Topics of Discussion: The announced purpose of the executive session must be one of the statutorily-identified purposes for which an executive session may be held. The announcement must contain enough detail to identify the purpose as falling within the limits of the law.

It would not be sufficient, for example, for a meeting chair to declare simply that the governing body will now meet in executive session to discuss "personnel matters." Discussion of personnel matters, in general, is not an authorized purpose for holding an executive session; only certain specific issues relating to personnel may be addressed in executive session.

Attendance of legal counsel – Legal counsel must be present at an executive session, either in person or remotely via a device that allows two-way communication, to discuss enforcement actions, current or potential litigation, or the legal risks of current or proposed action. “Potential litigation” means litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; or the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. Discussion of the “legal risks” of a current or proposed action can only occur in executive session if public discussion of those legal risks is likely to result in an adverse legal or financial consequence to the agency.

Notes for Specific Discussion Topics

- **Contract Performance** – Review of contract performance of publicly bid contracts may only be discussed in executive session when public knowledge of such consideration would likely cause increased costs.
- **Qualifications of an applicant for public employment or review of performance of a public employee** – If the governing body elects to take final action regarding hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action must be taken in open session.
- **Qualifications of candidate for appointment to elective office** – Candidate interviews and final action appointing a candidate to elective office must be in an open public meeting.
- **Collective bargaining sessions** – Collective bargaining sessions with employee organizations are not subject to the requirements of the OPMA. This means that discussions of these topics may occur in closed session, and it's not necessary for the governing body to follow the OPMA procedures before such discussions. This exemption applies to contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement or to that portion of a meeting during which the governing body is planning or adopting the strategy to be taken by the governing body during the course of any collective bargaining, professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Length of Session: Another issue that may arise concerning these procedural requirements for holding an executive session involves the estimated length of the session. If the governing body concludes the executive session before the time that was stated, it should not reconvene in open session until the time stated. Otherwise, the public may, in effect, be excluded from that part of the open meeting that occurs between the close of the executive session and the time when the chair announced the executive session would conclude. If the executive session is not over at the stated time, it may be extended only if the chair announces to the public at the meeting place that it will be extended to a stated time.

Attendance: Attendance at an executive session need not be limited to the members of the governing body. Persons other than elected members may attend the executive session at the invitation of the governing body. Those invited should have some relationship to the matter being addressed in the executive session, or they should be in attendance to otherwise provide assistance to the governing body. Note that if the stated purpose for the executive session is to discuss litigation or potential litigation with the governing body's attorney, the presence of persons at the session who are not governing body members or agency staff may waive the attorney-client privilege.

Minutes: Minutes are not required to be taken at an executive session. If minutes or notes are taken during an executive session, they may be subject to the disclosure requirements of the Public Records Act.

PRACTICE TIPS

For Local Government Success



These practice tips are intended to provide practical information to local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), **chapter 42.30 RCW**. Electronic communications between members of an agency’s governing body can implicate the OPMA, and these practice tips will help guide you in identifying and addressing key issues in this regard.* *For more information and resources visit www.mrsc.org/opmapra.*

An Email Exchange Can Constitute a Meeting

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by email, keep in mind that email exchanges involving a majority of members of the governing body can constitute a “meeting” under the OPMA. This principle also applies to text messaging and instant messaging.

What types of email exchanges can constitute a meeting? If a majority of the members of the governing body takes “action” on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. Note that taking “action” under the OPMA can occur through mere discussion of agency business, and that any “action” may be taken only in a meeting open to the public. The participants in the email exchange don’t have to be participating in that exchange at the same time, as a “serial” or “rolling” meeting can occur in violation of the OPMA. However, the participants must collectively intend to meet to conduct agency business.

Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to a majority of members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: “For informational purposes only. Do not reply.”
- Unless for informational purposes only, don’t send an email to all or a majority of the governing body, and don’t use “reply all” when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It’s permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

2

Phone Calls and Voice Messages Can Constitute a Meeting

As with email exchanges, if a majority of the members of the governing body is taking "action" (see above) on behalf of the agency through phone calls or a voice mail exchange, that would constitute a meeting. Such a "telephone tree" occurs, for example, when members call each other to form a majority decision. As above, the calls and messages can constitute a serial or rolling meeting if the members collectively intend to meet and conduct agency business.

3

Key Consideration Related to Conferring to Call a Special Meeting

Under [RCW 42.30.080](#), a special meeting (in contrast to a regular meeting) may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. In order to give effect to this authority granted under [RCW 42.30.080](#), we believe it's permissible for a majority of the members of the governing body to confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting. This includes conferring for that purpose via phone, email or other electronic means.

4

Use of Social Media Can Implicate the OPMA

Question: If members of the governing body use social media (e.g., through a Facebook page or Twitter feed) to host a discussion about issues related to the agency, and the discussion includes comments from members of the governing body, could that violate the OPMA?

Answer: If the discussion includes comments from a majority of the members of the governing body, that discussion could constitute a public meeting under the OPMA. There's no authority under the OPMA regarding what would constitute adequate public notice – if that's even possible – for this kind of virtual meeting, so it's best to avoid this type of discussion on social media.

Recommendation: Social media can be an effective tool to solicit comments from the public, but social media shouldn't be used by your agency's governing body to collectively formulate policy.

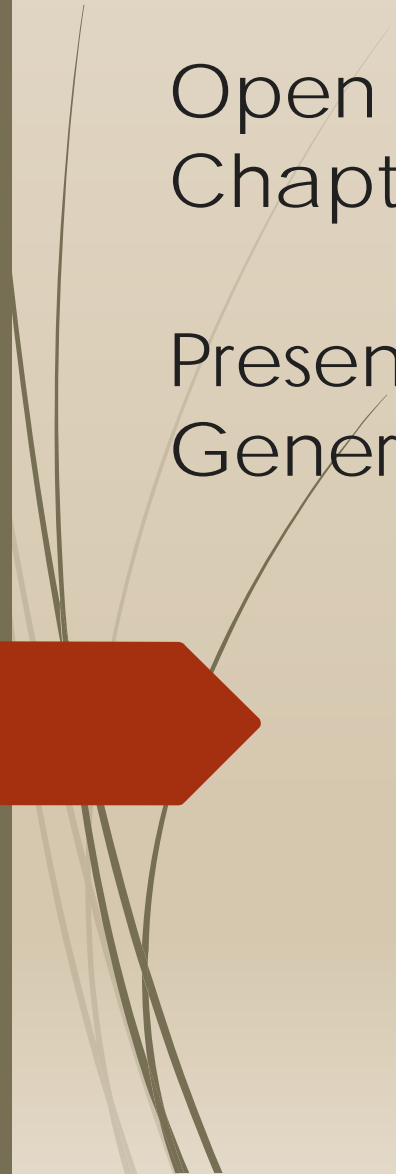
5

Failure to Comply with the OPMA Can Be Costly

Violation of the OPMA can result in personal liability for officials who knowingly violate the OPMA and in invalidation of agency actions taken at a meeting at which an OPMA violation occurred. Attorney fees and court costs are awarded to successful OPMA plaintiffs. OPMA violations can also lead to a loss of public trust in the agency's commitment to open government.


*DISCLAIMER: These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the OPMA. The tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

May 2016



Open Public Meetings Act Chapter 42.30 RCW

Presented by Rob Olson, Assistant Attorney
General



By Washington State Attorney General's Office
August 2018

Washington's Open Public Meetings Act

Chapter 42.30 RCW

- ▶ Passed in 1971
- ▶ Requires meetings to be open to the public, gavel to gavel
- ▶ Legislative declaration:

"The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."




The Open Public Meetings Act Applies to:

- ▶ **Multi-member governing bodies of public agencies**
 - Regional universities, created pursuant to RCW 28B.35.100.
 - Community and Technical Colleges pursuant to RCW 28B.50.100
 - Committees thereof (established by the Board) that act on behalf of the Board; i.e., Presidential Search Committees.

- ▶ **Associated Students Board of Directors**

- ▶ **S&A Fee Committees – Necessary antecedent to Board action. AGO Opinion.**



The Open Public Meetings Act Does Not Apply to:

- ▶ Student conduct committees
- ▶ Program advisory committees
- ▶ President's Cabinet and other internal bodies created by the College
- ▶ Social gatherings – permissible if free of discussion about the College's mission and operations



Meetings Shall be Open

- ▶ All *meetings* of the *governing body* of a public agency shall be *open* and *public* and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in Chapter 42.30 RCW.

What is a Meeting?

- ▶ “Meeting” means meetings at which the Board takes “action.”
- ▶ No meeting takes place if the Board lacks a quorum.
- ▶ A meeting occurs whenever there is action, including the discussion, deliberation or evaluation that may lead to a final decision; therefore, study sessions, retreats, phone and e-mail conversations qualify as subject to the Act.
- ▶ The requirements of the Act are triggered *whether or not* final action is taken.



Action and Final Action

- ▶ “Action” – Transaction of official business of the Board, including but not limited to:
 - ▶ Public testimony
 - ▶ Deliberations
 - ▶ Discussions
 - ▶ Reviews
 - ▶ Evaluations
 - ▶ Final action

- ▶ “Final Action” – Collective position or vote by a majority of the Board, either for or against a proposition. Reaching a consensus is “final action.” Must be taken in public, even if deliberations were in executive (closed) session. Secret ballots (i.e, “straw polls”) are not allowed.



E-mail Conversations Can Constitute a Meeting

- ▶ An exchange of e-mail among a quorum of Board members (three College trustees/5 WWU trustees) could constitute a “meeting” subject to the Open Public Meetings Act.
- ▶ Under the broad definition of “meeting,” an exchange of e-mail could constitute a meeting if:
 - A quorum of the members of the Board participate in the e-mail exchange,
 - Members collectively intend to transact official business, including the intent to merely discuss the university’s mission or operations, and
 - Members communicate about issues that may or will come before the body for a vote.



Travel and Gathering

- ▶ A majority of the members of the Board may travel together or gather for purposes other than a regular meeting or a special meeting, so long as no action is taken.
- ▶ Discussion or consideration of official business would be action, triggering the requirements of the Act



Notice of Regular Meetings

- Regular meetings are recurring meetings
- The Board must:
 - Yearly, file with Code Reviser a schedule of regular meetings, including time and place. (RCW 42.30.060)
 - Publish changes to regular meeting schedule in the Washington State Register at least 20 days prior to the rescheduled date.
 - The Board may take action on any item even if it was not included on the noticed agenda.



Notice of Special Meetings

- Called by presiding officer or majority of the members of the Board
- Written notice must be given to:
 - Each member of the board
 - Each local newspaper of general circulation, radio, and TV station which has requested notice
- Notice must be provided (i.e., posted) at least 24 hours in advance at the meeting site and on the university's website
- Notice may be delivered personally, by mail, fax, or e-mail
- Notice must specify:
 - Time
 - Place
 - Business to be transacted (agenda)
 - Final action shall not be taken on any other matter at such meeting



Emergency Meetings

- ▶ Notice is not required when a special meeting is called to deal with an emergency such as a natural disaster (fire, flood, earthquake) or similar emergency requires expedited action by the Board.



Anyone can Attend a Meeting

- ▶ Reasonable rules of conduct can be set.

However, the Act does require the governing boards of higher education institutions to allow attendees to provide comment at the meetings. The time for each speaker may be limited, but the topic may not be.

- ▶ Can't place conditions on people for attending

Cannot require people to register their names or other information, complete a questionnaire, or otherwise fulfill any condition precedent to attendance



Dealing with Meeting Interruptions and Disruptions

- ▶ The Act provides a mechanism for dealing with situations where a meeting is being interrupted by members of the public.
- ▶ When a group or groups of people render the orderly conduct of a meeting unfeasible and order cannot be restored by ejecting the people who are interrupting the meeting, the Board may order the meeting room cleared.

The Board may then:

- Continue meeting in session or
- Adjourn and reconvene at another location.



Executive Session

- ▶ Part of a regular or special meeting that is closed to the public.
- ▶ Topic limited to specific statutory purposes (see next slide).
- ▶ Board Chair must announce the purpose of the closed meeting and the time it will end. Executive sessions may be extended, but they cannot be shortened.
RCW 42.30.110



An Executive Session May be Held to Address Such Matters as:

- ▶ Real estate
 - ▶ Site selection or acquisition of real estate
 - ▶ Lease or purchase
 - ▶ Public knowledge would likely increase price
 - ▶ Sale or lease
 - ▶ Public knowledge would likely decrease price
 - ▶ Final action selling or leasing public property must be take at open meeting
- ▶ Publicly bid contracts
 - ▶ Review negotiations on performance
 - ▶ Public knowledge would like increase costs
- ▶ Evaluate qualifications of applicant for public employment
- ▶ Meet with legal counsel regarding enforcement actions, litigation or potential litigation



Meeting Minutes

- ▶ Minutes of public meetings must be maintained and available to the public on request.
- ▶ Executive sessions are not held in open session pursuant to the Open Public Meetings Act; therefore, minutes are not required.
- ▶ No format specified in law.

RCW 42.32.030

Penalties for Violating the Law

- ▶ The Superior Court can impose a \$100 civil penalty against each board member, payable individually rather than by the university.
- ▶ Action taken at an improperly closed meeting can be declared null and void.
- ▶ Violations are civil in nature, so not considered a crime.
- ▶ Judge will award costs and attorney fees to a successful party seeking the remedy.



Interpretation and Conclusion

Attorneys General are instructed to strictly construe/ liberally interpret this Act in favor of coverage. This means that if an action is questionable, it leans to the side of being a violation.

Presented by:

Rob Olson, Assistant Attorney General
Office of Attorney General
Bellingham AGO: 360-676-2037
WWU Office Phone: 360-650-2050
RobO@atg.wa.gov

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

TO: Members of the Board of Trustees

FROM: Provost Brent Carbajal

DATE: August 24, 2018

SUBJECT: **Academic Report: New Tenure Track Faculty**

PURPOSE: Information Item

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 2018/19 academic year.

New TT Hire AY 2018-19 - Educational Attainment Spreadsheet

Prepared by – Academic Budget and Administration

Date – July 27, 2018

SEQ	Name	Coll	Department	Specialization	Terminal Degree	University	Grad
1	Yamin Hao	CBE	Accounting	Accounting	Ph.D., Business Administration	University of Miami	2015
2	Shih-Fen Chen	CBE	Center for International Business	Kaiser Professorship	Ph.D., International Business/Strategy Management	University of Illinois at Urbana-Champaign	1996
3	Lillian Fok	CBE	Decision Sciences	Quantitative Methods	Ph.D.	Georgia State University	1992
4	Sara Baskentli	CBE	Finance and Marketing	Marketing	Ph.D., Marketing	City University of New York	2018
5	Meg Warren	CBE	Management	Organizational Behavior	Ph.D., Positive Organizational Psychology	Claremont Graduate University	2018
7	Charles Halka	CFPA	Music	Music Theory/Composition	DMA, Music	Rice University	2013
6	Eric Rieger	CFPA	Music	Voice Opera	DMA, Voice Performance and Literature	University of Rochester	2015
9	DeLisle Merrill	CFPA	Theatre and Dance	Costume Design	MFA, Costume Design	Carnegie Mellon University	2015
8	Dipak Gupta	CFPA	Theatre and Dance	Theatre: Scenic Design	MFA, Theater	University of California - Los Angeles	1998
10	Travis Cram	CHSS	Communication Studies	Director of Forensics/Assistant Professor of Rhetorical Studies	Ph.D., Communication Studies	University of Kansas - Lawrence	2014
11	Eren Odabasi	CHSS	English	Film Studies	Ph.D., Communication	University of Massachusetts - Amherst	2018
12	Katherine Anderson	CHSS	English	Victorian Literature and Culture	Ph.D., English	Indiana University - Bloomington	2015
13	Steve Bennett	CHSS	Health and Human Development	Community Health	Ph.D., Public Health	University of Minnesota	2017

New TT Hire AY 2018-19 - Educational Attainment Spreadsheet

Prepared by – Academic Budget and Administration

Date – July 27, 2018

SEQ	Name	Coll	Department	Specialization	Terminal Degree	University	Grad
14	Hillary Franks	CHSS	Health and Human Development	Elementary Physical Education	Ph.D., Sport Pedagogy	University of Northern Colorado	2018
15	Peter Pihos	CHSS	History	African American-Post 1945 U.S.	Ph.D., History	University of Pennsylvania	2015
16	Elizabeth O'Donovan	CHSS	Journalism	Journalism	M.Phil., Writing	Trinity College Dublin	2014
17	Ethan Bushelle	CHSS	Liberal Studies	Liberal Studies	Ph.D., Japanese Religions and Literature	Harvard University	2015
18	Lisa Beard	CHSS	Political Science	Political Science	Ph.D., Political Science	University of Oregon	2016
19	Joshua Kaplan	CHSS	Psychology	Behavioral Neuroscience	Ph.D., Behavioral Neuroscience	Oregon Health and Science University	2015
20	Antonya Gonzalez	CHSS	Psychology	Cognitive Development	Ph.D., Developmental Psychology	University of British Columbia	2018
21	Shaun Sowell	CHSS	Psychology	Counselor Educator, School Counseling	Ph.D., Counselor Education and Supervision	University of Louisville	2018
22	Anne Fast	CHSS	Psychology	Socio-Emotional Development	Ph.D., Developmental Psychology	University of Washington - Seattle	2018
23	Shawn Arellano	CSE	Biology	Biology	Ph.D., Biology	University of Oregon	2008
24	Brady Olson	CSE	Biology	Biology	Ph.D., Biological Oceanography	University of Washington - Seattle	2006
25	Domenico Galati	CSE	Biology	Cell Biologist/Cell Physiologist	Ph.D., Biological Sciences	University of Colorado - Boulder	2013
26	Michael Larsen	CSE	Chemistry	Organic Chemistry	Ph.D., Polymer Chemistry	University of Washington - Seattle	2015
27	Scott Wehrwein	CSE	Computer Science	Computer Science	Ph.D., Computer Science	Cornell University	2018

New TT Hire AY 2018-19 - Educational Attainment Spreadsheet

Prepared by – Academic Budget and Administration

Date – July 27, 2018

SEQ	Name	Coll	Department	Specialization	Terminal Degree	University	Grad
28	Amr Radwan	CSE	Engineering and Design	Electrical Engineering/Energy	Ph.D., Energy Systems	University of Alberta	2016
29	Tarek Al-Geddawy	CSE	Engineering and Design	Manufacturing Engineering/Automation	Ph.D., Industrial and Manufacturing Systems	University of Windsor	2011
30	Camilo Ponton	CSE	Geology	Stable Isotope Geochemistry	Ph.D., Marine Geology and Geophysics	Massachusetts Institute of Technology	2012
31	Allison Pfeiffer	CSE	Geology	Surficial Dynamics/Spatial Analysis	Ph.D., Earth and Planetary Sciences	University of California - Santa Cruz	2017
32	Mariana Smit Vega Garcia	CSE	Mathematics	Mathematical Analysis	Ph.D., Mathematics	Purdue University	2014
33	Yuan Pei	CSE	Mathematics	Mathematical Analysis	Ph.D., Applied Mathematics	University of Southern California	2014
34	Jennifer Nimtz	CSE	Mathematics	Mathematics Education	Ph.D., Mathematics Education	Michigan State University	2018
35	Richard Barnard	CSE	Mathematics	Optimization/Numerical Analysis	Ph.D., Mathematics	Louisiana State University	2010
36	Dimitri Dounas-Frazer	CSE	Physics and Astronomy	Physics Education Research	Ph.D., Physics	University of California - Berkeley	2012
37	Lourdes Gutierrez Najera	FAIR	Fairhaven College	Chican@/Latinx Studies	Ph.D., Anthropology and Social Work	University of Michigan - Ann Arbor	2007
38	Alia Khan	HUX	Environmental Sciences	Environmental Chemistry	Ph.D., Civil and Environmental Engineering	University of Colorado - Boulder	2016
39	Manuel Montano	HUX	Environmental Sciences	Environmental Chemistry	Ph.D., Applied Chemistry	Colorado School of Mines	2014
40	Bayes Ahmed	HUX	Environmental Studies	Environmental Studies/GIS, DRR, Social Justice	Ph.D., Disaster Risk Reduction	University College London	2017

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by Provost Brent Carbajal

DATE: August 24, 2018

SUBJECT: **Quarterly Report on Grants and Contracts**

PURPOSE: Informational Item

Purpose of Submittal:

Information from the Office of Research and Sponsored Programs concerning the quarterly and current grant awards at Western Washington University.

Supporting Information:

- Quarterly Grants and Contracts Report – Quarter 4 of the 2018 Fiscal Year
- Grant Awards by Fund Source Type

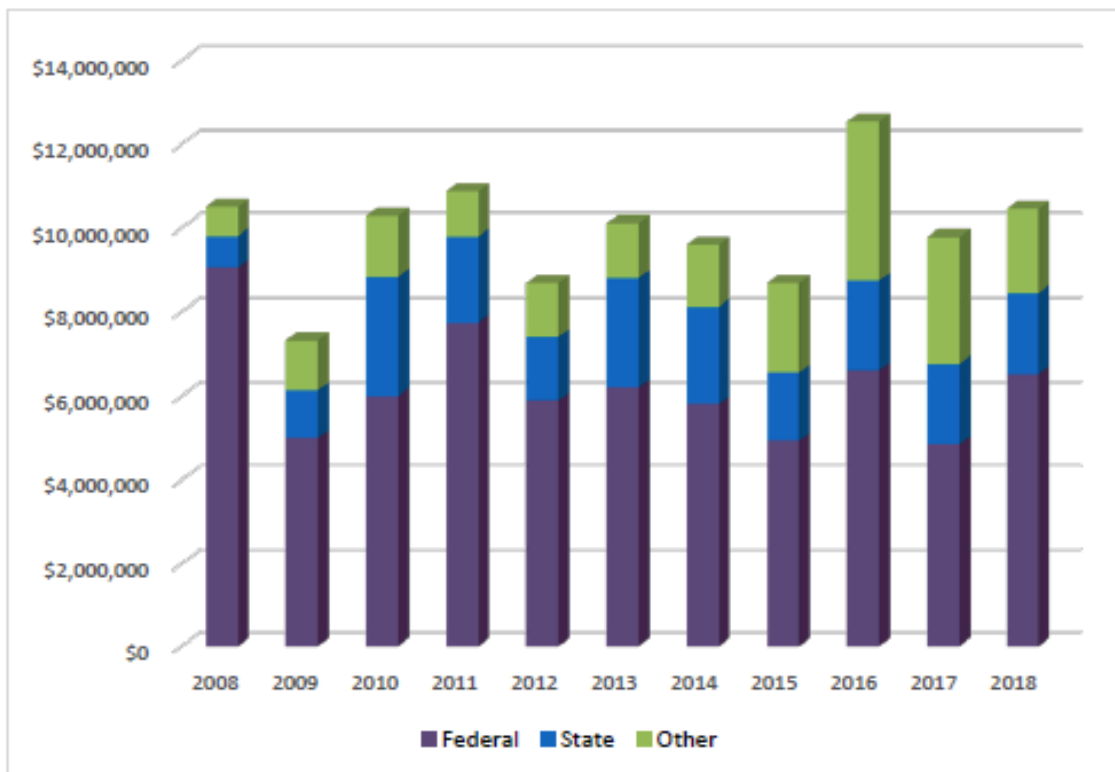
Grant Awards for Quarter 4 of the 2018 Fiscal Year

The total amount of grants and contracts received this quarter was \$1,898,763. This includes both new awards and additions to existing awards.

Department	New Award	Additions	# New Awards	# Additions
Anthropology Department	\$0	\$32,666	0	1
Biology Department	\$0	\$9,195	0	2
Border Policy Research Institute	\$66,095	\$0	1	0
Campus Compact	\$0	\$819,550	0	2
Chemistry Department	\$0	\$20,000	0	1
Dept of Environmental Sciences	\$58,556	\$17,115	2	1
Extended Ed General Overhead	\$0	\$68,996	0	1
Geology Department	\$20,499	\$7,307	2	1
Physics - Astronomy Department	\$241,386	\$0	2	0
Science Math and Technology Ed	\$528,376	\$9,022	2	1
Totals:	\$914,912	\$983,851	9	10

Grant Awards by Fund Source Type

Fiscal Year	Federal	State	Other	Total
2008	\$9,051,904	\$755,916	\$701,932	\$10,509,752
2009	\$5,003,584	\$1,128,802	\$1,180,004	\$7,312,390
2010	\$5,998,477	\$2,834,038	\$1,453,806	\$10,286,321
2011	\$7,741,900	\$2,054,598	\$1,081,653	\$10,878,151
2012	\$5,908,437	\$1,484,923	\$1,289,806	\$8,683,166
2013	\$6,206,083	\$2,601,172	\$1,304,427	\$10,111,682
2014	\$5,811,986	\$2,308,387	\$1,479,580	\$9,599,953
2015	\$4,935,695	\$1,618,972	\$2,128,392	\$8,683,058
2016	\$6,612,710	\$2,128,126	\$3,799,063	\$12,539,899
2017	\$4,844,117	\$1,920,909	\$3,017,179	\$9,782,205
2018	\$6,522,278	\$1,922,606	\$2,014,962	\$10,459,846



**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 24, 2018

SUBJECT: **Admissions and Enrollment Summary**

PURPOSE: Information Item

Purpose of Submittal:

To provide a general enrollment management update.

Fall 2018 Enrollment Report

We are on track with the recruitment goal of enrolling approximately the same number of new freshman and transfer students as last year: 3,114 freshman students and 1,181 transfers. This is good news, given that the bar was set high. We welcomed the largest entering class in Western's history last fall.

The number of applications received from new students for Fall 2018 was the second highest in Western's history. That said, we received 128 fewer freshman and 275 fewer transfer applications for Fall 2018 compared to Fall 2017.

New students of color are up by 24 or 2%. In addition, we found it noteworthy that the entering freshman class of 2018 slightly exceeded last year's cohort in terms of academic preparedness, based on GPA and SAT scores.

Despite the reduction in applications, overall enrollment this fall is anticipated to slightly exceed the 15,915 we experienced last year for two reasons. First, as already noted, enrollment of new students is expected to compare similarly to Fall 2017. Second, we anticipate a projected increase in continuing undergraduate student headcount of over 200.

New Student Enrollment

[Table on next page]

Freshman Applications

	Fall 2018	Fall 2017
Applications	11,111	11,239
Confirmations	3,304	3,278
Students of Color	961	929
WA Resident	2784	2776
Nonresident	506	498
International	12	8

Mid 50% Ranges

GPA	3.20-3.75	3.19-3.72
SAT Reading & Writing	550-650	550-640
SAP Mathematics	530-630	530-620

Transfer Applications

	Fall 2018	Fall 2017
Applications	2,209	2,484
Confirmations	1,199	1,207
Students of Color	290	298
WA Resident	1,055	1,078
Nonresident	120	123
International	36	30

Yield Activities

Admissions recently hosted a successful Facebook Live! Event in collaboration with University Residences, Financial Aid, Academic Advising, Associated Students and other departments to answer questions, provide information and otherwise facilitate a smooth transition to Western this fall. We are pleased to report that nearly half of the 1,570 students in the Admitted Students Facebook group participated. Admissions is continuing to reach out to new students to reduce student melt over the summer via e-mail reminders and texting campaigns that urge them to sign up for on-campus housing, reserve their spot for Summerstart orientation, take the math placement assessment, submit verification for the measles vaccination and send their final, official high school transcripts to Admissions.

ADVANCING THE UNIVERSITY

AUGUST 2018



Courtney Hoku Rivera ('20) is the Kohlmeier-Mikulencak scholarship recipient for 2018-2019. A creative writing and anthropology major, Hoku organized the Bellingham March For Our Lives.



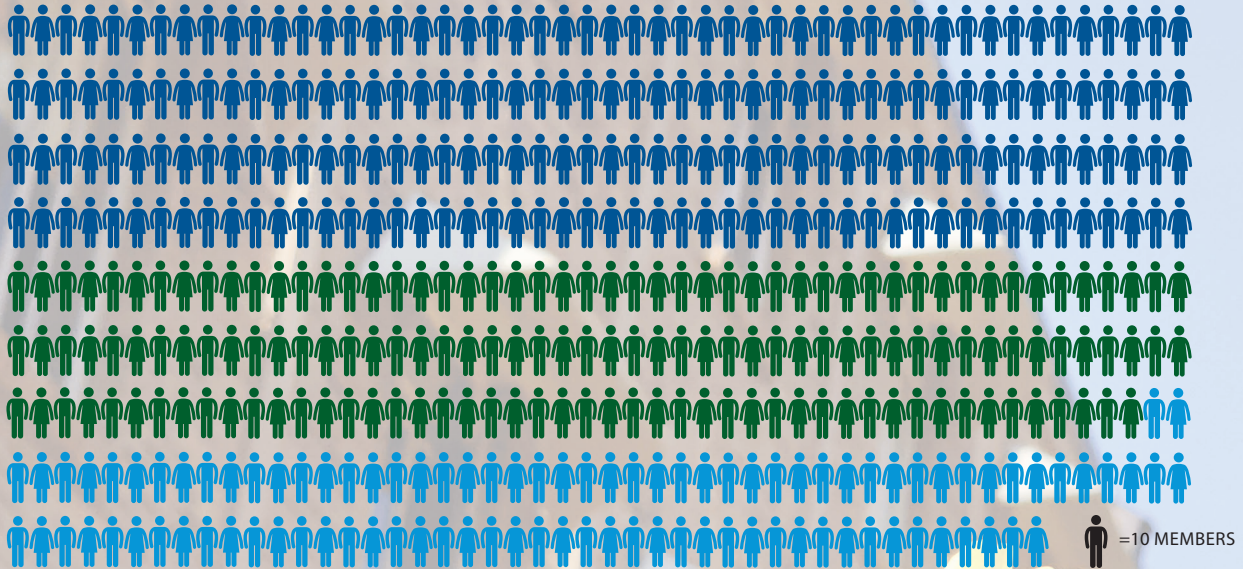
ADVANCEMENT UPDATE

MAY 1 THROUGH JUNE 30

FAST FACTS

TOTAL ALUMNI ASSOCIATION ANNUAL, LIFE, AND PRESIDENT'S SOCIETY:

4,938 MEMBERS!



2,500 
TOTAL ALUMNI
ASSOCIATION
ANNUAL
MEMBERS

1,481  
TOTAL
ALUMNI
ASSOCIATION LIFE
MEMBERS

957  
TOTAL
PRESIDENT'S SOCIETY
MEMBERS

GRADUATION
CELEBRATION 1,097

ALUMNI
ASSOCIATION EVENT
ATTENDANCE
TOTAL

2,521

397 BELLINGHAM
BELLS

520 REUNIONS
DURING
WWU ALUMNI
WEEKEND

478 WWU ALUMNI
WEEKEND

GROWING AWARENESS

MAY 1 THROUGH JUNE 30



WWU GIVE DAY STORIES OF STUDENT SUCCESS

WWU students Hannah and Stedman and WWU alumna Samantha shared their stories with us for WWU Give Day. Hannah is a single mom studying Computer Science; Samantha is a first-generation Woodring graduate and elementary school teacher; and Stedman is a track-and-field sprinter with dreams of becoming a doctor. Their stories inspired our WWU Give Day audience to contribute more than \$627,975 in the form of 1,988 gifts from 1,707 donors.



WWU GIVE DAY VIDEO, EMAIL, AND SOCIAL MEDIA OUTREACH

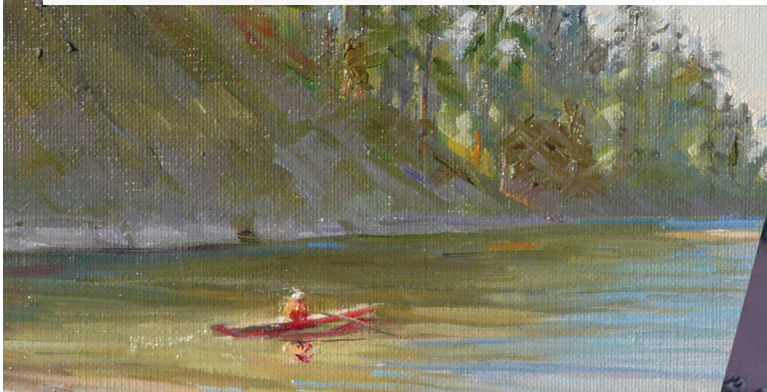
50,000
PEOPLE

700
PLAYS

306
CLICKS

ENGAGEMENT

MAY 4 THROUGH JULY 16



ART WALK AT THE WESTERN CITY CENTER

Warm, clear nights make perfect evenings for Art Walk at the Western City Center. On May 4, Joy Olney displayed her beautiful oil paintings of fruit, flowers, and landscapes for 88 guests. On June 1, 48 alumni, community members, and friends enjoyed the work of WWU alumna and multimedia artist Hannah L. Rivers ('15) whose textural, bold landscapes of her native Wyoming are suggestive of topographical maps.



SCULPTURE WOODS CELEBRATION

Sculptor Ann Morris donated her beautiful property, studio, and sculptures to Western earlier this year, and on May 19, 150 VIPs gathered at Sculpture Woods to explore this generous gift. The Board of Trustees, Western Foundation Board, College of Fine and Performing Arts Dean Kit Spicer, local Lummi Island community members, and guests all celebrated together.



WWU NIGHT AT THE BELLINGHAM BELLS SELLS OUT

June 26 was a bright, clear evening for WWU Night at the Bellingham Bells as 397 Vikings roared and cheered for the home team. WWU alumni enjoyed complimentary beer, and kids lined up for autographs. The entire game—including WWU Night—sold out. Feeling good with all those cheers, the Bells won 13-2.

WHY WE DO WHAT WE DO...

IMPACT STORIES



Bernhard Kohlmeier and his wife Lisa Ann Mikulencak

NOW MORE THAN EVER: THE KOHLMEIER-MIKULENCAK SCHOLARSHIP

Awarded through the Ray Wolpov Institute for the Study of the Holocaust, Genocide, and Crimes Against Humanity, the Kohlmeier-Mikulencak Scholarship has an important mission: to reward a student who possesses not only strong moral courage, but someone who stands up for an individual or group in the face of great opposition. The ideal recipient is someone who is not afraid to face the consequences of speaking out despite intense pressure to stay silent.



Arthur Poznanski's son,
Victor Poznanski

Bernhard Kohlmeier has an intense interest in ensuring that future generations learn the most important lessons from the Holocaust and make a difference in the lives of others. His parents were children in Nazi Germany, and educated in Nazi-controlled schools. "They were indoctrinated every single day." That indoctrination colored Kohlmeier's experience growing up—the casual prejudices, the insistence that it wasn't "all that bad" and instilled in him a need to see that indoctrination broken. He and his wife Lisa Ann Mikulencak established this scholarship because, "If you have a generation who aren't critical about their circumstances, they pass it on."



The spoon that saved
Arthur Poznanski

Awarded in honor of Arthur Poznanski, a Holocaust survivor, the scholarship is for someone who embodies Poznanski's tremendous spirit. Poznanski was a teenager in Nazi Germany, wounded while escaping a train to a death camp, saved by the fortuitous placement of a spoon in a pocket, and lived in the U.K. dedicating his life to his community and to educating youth about discrimination and bigotry.



Hoku Rivera ('20)

Kohlmeier discovered Poznanski's story through a coworker, Arthur Poznanski's son, Victor. "We went out for a walk and talked about many things. He told me about his dad and said he had never told anyone at work the story." Moved by Victor's story, Kohlmeier asked him if they could dedicate this year's scholarship to Arthur. This scholarship is for someone exactly like Courtney Hoku Rivera.

When Rivera stepped up to the microphone on March 24 at the March for Our Lives rally, she looked out at the 3,000 parents, friends, high school students, fellow Western students, and community leaders who came out despite the drizzle knowing she had done well. As part of the leadership organizing the march along with her friend Maddie Rackers, she had connected with community groups, spoken at meetings, organized volunteers, and was the media contact for the march. After the passionate speeches ended, after she spoke about her own desire to see the end of gun violence, and after she marched, Rivera sang, "We Shall Overcome."

A major in creative writing and anthropology, Rivera said, "Receiving the Kohlmeier-Mikulencak scholarship has taken a lot of weight off my shoulders. I can now afford a study abroad program in Senegal this winter and have my money go toward tuition. I don't have to worry about financial aid and balancing work with extracurricular activities. The scholarship has also connected me better with the work of the Ray Wolpov Institute, and I see so many opportunities for collaboration with them and other groups on campus."

Is it daunting for Rivera to receive a scholarship with so much weighty history attached? "I feel a sense of responsibility, but I'm not daunted. No, daunted isn't the right word. The right word is inspired."

WHY WE DO WHAT WE DO...

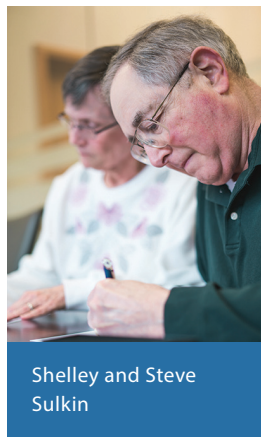
IMPACT STORIES



Harry E. Grant ('80) and Ann Beck, Assistant Director of Veterans Services

WWU ALUMNUS HARRY E. GRANT ('80) SUPPORTS STUDENT VETERANS

Huxley College of the Environment alumnus and environmental attorney Harry E. Grant ('80) and his firm, Fox Rothschild, LLP gave Western \$10,000 to support Western students who serve, or have served, in the armed forces. Grant was instrumental in drafting the Elwha River Ecosystem and Fisheries Restoration Act, which President Bush signed into law in 1992. He is a partner at Fox Rothschild, LLP.



Shelley and Steve Sulkin

SULKINS PROMOTE INCLUSION IN SCIENCE

This summer, 15 students participated in a new program at WWU: the Sulkin STEM Inclusion Odyssey of Science Fund. Shelley and Steve Sulkin gave Western \$50,000 to support 20-25 kids for 10 years. Steve is the former director of the Shannon Point Marine Center and Shelley is a retired teacher. The area middle school students participated in research in a course titled

"Real World Applications of Environmental Research: Ocean Acidification in the Salish Sea." The students were from underrepresented groups and of diverse backgrounds.

GIVE DAY GATHERING

Dr. Peter Haug, the driver behind the development of the Manufacturing and Supply Chain Management and Operations program, was honored by 15 alumni on WWU Give Day. The recent graduates, many who sit on the MSCM advisory board, raised \$20,000 for Haug to use as he sees fit.



Dr. Peter Haug

UNIVERSITY ADVANCEMENT STAFF UPDATE



Mike Valente, Fiscal Specialist

Mike is thrilled to be part of the Advancement finance team. Before taking this current role, he worked in the Psychology Department at WWU for almost five years. He is a Wisconsin native, but has loved calling Bellingham home for the past 7 years. When not at work, he can be found riding his bike or exploring one of the many local trails with his 2 year old daughter.

UPCOMING EVENTS

AUGUST 2018 THROUGH OCTOBER 2018

- AUGUST 14 President's Salmon Barbecue, Bellewood Acres, Bellingham
- AUGUST 22 President's Salmon Barbecue, Nordic Museum, Seattle
- AUGUST 24 Graduation Celebration, WWU Campus
- AUGUST 25 Summer Commencement, Brett Jordan ('07) commencement speaker, WWU Campus
- SEPTEMBER 7 Art Walk, Western City Center, Bellingham
- SEPTEMBER 12 Legacy Lunch, WWU campus
- SEPTEMBER 12 Get Your Blue on BBQ, WWU Campus
- SEPTEMBER 26 Paint B'ham Blue for WWU, Campus and Downtown Bellingham
- SEPTEMBER 14 Viking Night, WWU Campus
- OCTOBER 5 Art Walk, Western City Center, Bellingham
- OCTOBER 9 Athletics Scholarship Dinner, Bellingham Golf & Country Club, Bellingham
- OCTOBER 28 WWU Night at the Seattle Sounders, Seattle



Western Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Title IX and ADA Coordinator, Equal Opportunity Office, WWU, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); ooo@wwu.edu.

To request this document in an alternate format, please contact Frances Badgett, Assistant Director of Advancement Marketing & Communications; 360.650.2190 (voice); frances.badgett@wwu.edu.



**Capital Program Report
Board of Trustees
August 24, 2018**

MAJOR / INTERMEDIATE CAPITAL PROJECTS

- **Multicultural Center**

Dawson Construction is proceeding on schedule. Structural concrete is complete and structural steel is nearing completion. Interior framing and rough-in have begun. Construction progress is on budget and on schedule for limiting weather impacts from the fall rainy season and for on-time completion in the summer of 2019. A web camera showing the site can be found on the following link:

<https://www.wvu.edu/wwuarchitect/construction/pw698.shtml#webcam>

- **Buchanan Towers Renovation**

This project is two phases: Spring and summer quarters of 2018 is phase 1, and spring and summer quarters of 2019 is phase 2. Dawson Construction started construction of phase one in March 2018. They are approximately forty-five percent complete on the total project. Most demolition, repair and sealing of exterior brick is complete. Interior framing, plumbing, fire detection and alarm, security, and electrical work are almost complete for phase 1. Exterior window replacement started in early July and will be complete in early September. The first phase of construction is scheduled to be complete for fall 2018 occupancy.

- **disAbility Resources for Students and Veterans Services**

Regency NW Construction is proceeding on schedule and on budget with the phase 1 work to renovate WL 290 for the new Maps Collection and Study Lounge. Interior framing and rough-in are complete, storefront and finishes are proceeding, and lighting fire alarm will be completed soon. Phase 2 will begin in September to renovate WL 170 & 164 into the new home for disAbility Resources for Students and Veterans Services. The first phase of construction is scheduled to be complete for fall 2018 occupancy. The second phase of construction is scheduled to be complete for spring 2019 occupancy.

- **Sciences Building Addition**

The contract for the selected Architect Perkins + Will was signed in late July to start design. The University received approval for alternative delivery (General Contractor/Construction Manager or GC/CM) from the State's Projects Review Committee (PRC) on July 26, 2018. The project RFQ is scheduled to go out for advertisement August 17, 2018 with final GC/CM selection in late October in conjunction with the start of programming for the project. Project completion is scheduled for December 2021.

- **New Residence Hall**

Having received approval for alternative delivery (Progressive Design-Build) from the State's Projects Review Committee (PRC), the University is completing documents for an RFQ/RFP for a design-build team to complete a new residence hall on campus. Team selection is planned to occur this fall, with an initial design-build team contract being brought to the Board of Trustees' December 2018 meeting. The remaining design and construction contract is scheduled for approval at the August 2019 meeting. Occupancy is scheduled for fall quarter 2021.

- **Consolidated Academic Support Services Facility**
Having received approval for alternative delivery (Progressive Design-Build) from the State's Projects Review Committee (PRC), the University is completing documents for an RFQ/RFP for a design-build team to complete a new 20,000-25,000 gross square foot office building across the street from the Physical Plant on the periphery of campus. Team selection is planned to occur this fall, with an initial design-build team contract being brought to the Board of Trustees' December 2018 meeting. The remaining design and construction contract is scheduled for approval at the June 2019 meeting. Occupancy is scheduled for fall quarter 2020.
- **2017-19 Classroom & Lab Upgrades**
This program is composed of several public works projects and in-house work. Two small public works construction projects are just starting and the larger project is nearing design completion with a construction completion scheduled for this coming spring.

2018 CAPITAL BUDGET

The Board reviewed and approved the 2019-2021 Capital Budget Request (Request) and 2019-2029 Capital Plan (Plan) at the June 2018 meeting. Individual project proposals associated with the Plan have been submitted to the Office of Financial Management (OFM). The final versions of the Request and Plan will be submitted in September 2018.

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/wwuarchitect/>.

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

TO: Members of the Board of Trustees

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

DATE: August 24, 2018

SUBJECT: University Relations and Marketing Report

PURPOSE:

Purpose of Submittal:

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

Supporting Information:

Report Attached

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

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

Bellingham Waterfront District Redevelopment

Following initial vision review at the June Board of Trustees meeting, we submitted the plan to the City and Port of Bellingham and reviewed it with additional campus stakeholders, which resulted in the addition of four new members to the faculty ideation team from CHSS, CFPA, Fairhaven and Woodring. Our work will continue this fall to refine the vision, including development of a set of filters to apply to additional ideas that may emerge, validation with strategic industry and community partners, and a programmatic and capital needs feasibility analysis.

- **Strategic Plan and President's Report**

We completed the first annual President's Report which provided a snapshot summary of the strategic plan, including current and 2024-25 target metrics across a range of student success, inclusion and academic excellence measures. The report was distributed to key stakeholders including donors, legislators, industry and community partners. We are partnering with the Provost's Office to create a [companion online dashboard](#).

- **Perceptions & Awareness Study**

We commissioned Western's first-ever perceptions & awareness study among Washington high school seniors. The full results are attached to this report. The online survey was conducted in January – April, 2018 and promoted through mailings to high school guidance counselors and through scholarship search sites. Responses were generally reflective of the state's student demographics and included 1,247 total responses from 243 high schools in Washington. At first glance, there are no major surprises, but the findings do underscore the work ahead of us in elevating our academic excellence and job/graduate school outcomes. This will be used to inform our brand strategy work and provide a baseline measure of perception change, post advertising campaign implementation.

- **Brand Strategy and Campaign Development**

Work continues on validating the brand positioning, presented at the June Board of Trustees meeting, with faculty. We expect to launch our first campaign in early Winter focused largely on digital channels.

- **President's Strategic Communications Support**

We have recently begun a process to improve external public speaking preparation for the President in key events with donors, alumni, legislators and business and community stakeholders with a focus on storytelling that brings our key strategic plan themes to life.

- **“We Value” Campaign**

Finally, we are launching an internal “We Value” campaign built on values articulated in the strategic plan including: Equity, Respect, Justice, Inclusive Success, Stewardship and Creativity. This will be launched via new campus perimeter and interior building banners debuting this fall, and through an updated Western Way Employee Recognition Program.

COMMUNICATIONS AND MARKETING

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

- WWU Psychology faculty member Jeff Carroll’s groundbreaking research into Huntington’s disease was featured in Nature: <https://www.nature.com/articles/d41586-018-05176-z>.
The research of Robin Kodner, assistant professor of Biology, on high-altitude algae-created watermelon snow has continued to get traction from media, this time on a national level, from both the Weather Channel and US News and World Report: <https://www.usnews.com/news/best-states/washington/articles/2018-06-08/pink-snow-is-appearing-in-pacific-northwest-mountains>.
Western Journalism instructor and alumnus Ron Judd of the Seattle Times did an in-depth story about English’s Laura Lafrado, who is working to recover the legacy of PNW author Ella Rhoads Higginson: <https://www.seattletimes.com/pacific-nw-magazine/a-western-washington-university-professor-works-to-recover-the-legacy-of-ella-rhoads-higginson/>
- **In publications**, Editor Mary Gallagher has been hard at work collecting items for the next edition of Window magazine, “The History of Western in 125 Objects.” We’re looking for things that help tell the story of Western and the people who have made a difference. (Please let Mary Gallagher know of any ideas!) We’ve been strengthening our collaboration with New Student Services/Family Outreach, creating a special summer edition of the Family Connection newsletter for incoming families. We also worked together to produce the second Family Connection wall calendar, with a beautiful collection of photos along with key WWU dates and information. We wrote and published about 70 short biographies of Western’s Outstanding Graduates and Outstanding Graduate Students, promoting the success of a wide variety of digital and print platforms.
- **In marketing and social media**, our office continued to work with units across campus to streamline Western’s social-media footprint and have more offices contribute content to the main Western accounts as opposed to sporadic additions to sites that do not receive much traffic. We are putting forth a new policy to create training on potential privacy and reputation risk created with social media and best practices to regulate the spread of “unofficial” WWU social media accounts.
- **In video and photography**, our staff continued its emphasis on shorter video and expanding access via multiple social media and online channels to enhance viewership. Our office produced this video about Sculpture Woods, with help from CFPA Dean Kit Spicer: <https://vimeo.com/282040044>, and has shot and incorporated new aerial drone footage of campus into materials and videos.

- **Graphic designers** Chris Baker and Derek Bryson 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: Summer 2018 Window magazine, the 2018 President's Report, the Move-In Guide for University Residences, New Student and Family Handbooks for New Student Services and Family Outreach, and a new daily email template for Western Today.

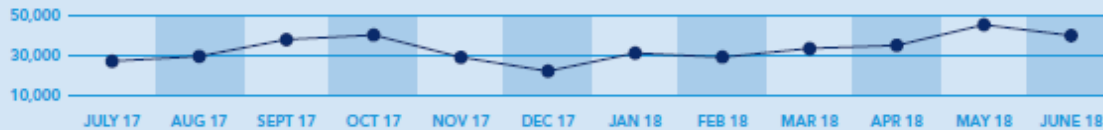
WESTERN TODAY

TOTAL HITS

84,293

TOP STORIES

- Jane Goodall to Speak at the Mount Baker Theatre Oct. 8
- WWU Names 2017-18 Outstanding Graduates
- Five Western Students Awarded Coveted Fulbright Scholarships



SOCIAL MEDIA



TWITTER



FACEBOOK



INSTAGRAM

STATISTICS AT A GLANCE

21,620
 Total followers
50
 New followers
0.23%
 % gained
769
 Engagements

47,577
 Total followers
67
 New followers
0.14%
 % gained
6,441
 Engagements

17,219
 Total followers
1
 New followers
0.01%
 % gained
18,377
 Engagements

FAMILY CONNECTION NEWSLETTER

- May Family Connection Newsletter:
Sent to **9,815** people
26.9 percent opened
- June Family Connection Newsletter:
Sent to **10,438** people
20.7 percent opened

WINDOW MAGAZINE

- May:
369 page views
- June:
1,521 page views

MEDIA STORIES

1,366
Total Stories

TOP STORIES

- Pink Snow Is Appearing in Pacific Northwest Mountains (US News and World Report)
- NASA to visit an undersea volcano in Hawaii (Mashable)
- How the gene behind Huntington's disease could be neutralized (Nature)



CREATIVE SERVICES

GRAPHIC DESIGN



64 Total Projects

FEATURING

- Window Magazine - Summer 2018
- The President's Office - The President's Report 2018
- University Residences - Moving In guide
- NSSFO - New Student and Family Handbooks



PHOTO & VIDEO



50 Total Projects

FEATURING

- Coverage of the gifting of Sculpture Woods
- Aerial drone footage incorporation into new campus materials and videos
- Annual coverage for community and campus events like Low Rider Show, Women of Color Empowerment Dinner



SMALL BUSINESS DEVELOPMENT CENTER

WWU Small Business Development Center 2018 CONTRACT DELIVERABLES

ADVISING	Q2 2018	YTD 2018
Businesses Advised	139	231
Advising & Support Hours	1360	2458

TRAINING	Q2 2018	YTD 2018
Trainings	1	6
Trainees	6	145

RESEARCH	Q2 2018	YTD 2018
Research Projects	31	62
Support Hours	175	510

ADD'L SERVICES	Q2 2018	YTD 2018
Non-Clients Supported	35	114
Student/ Faculty Projects	2	34
Student/ Faculty Project Hours	408	568

ECONOMIC IMPACTS	Q2 2018	YTD 2018
Capital Formation	\$3.7M	\$6.8M
Businesses Starts	1	2
Business Buy/ Sells	1	1
Jobs Created & Retained	10	15

WWU Small Business Development Center: Q2 – 2018 HIGHLIGHTS

- Three Certified Business Advisors from the Bellingham SBDC were recognized at the Washington State SBDC Network Spring conference for achieving over \$1m each in client economic impacts.
- Conducted a Whatcom County tour to meet local elected officials from the City of Ferndale, City of Lynden, City of Blaine and City of Sumas to discuss small cities business needs.

WWU Small Business Development Center: Q2 – 2018 MEDIA

- [Business development center recognized for million-dollar economic impact](#) – Bellingham Business Journal
- [Western's Small Business Development Center Advisors Recognized for Economic Impact Results for 2017](#) – Western Today
- [SBDC Launches New Rural Outreach Program](#) – Western Today

WASHINGTON CAMPUS COMPACT

1. **College Access Corps** – Washington Campus Compact was awarded a \$705,000 continuation grant to support the College Access Corps program for FY 2019. College Access Corps is an educational equity initiative leveraging federal and local resources to improve college access of low income 4th – 12th grade youth in Washington.

FY 2018 Western Impacts

WWU received ten members: Six at Woodring (working with economically disadvantaged youth in the Bellingham School District and Sterling Meadows), and four for the Bridges Program (working with migrant students).

- 141 Western students provided college access coaching to 396 low-income youth
- 247 youth completing the program reported increased academic engagement
- 103 volunteers were recruited

FY 2018 Statewide Impacts

- 608 college students provided college access coaching to 1,701 low-income youth
- 862 youth completing the program reported increased academic engagement
- 877 volunteers were recruited

2. **VISTA** – Washington Campus Compact was selected to continue to operate the statewide VISTA Program, an educational equity/social justice initiative leveraging federal and local resources to alleviate poverty in Washington through campus community partnerships.

***WWU:** During FY 2019, the VISTA program will support Western's Office of Sustainability to partner with Whatcom Community College. Together, with the local community, they will implement a food and nutrition education program.*

FY 2018 Statewide Impacts

- 8,752 disadvantaged youth were served
- 68 veterans and family members were served
- 1,758 volunteers were recruited and completed 15,718 hours of service
- 91% of community partners reported that working with the WACC VISTA Program increased their effectiveness, while 68% reported an increase in efficiency
- 92% of community partners stated that they had better volunteer management due to their involvement with the WACC VISTA program.

Web Communication Technologies (WebTech)

WebTech is thrilled to have wrapped up an agreement with BrightEdge, a company that is now working with WebTech to improve organic search performance and to provide insights on how to best position Western's web presence for increased engagement. Foundational work is occurring. Wrapping up the budget year we also secured a less costly agreement with SiteImprove, the vendor we are using for web accessibility and quality assurance. We achieved this by shrinking our total page count across the institution and strengthening the remaining pages across our 360+ websites and web applications.

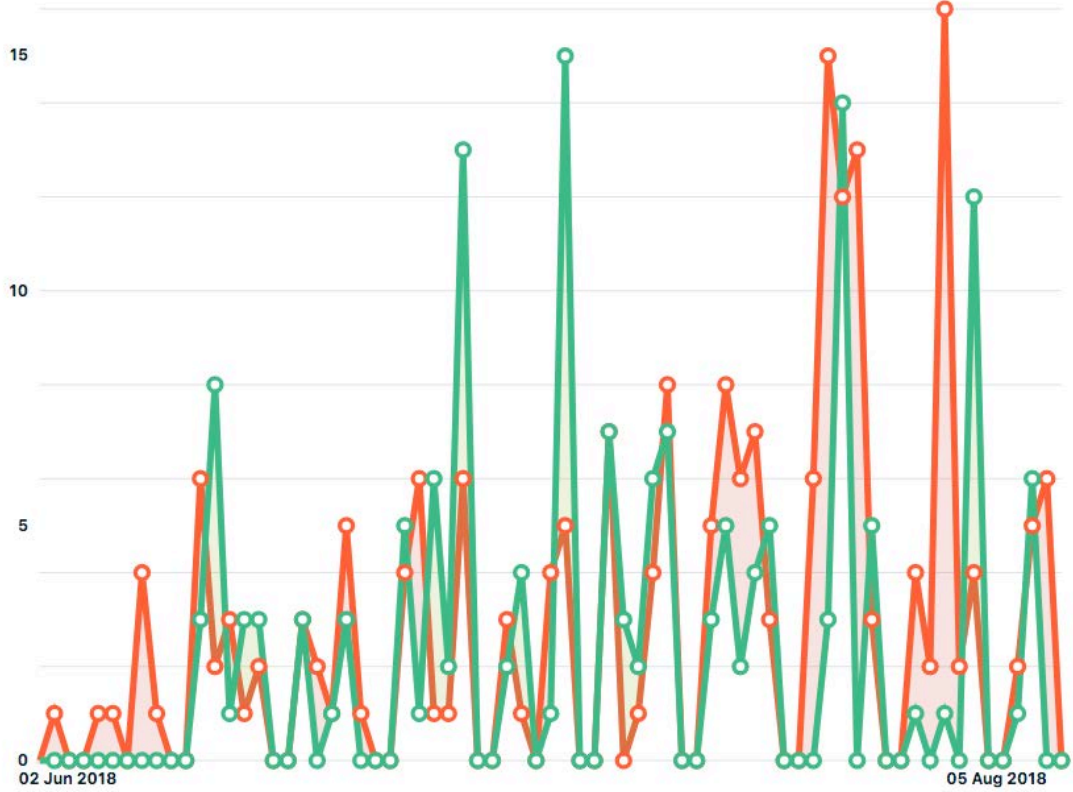
The new search platform we deployed to replace the end of life Google Search Appliance (GSA) has struggled to return highly relevant results. The breadth returned was phenomenal but it was not helping test users find what they were searching for quickly. We spent July reworking the search setup and have been monitoring the result sets. Changes are now in place across the enterprise and we are happy to report significantly improved accuracy.

Work continued apace remediating web properties for accessibility issues. We conducted two successful sprints, a series of days dedicated to specific issues, where WebTech and others across campus fixed many items. We continued development of the new Drupal 8 platform that will be the basis for the revised homepage. That work is going very well. The existing homepage received numerous updates focused on adding visuals and engaging content during a work session involving WebTech, University Communications, and Admissions.

The accessibility work is putting significant strain on WebTech's personnel. Between June and July nearly 200 issues were created, many of them because of the accessibility work. 161 of these issues were resolved. The director has focused energies on finalizing recruitment for a front-end developer, which once hired will add a consistent 40 hours of additional effort into the work. Currently, some of the work is handled by a temporary worker employed 28-32 hours per week.

Created vs. Resolved Chart

...



Issues in the last 69 days (grouped daily)

[View in Issue navigator](#)

○ Created issues (204)

○ Resolved issues (161)

COMMUNITY RELATIONS

The Office of Community Relations amplifies community connections by connecting the community's needs with the resources and assets of Western. By providing a centralized connecting point for the community to access Western and its students and faculty, Community Relations builds partnerships that makes Western more accessible, benefiting both the university community and the people of Washington while enhancing the university's reputation.



Business to Academic Partnerships Enhance Academic Excellence

With the school year ending, so did many of the projects created through partnerships made by Community Relations. One example is a collaboration that included extensive support for local business startup, Life Door. Through the coordination of Community Relations, many WWU organizations and programs supported this local business. The Small Business Development Center provided wage data, Career Services assisted with job descriptions and job postings, and Western's MBA program supported Life Door through a quarter-long capstone class where MBA students and their professors helped devise Life Door's business plan. Additionally, in response to their request to connect with local Electrical Engineers, Community Relations connected them with the CTO and CEO of Apana, who Western is currently collaborating with on a different project. Western's extensive support of Life Door has moved the company many steps closer to a successful launch and increases our impact on the local community.

Increasing Western's Presence in the Community Creates Opportunities, Builds Rapport

Whatcom Events (Ski to Sea, Tour de Whatcom, Mt. Baker Hill Climb) is planning a new major event called the Trails to Taps Race which is sure to be a staple in Whatcom County's active community. This family-friendly race merges two of Bellingham's most celebrated treasures – our award-winning trail system and Bellingham's vibrant brewery scene. The race coordinator contacted Community Relations seeking a way to incorporate Western into this exciting new event, hoping for assistance in navigating Western's sometimes-cumbersome policies and procedures. Through careful planning and a collaborative spirit, this year's inaugural Trails to Taps Race will pass through Western, offering our beautiful campus for the community to see.

Community Relations has expanded Western's communication with Bellingham/Whatcom County Tourism. Bellingham/Whatcom County Tourism is responsible for three different visitor's centers in addition to tourism displays at the ferry terminal, airport, and other locations in the community. Concurrently, Western brings tens of thousands of visitors to Bellingham each year. Working together, Community Relations and Bellingham/Whatcom County Tourism have identified key opportunities to collaborate where our organizations mutually benefit. Because of this partnership, Western has a stunning new video on a loop at the Bellingham International Airport and work is underway to display Western collateral materials in the visitor's centers in downtown Bellingham and on Western's campus.

Western's Outdoor Sculpture Collection has twice been selected one of the ten most important university campus collections in the country. In an effort to open campus to the community, Community Relations collaborated with the Downtown Bellingham Partnership and their monthly

Art Walk to provide a free tour of Western's collection. Guests received a free round trip shuttle from downtown Bellingham to campus where Western Gallery Director, Hafthor Yngvason, provided a special personalized tour of this important community and university asset.

Connections Increase Western's Impact

Western Continues to be involved with the Cascadia Innovation Corridor (CIC) and planning is underway for the third annual CIC Conference in October. The leaders of this initiative continue to turn to Western to assist in their efforts. Co-chaired by former Governor, Chris Gregoire, the committee asked WWU Border Policy Research Institute (BPRI) Director, Laurie Trautman, to serve on the CIC Steering Committee and co-chair one of the eight programs that will make up the conference. This is a notable honor for Dr. Trautman and WWU. Additionally, Western's BPRI finished with a spring quarter collaboration with the University of Victoria's Center for Global Studies. This research focused on Cascadia region research that coincides with the Cascadia Innovation Corridor. Finally, the Director of Community Relations and the Director of Western's Institute for Energy Studies recently visited the University of Victoria's Institute for Integrated Energy Systems to identify additional cross-border partnership opportunities. We are still exploring partnership opportunities and outcomes are still being determined.

Bellingham joined Sister Cities International in 1956 in support of world peace and has seven Sister Cities throughout the world. The Bellingham Sister Cities Association celebrates 60 years of international partnership with Tateyama, Japan this year and Western is partnering by sponsoring and hosting the opening day of a three-day summit. This international gathering from September 4-6, 2018 is a first of its kind with representatives from each Sister City attending, including five mayors. At the summit, Sister City leaders will discuss common challenges while seeking opportunities for future collaboration. Consistent with Western's mission of advancing inclusive success, Western's participation not only supports the community's efforts, but opens opportunities to expand Western's international library collections, increase exchange opportunities, and build teaching and learning partnerships.

Student-View[®] Report




July, 2018

Report Highlights

- Among students who have heard of Western Washington University, 67% are somewhat or highly familiar with the University. WWU's overall awareness score of 2.71 (0-4 scale) is third highest in the state.
- Western Washington is viewed favorably by 54% of students. The University's overall favorability score of 2.50 (0-4 scale) is fourth highest in the state.
- Western Washington is ranked third in overall market position in the state, leading its non-flagship public competitors and the largest private institutions.
- Nationwide, most non-flagship public institutions have stronger market position among students with lower test scores and from families with lower incomes and parental education. WWU does not fit this mold. The University has a relatively weaker position among such students.
- Not surprisingly, Western Washington's strongest market position is in its home region of northwest Washington.
- Fifty-six percent of students considered attending WWU, while 27% actually applied. The University is ranked third in both measures. There is less distinction among demographic segments in consideration levels than in market position.
- Attribute analysis shows favorable ratings for Western in all sixteen attributes. Campus appearance is rated highest, and sports is rated lowest

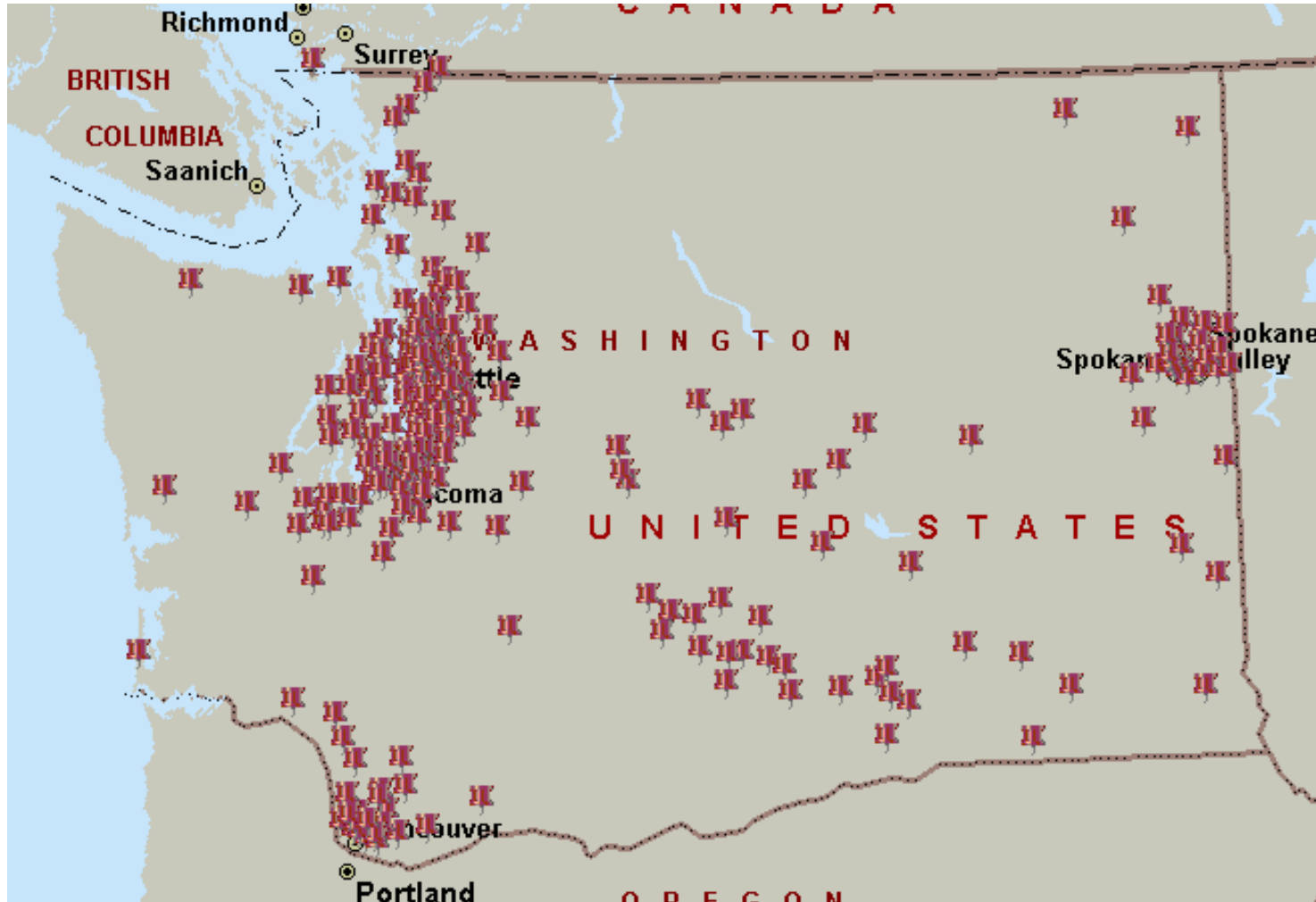
Survey Methodology

- Online survey of Washington high school seniors
 - Conducted in January - April, 2018
 - Incentives included several random drawing scholarships
 - Promoted through mailing to high school guidance counselors and scholarship search sites
- Responses were generally reflective of the student demographics
 - 1,247 total responses from 243 high schools in Washington
 - Distribution generally matched population distribution. Some sample biases include:
 - Females comprise about 70% of responses
 - Estimated mean SAT scores somewhat higher than the average national- and Washington scores
 - Margins of error
 - Margins of error for overall awareness and perception are approximately +/- .05 -.08 at a 90% confidence level
 - Margins of error for segmented data vary by type of segmentation
 - A margin of error bar  is shown on slides to provide a visual reference



Survey Overview

Survey Response Distribution ZIP Code



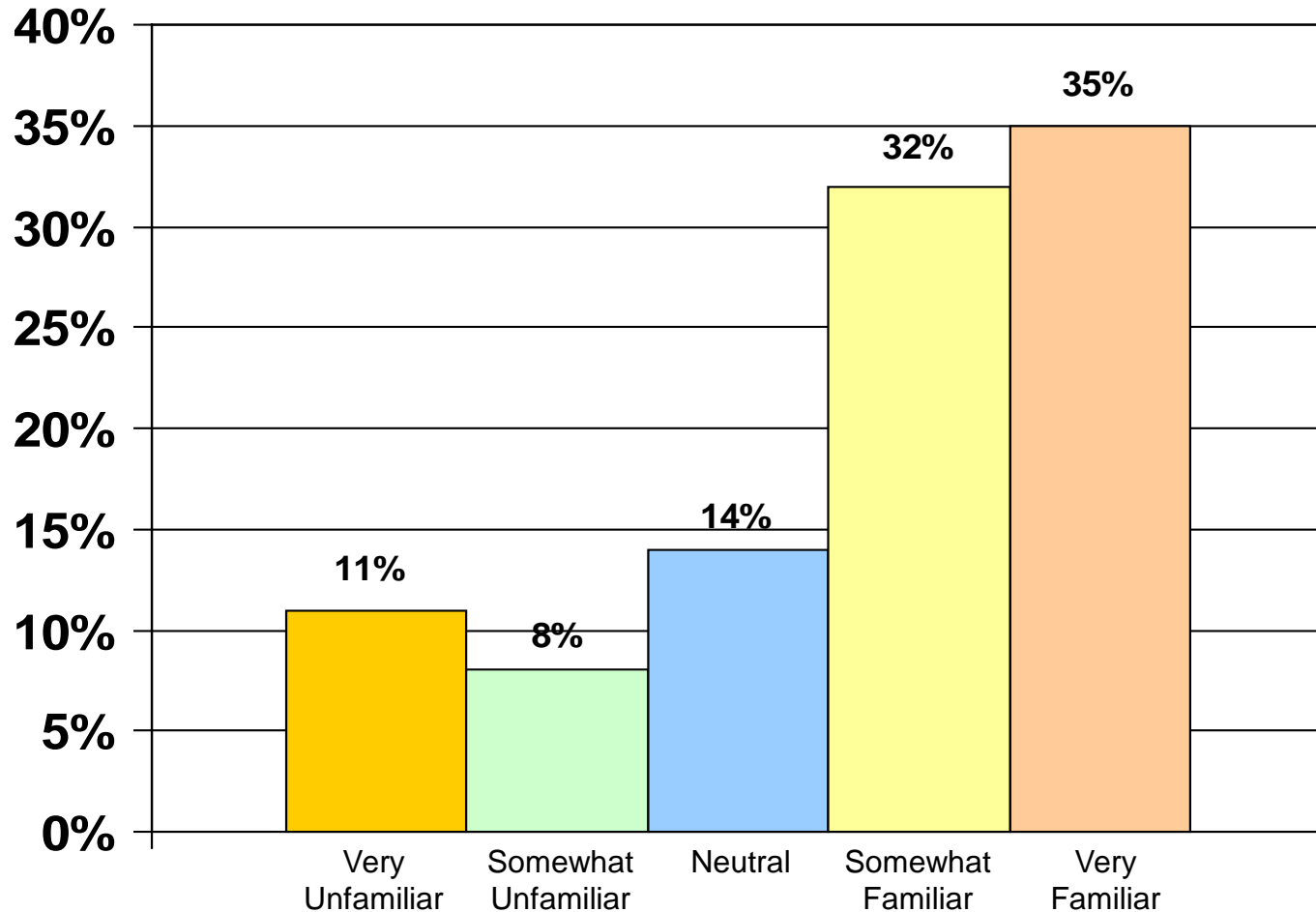
Each pin represents a ZIP code from which at least one response was received. Many ZIP codes had multiple responses.



Awareness and Favorability Overall Ratings

Awareness Distribution

Awareness levels among students who have heard of Western Washington University



Among students who have heard of Western Washington University, 19% are somewhat- or very unfamiliar with the University, while 67% are familiar to some degree.

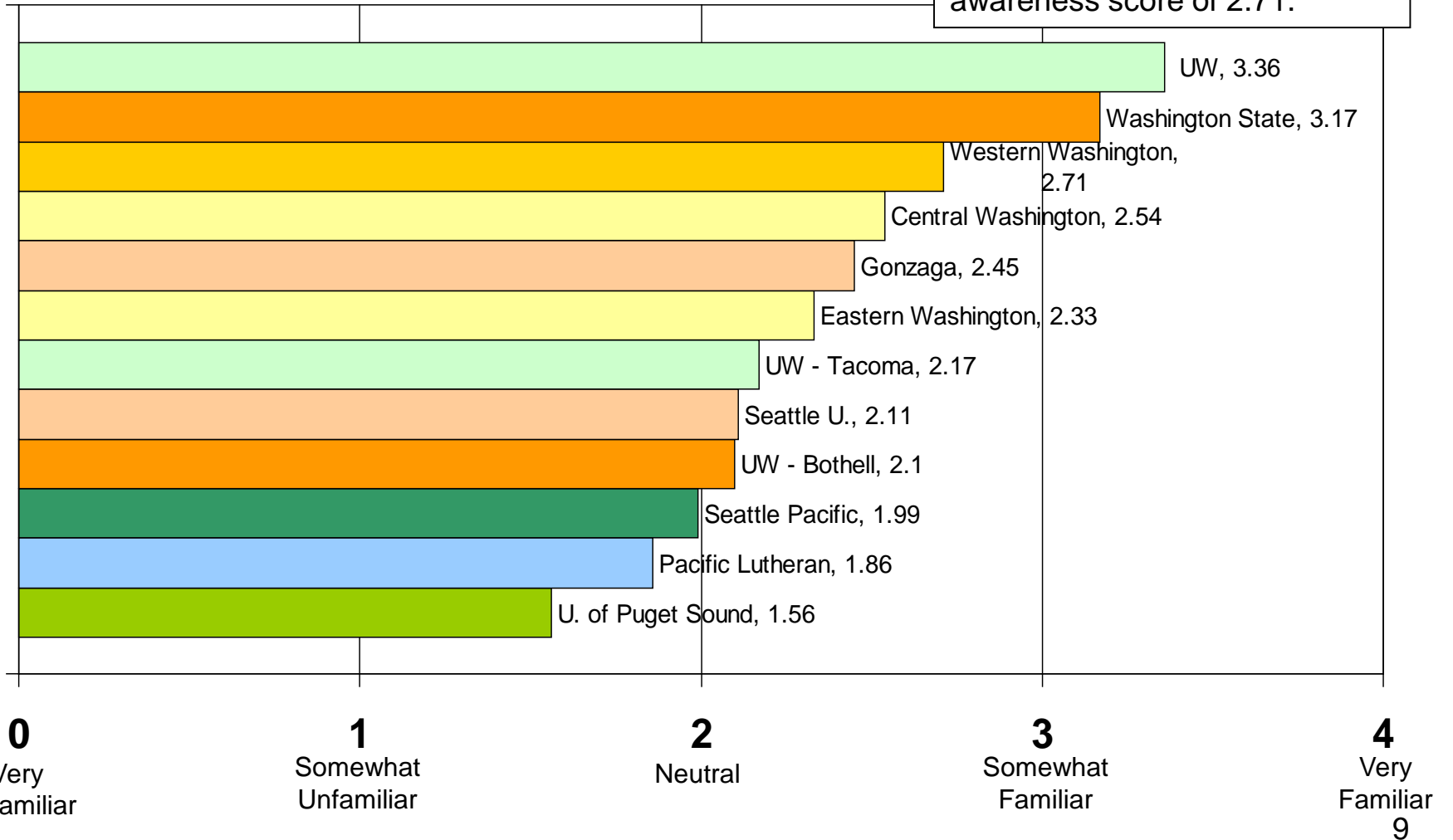
Index Calculation

- Awareness Index is the average of all survey respondents' familiarity levels
- Numeric assignments for awareness
 - Very Unfamiliar = 0
 - Somewhat Unfamiliar = 1
 - Neutral = 2
 - Somewhat Familiar = 3
 - Very Familiar = 4
- Perception Index is the average of all survey respondents' perception ratings
- Numeric assignments for perception
 - Very Unfavorable = 0
 - Somewhat Unfavorable = 1
 - Neutral = 2
 - Somewhat Favorable = 3
 - Very Favorable = 4



Awareness Index

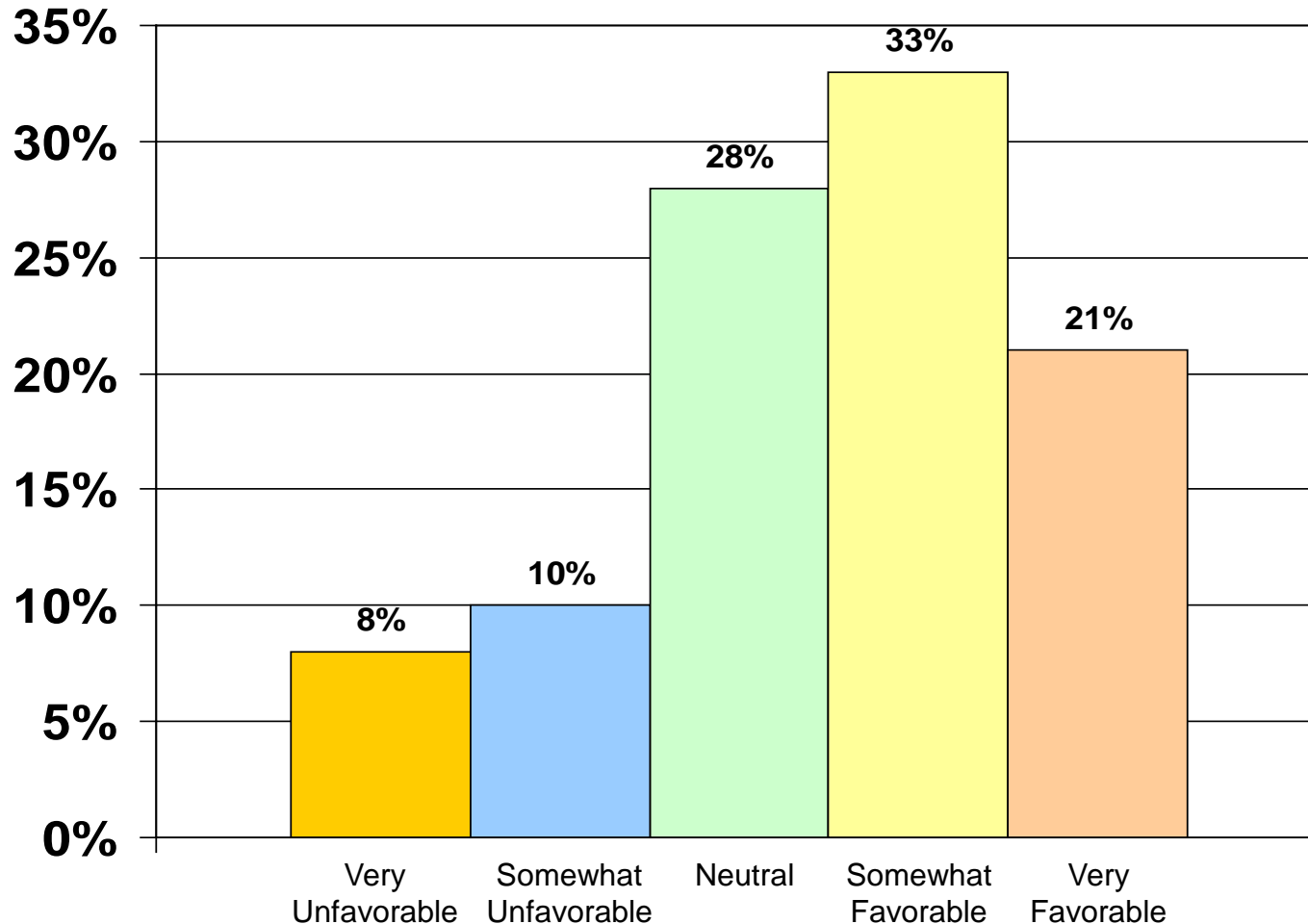
Western Washington is ranked third in the state with an overall awareness score of 2.71.



Margin of Error

Perception Distribution

Perception levels among students who have heard of Western Washington University



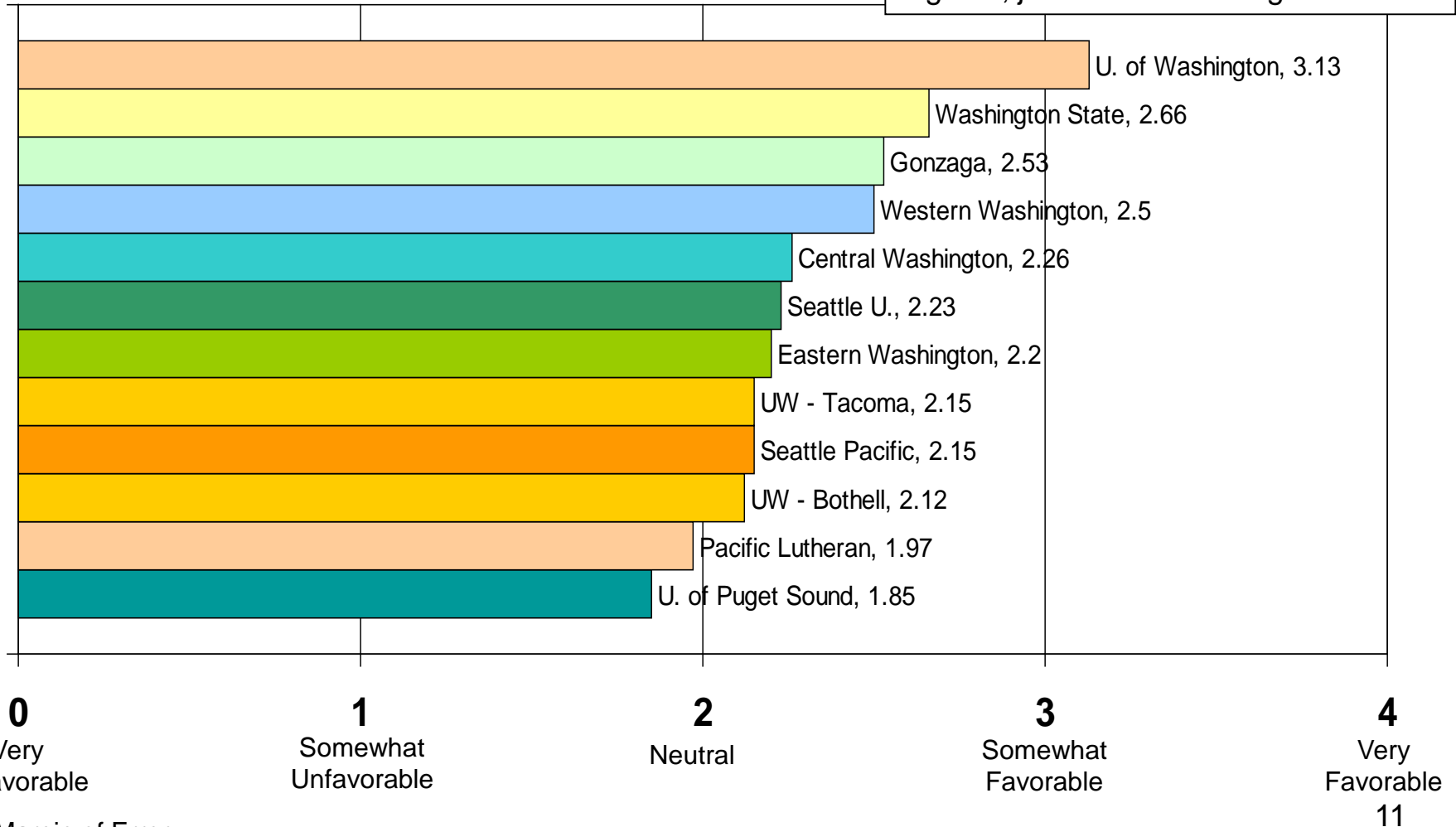
Western Washington received somewhat or very unfavorable scores from 18% of students and somewhat or very favorable scores from 54%.

Overall favorability is more than a measure of academic strength. Respondents are encouraged to consider all attributes of each institution including academic strength, tuition cost, facilities, campus safety, etc.



Perception Index

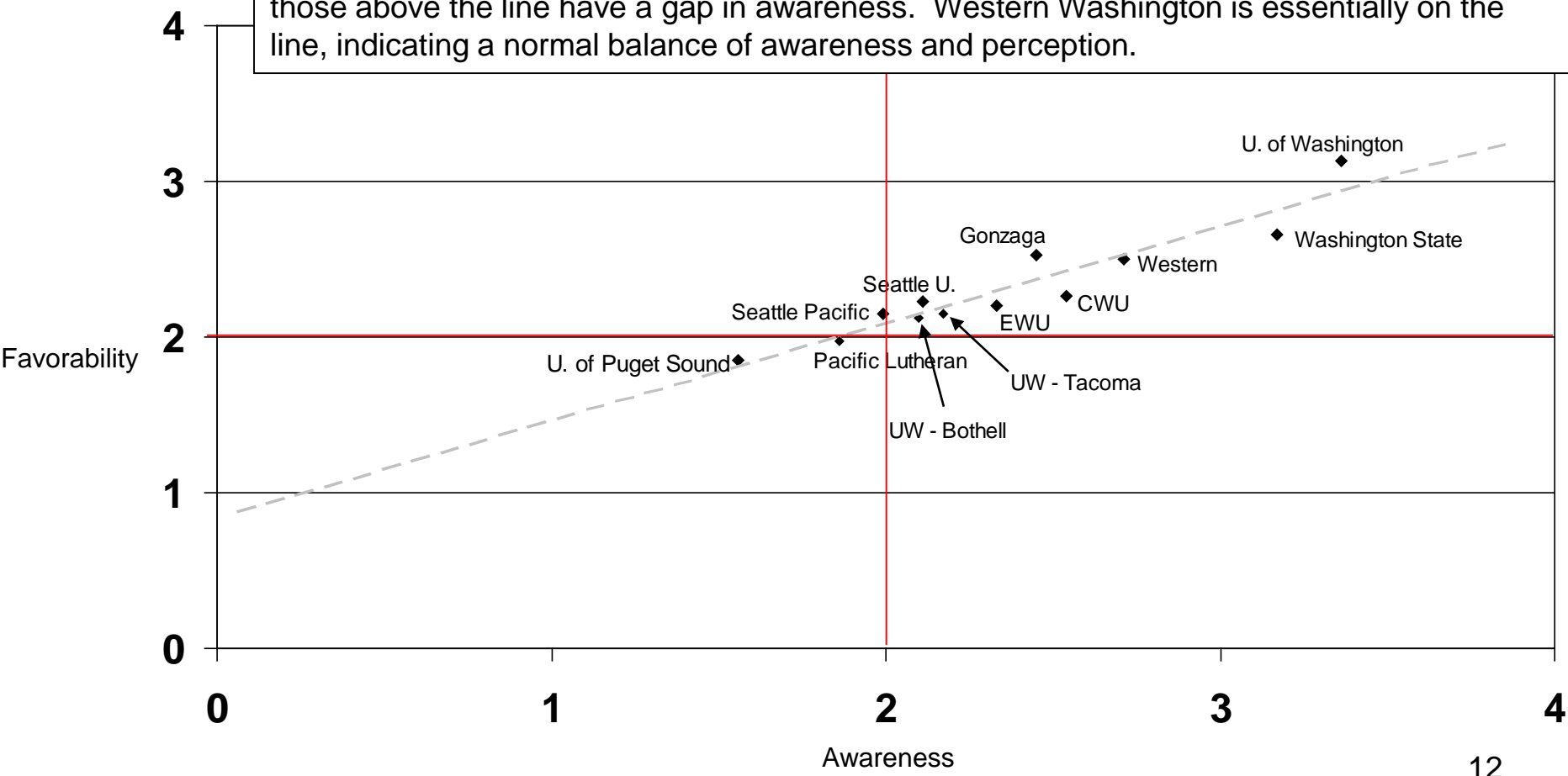
Western Washington's overall favorability score of 2.50 is the fourth highest, just behind Gonzaga.



Margin of Error █

College Position Matrix

Western Washington is positioned in the “golden zone” of above-neutral awareness and perception. The University lags UW and Washington State, but leads other public and leading private institutions. The best-fit line shows the “normal” relationship between awareness and perception. Institutions below the line have a relative perception gap, while those above the line have a gap in awareness. Western Washington is essentially on the line, indicating a normal balance of awareness and perception.



Market Position Index

Western Washington ranks third among benchmark competitors.

Rank	Institution	Awareness Score	Perception Score	Market Position Score
1	U. of Washington	3.36	3.13	10.53
2	Washington State	3.17	2.66	8.45
3	Western Washington	2.71	2.50	6.79
4	Gonzaga	2.45	2.53	6.20
5	Central Washington	2.54	2.26	5.74
6	Eastern Washington	2.33	2.20	5.13
7	Seattle U.	2.11	2.23	4.70
8	UW - Tacoma	2.17	2.15	4.67
9	UW - Bothell	2.10	2.12	4.44
10	Seattle Pacific	1.99	2.15	4.29
11	Pacific Lutheran	1.86	1.97	3.66
13	U. of Puget Sound	1.56	1.85	2.90

Market Position = Awareness X Perception



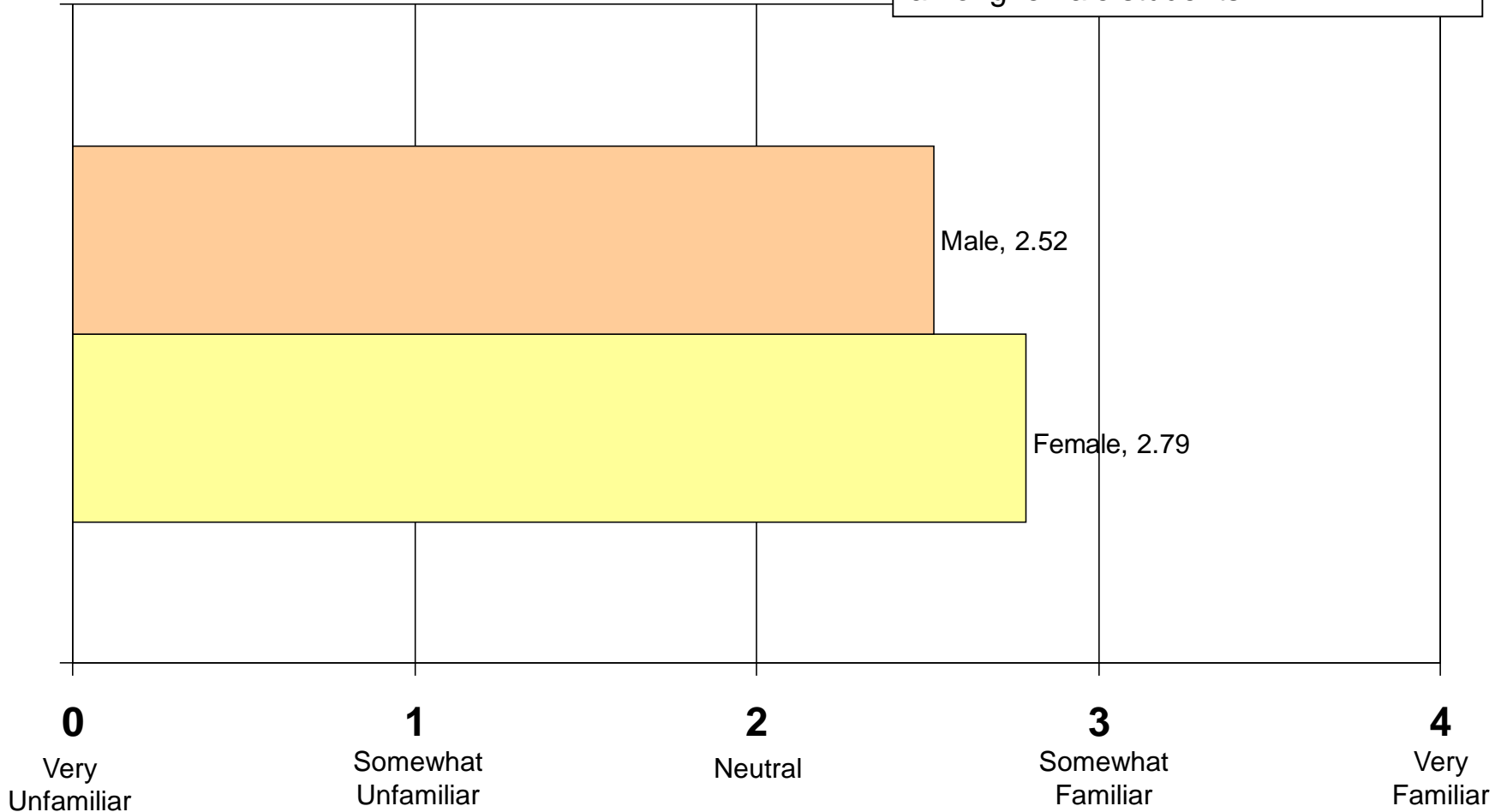
Basic Segmentation



Awareness Index

Gender

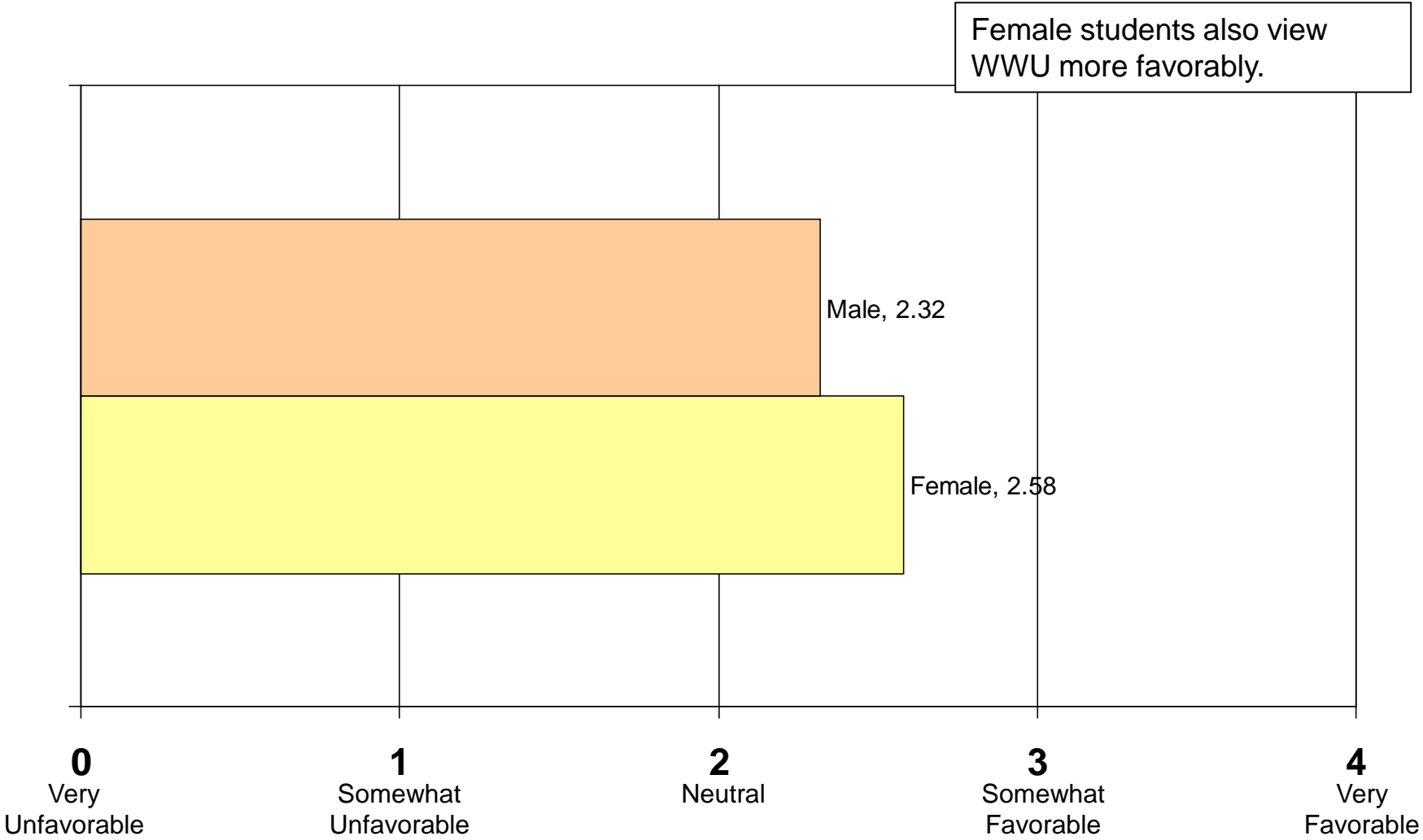
Awareness of WWU is solidly higher among female students.




Margin of error

Perception Index

Gender

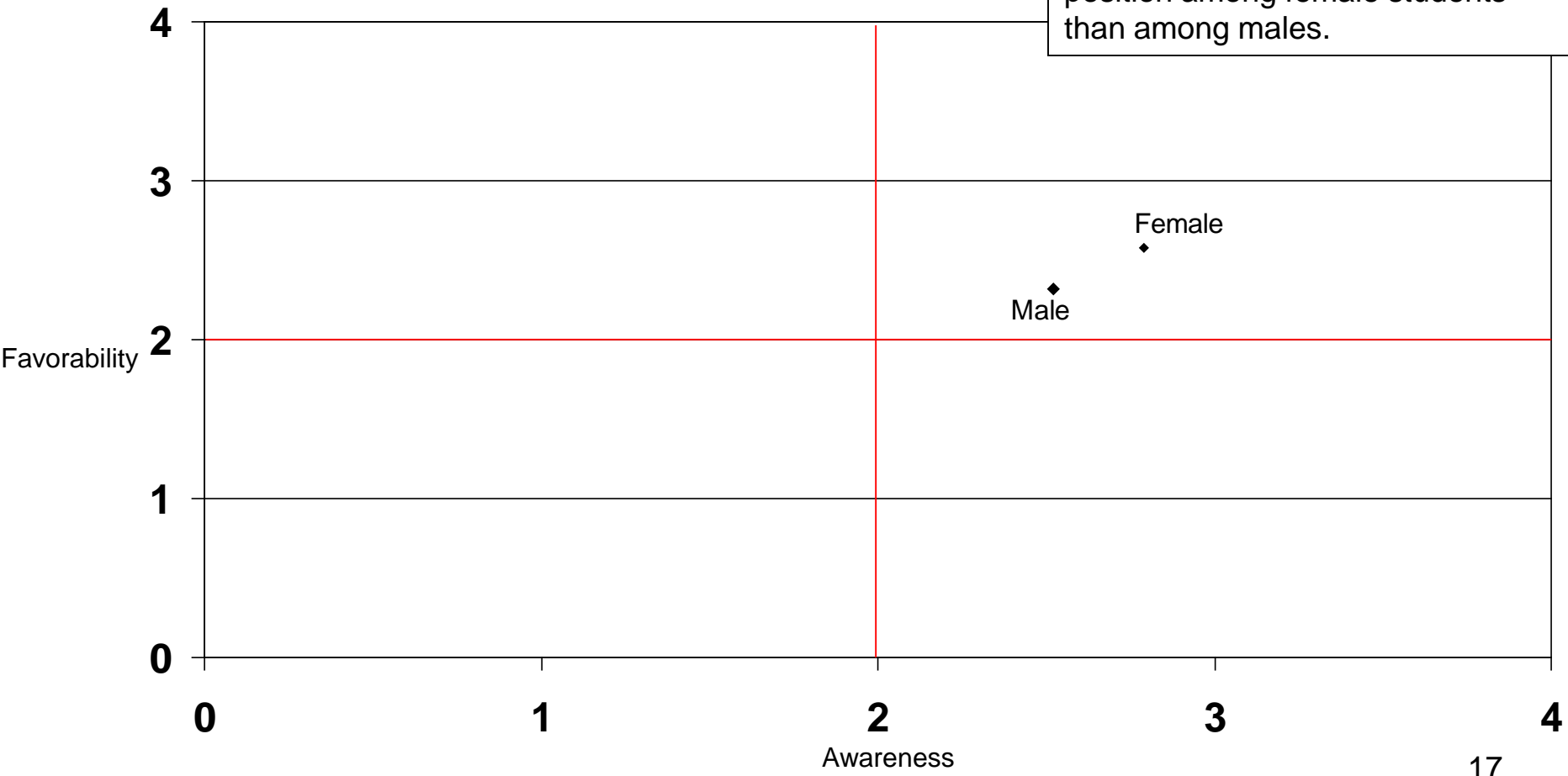


Margin of error 

Market Position Matrix

Gender

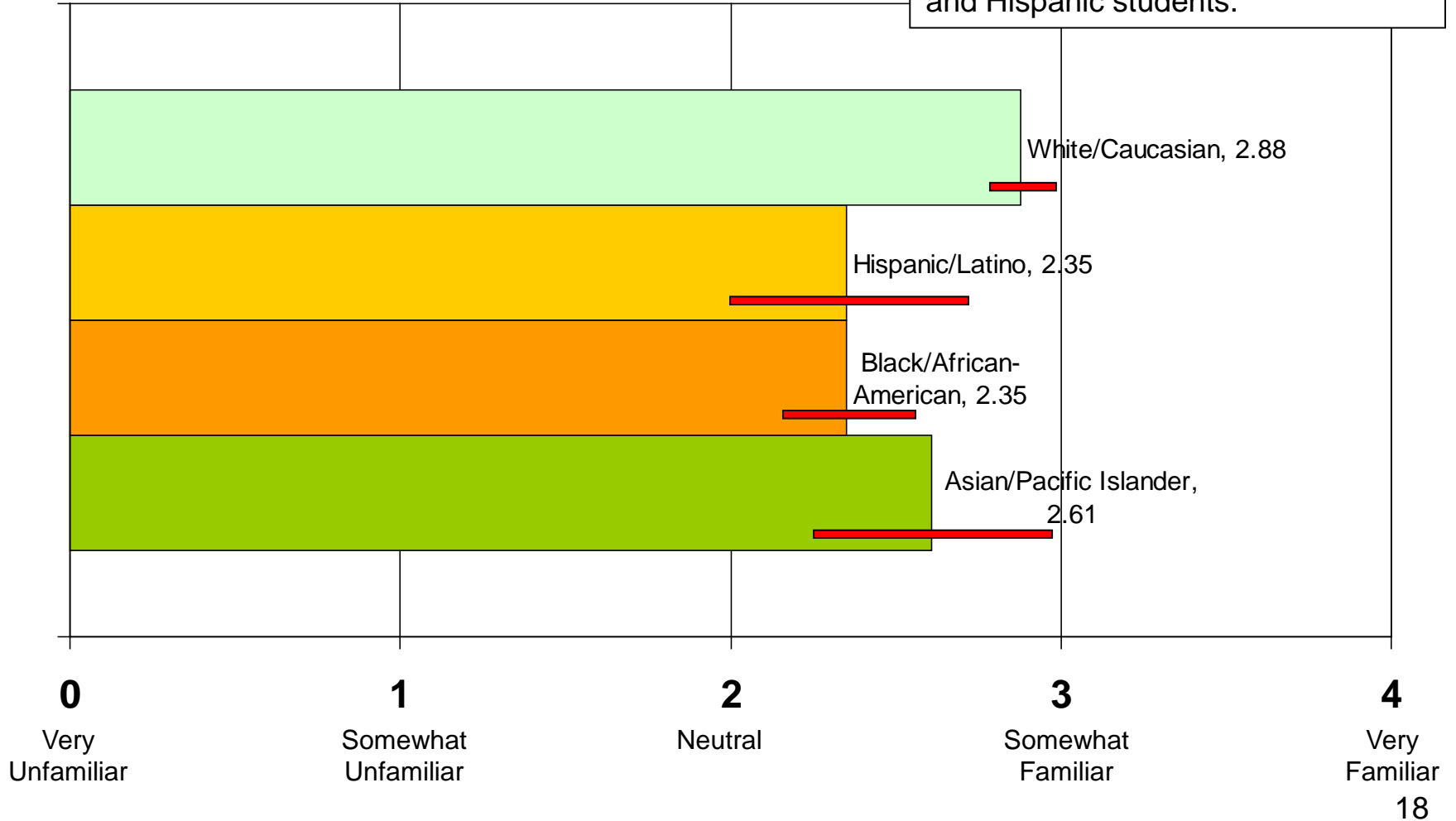
WWU has a much stronger market position among female students than among males.



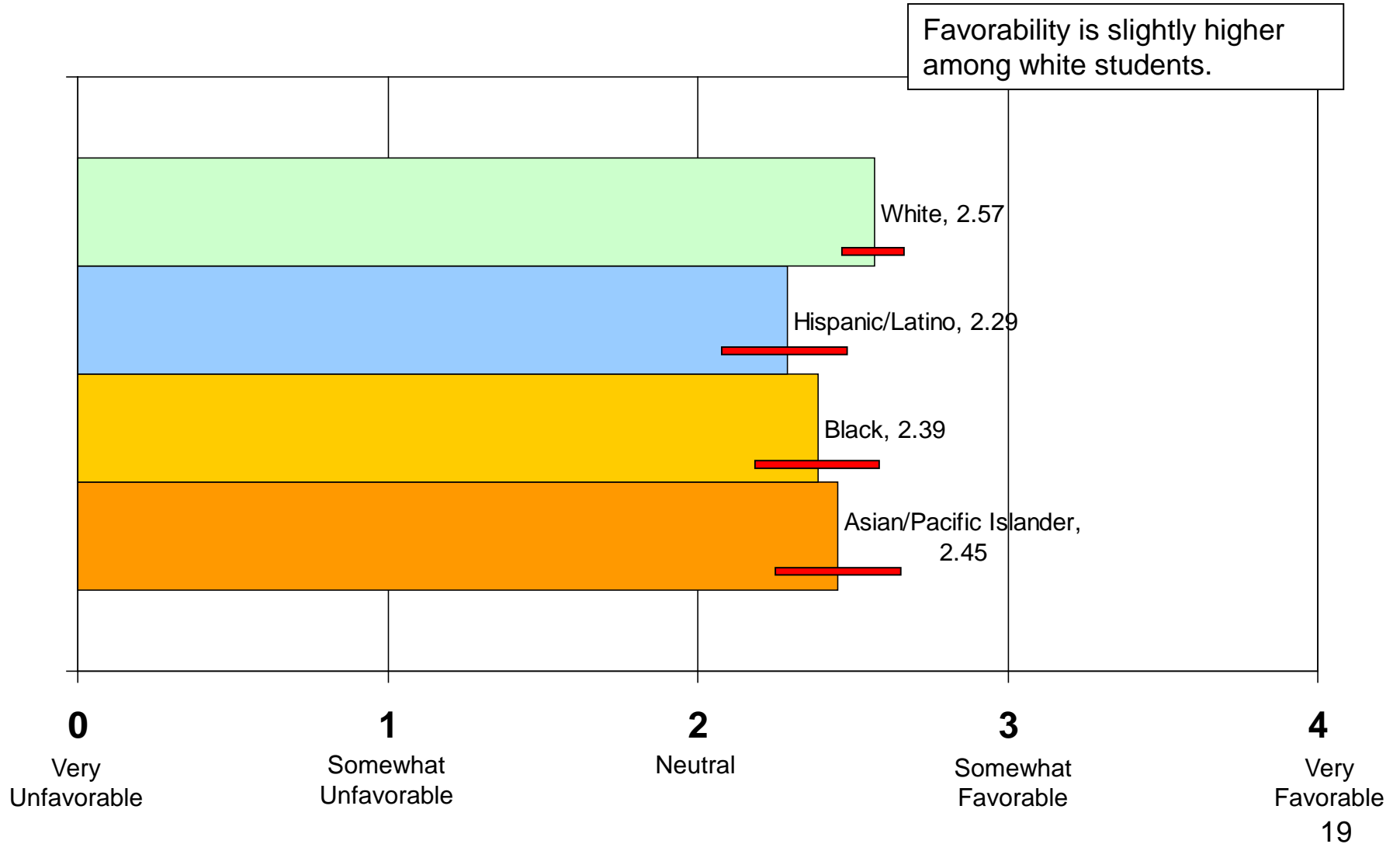
Awareness Index

Race

Awareness is highest among white students and lowest among black and Hispanic students.



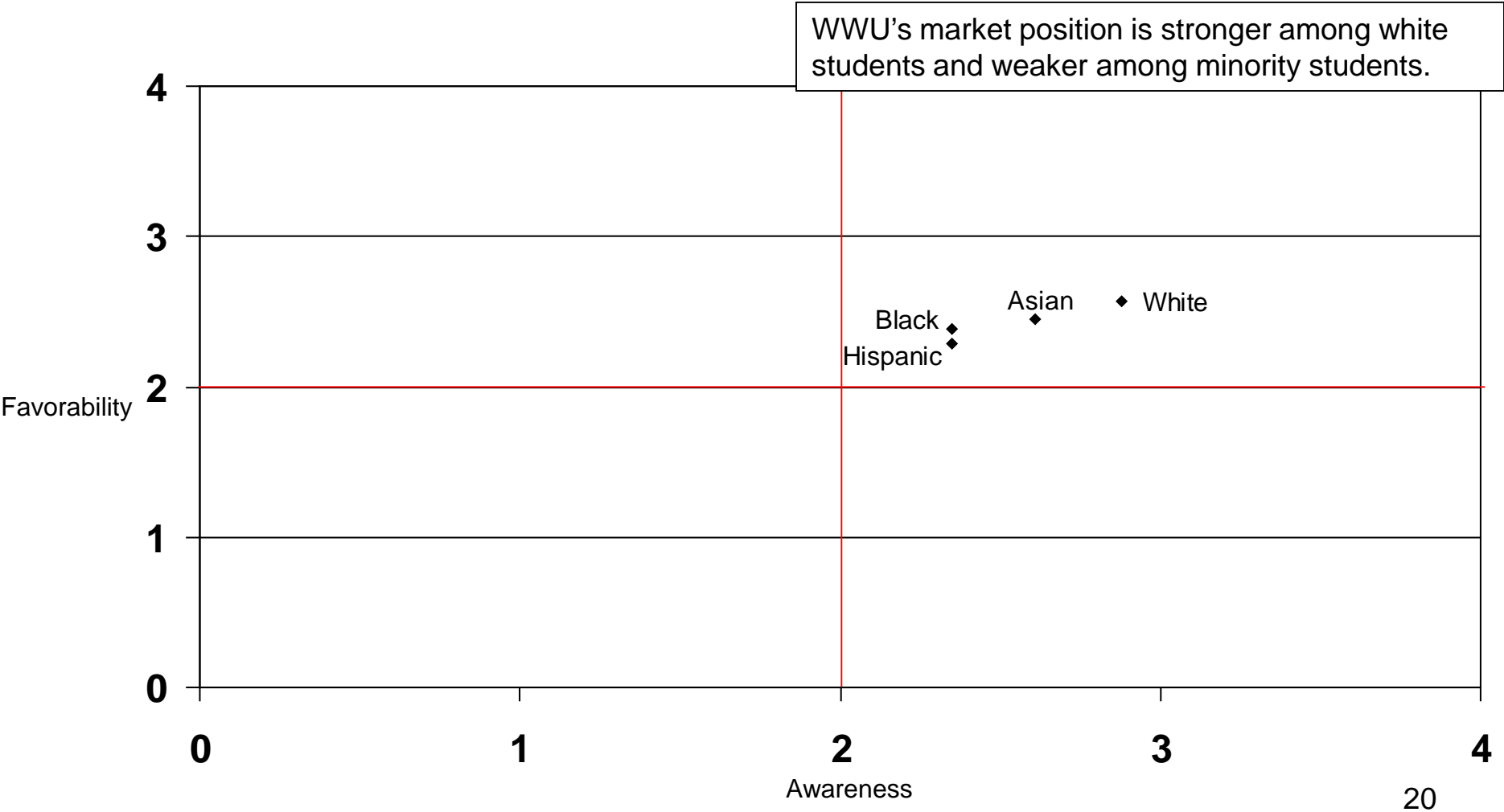
Perception Index Race



Market Position Matrix

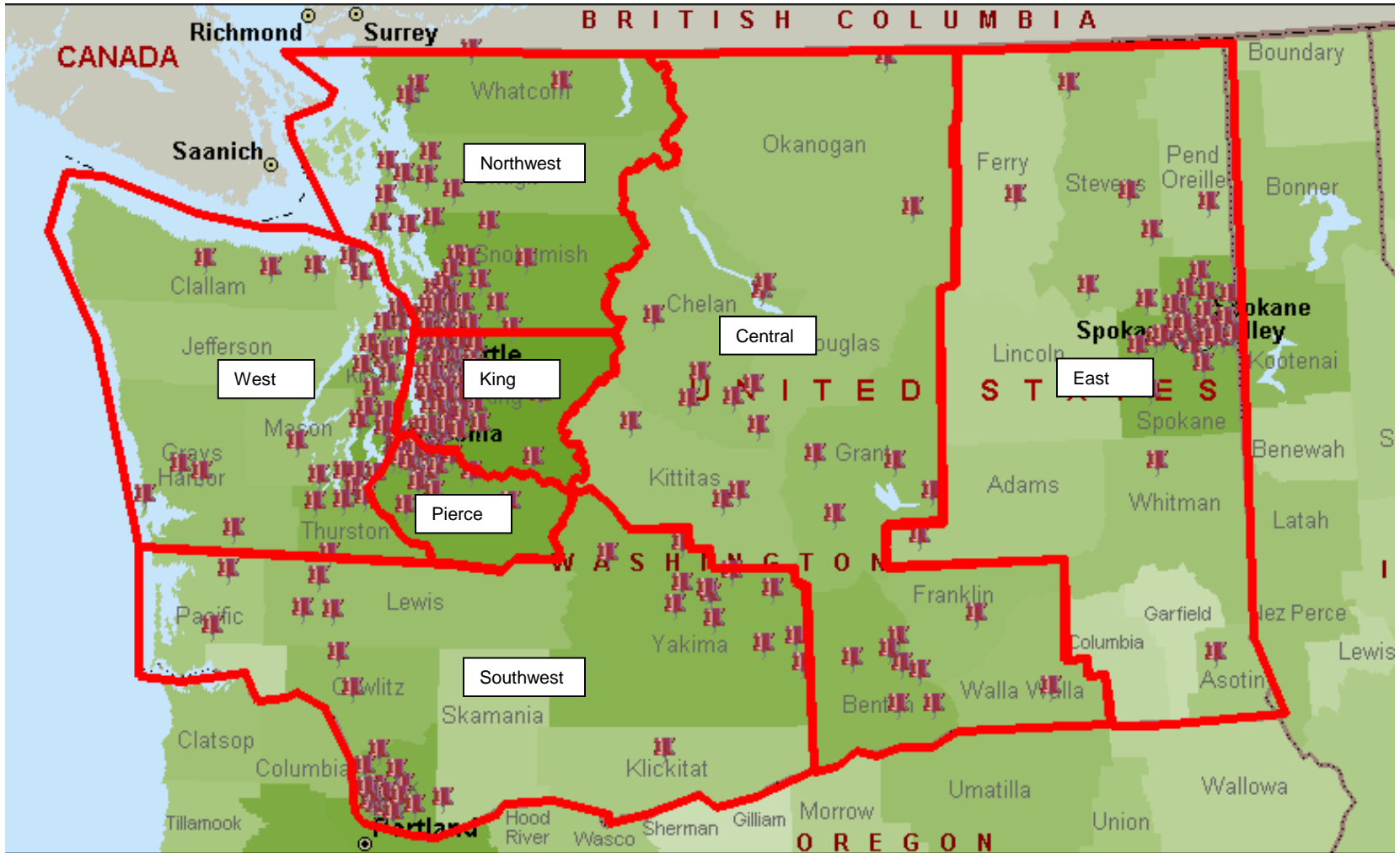
Race

WWU's market position is stronger among white students and weaker among minority students.



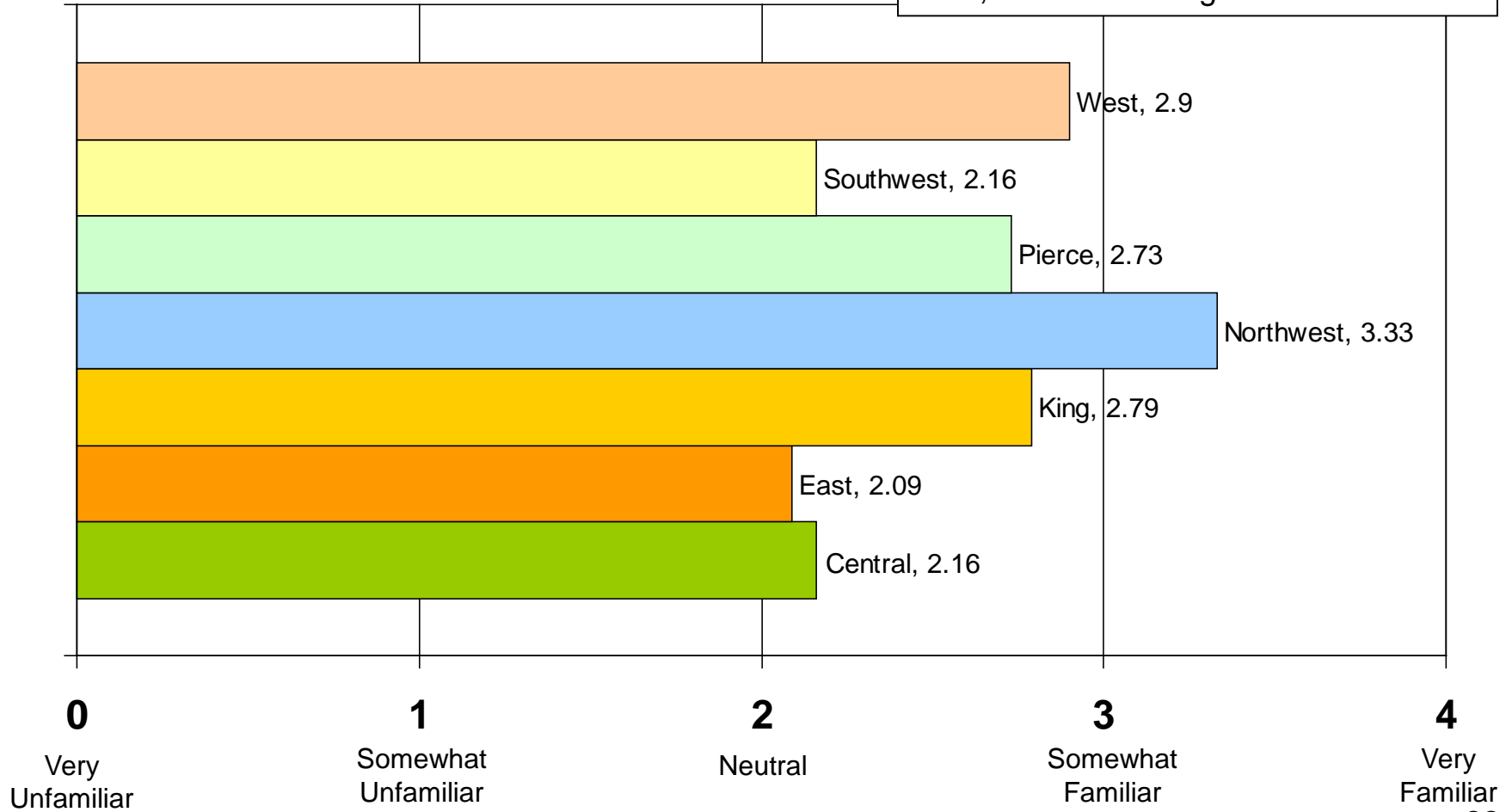
Regional Segmentation

Student Insights has created these regions to analyze awareness and perception in the geographic segmentation shown in the following slides.



Awareness Index Geography

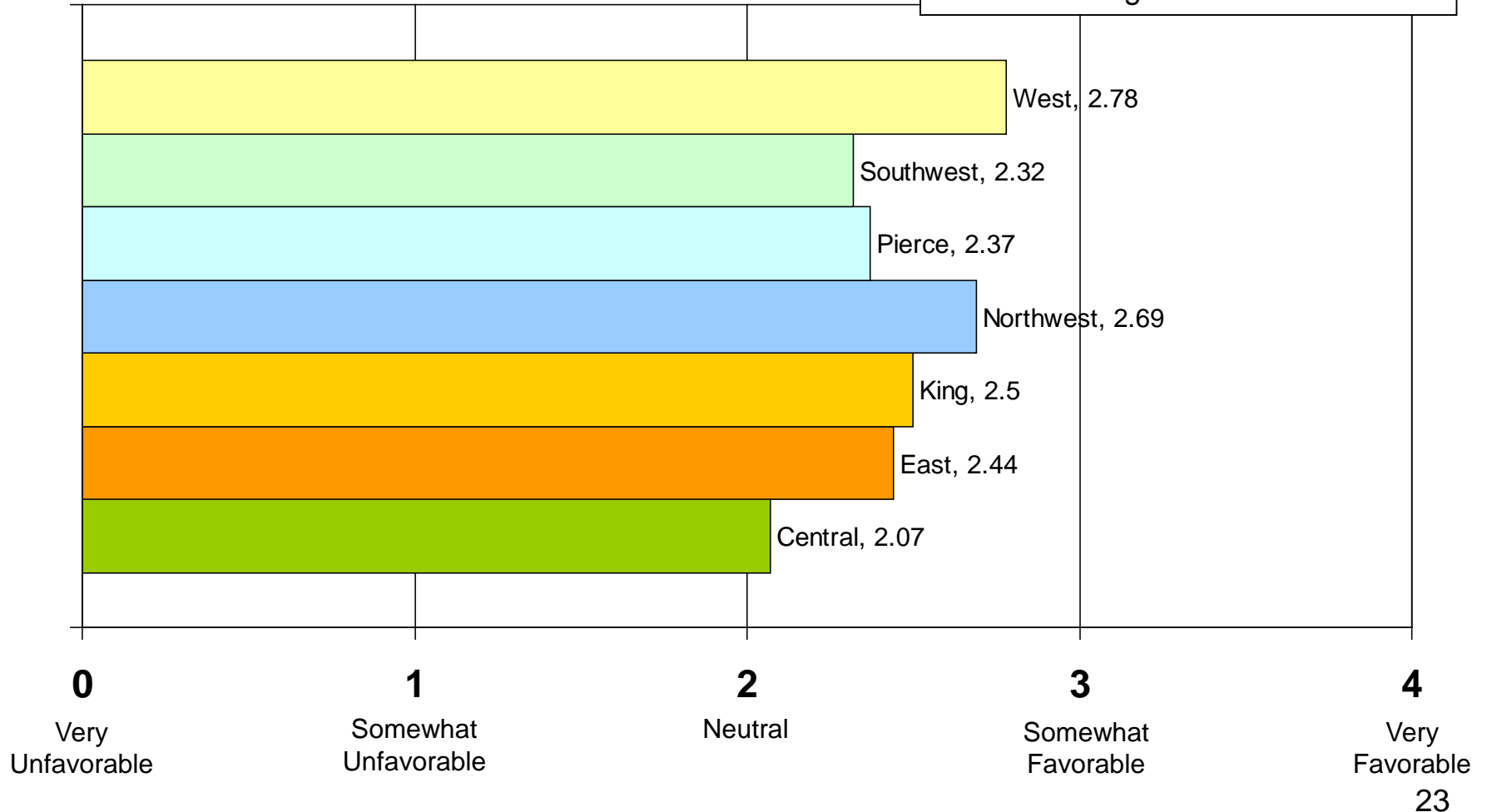
Awareness is highest in the Northwest region and lower in the Southwest, East, and Central regions.




Margin of error █

Perception Index Geography

Favorability is higher in the West and Northwest regions, and lower in the Central region.

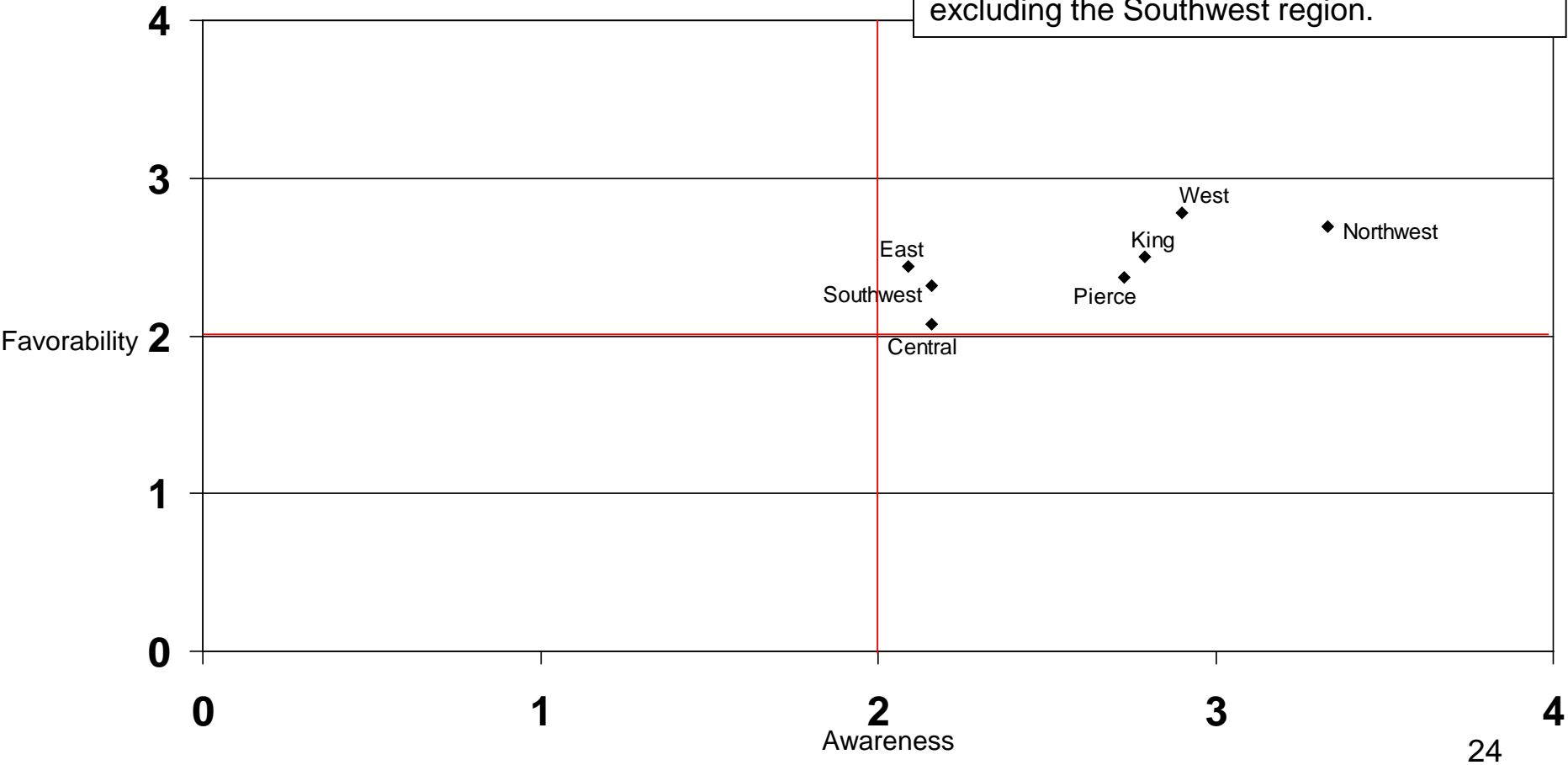


Margin of error 



Market Position Matrix Geography

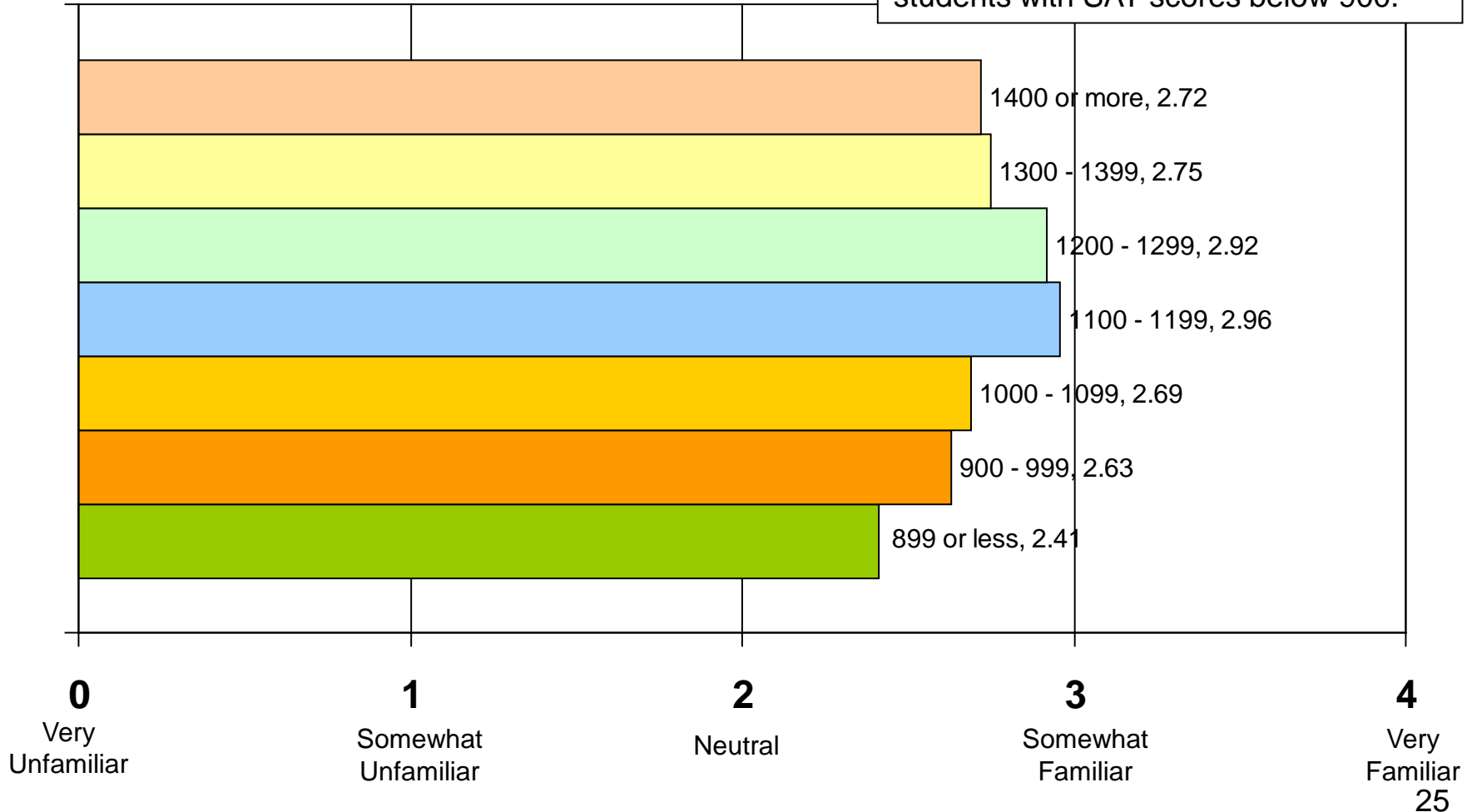
WWU is strongest in the Northwest region and other western portions of the state, excluding the Southwest region.





Awareness Index SAT Scores

Awareness is moderately higher in the 1100 – 1299 range and lowest among students with SAT scores below 900.

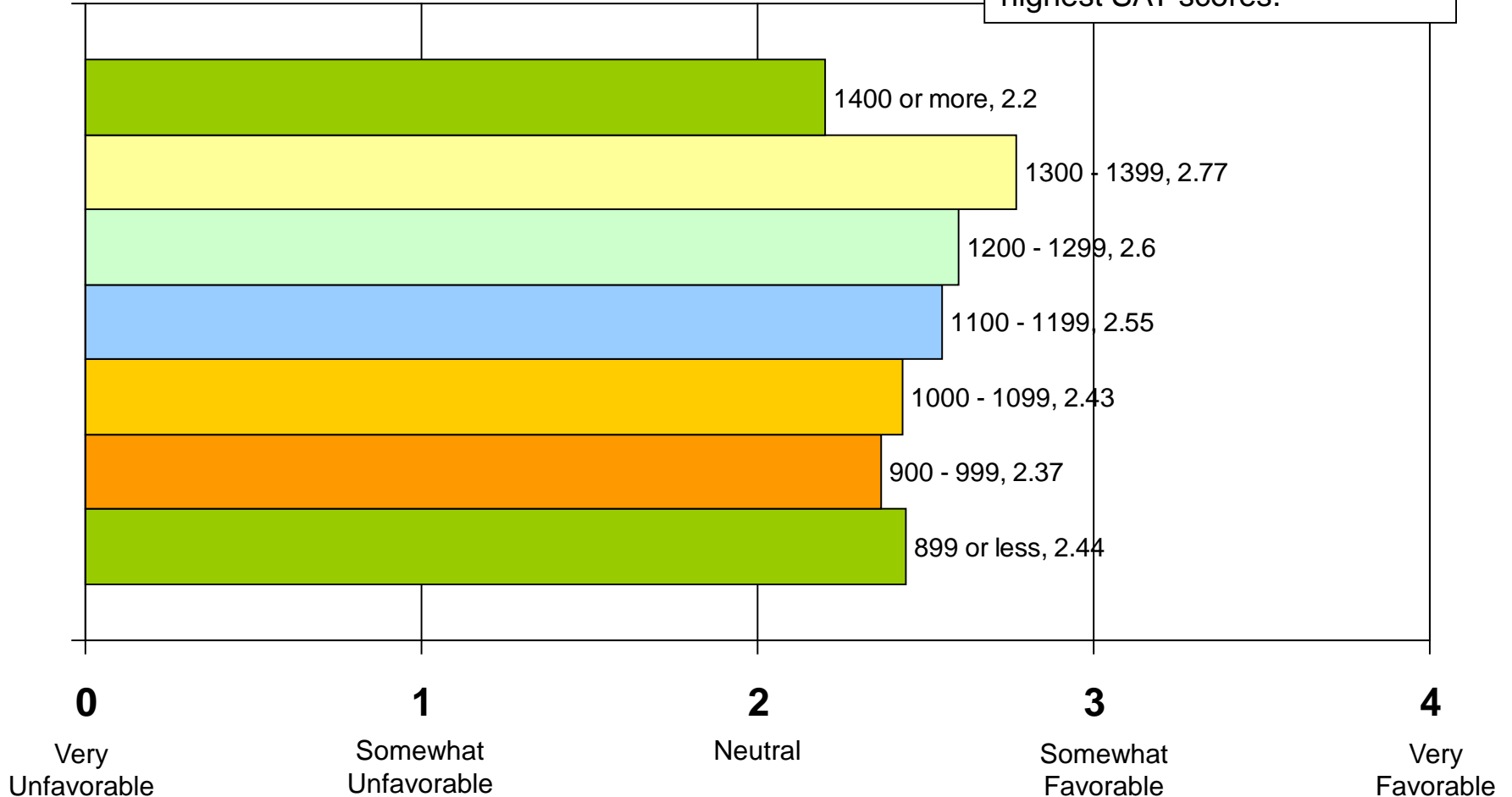


Margin of error █



Perception Index SAT Scores

Perceptions are least favorable among students with the highest SAT scores.

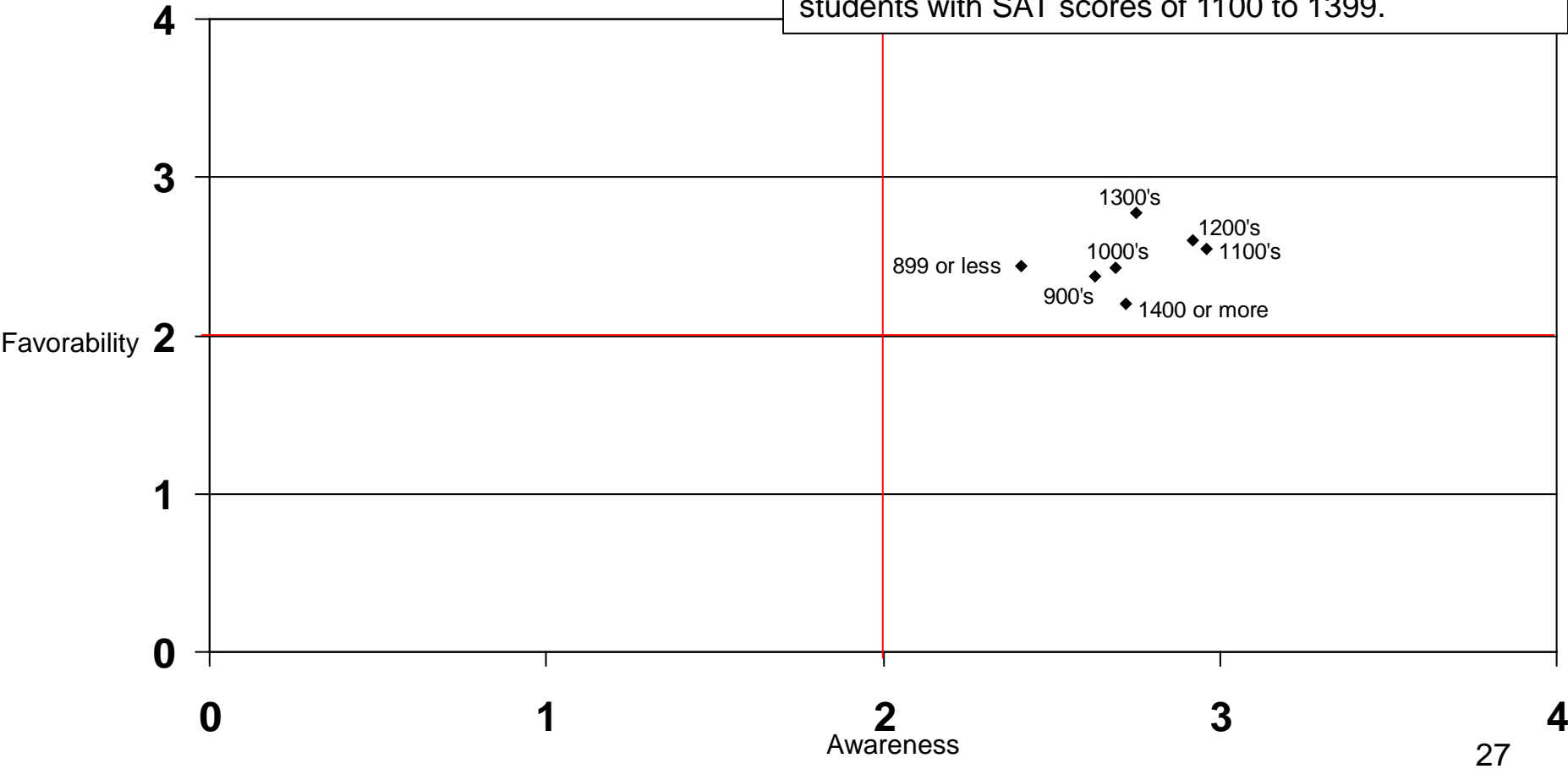


Margin of Error █



Market Position Matrix SAT Scores

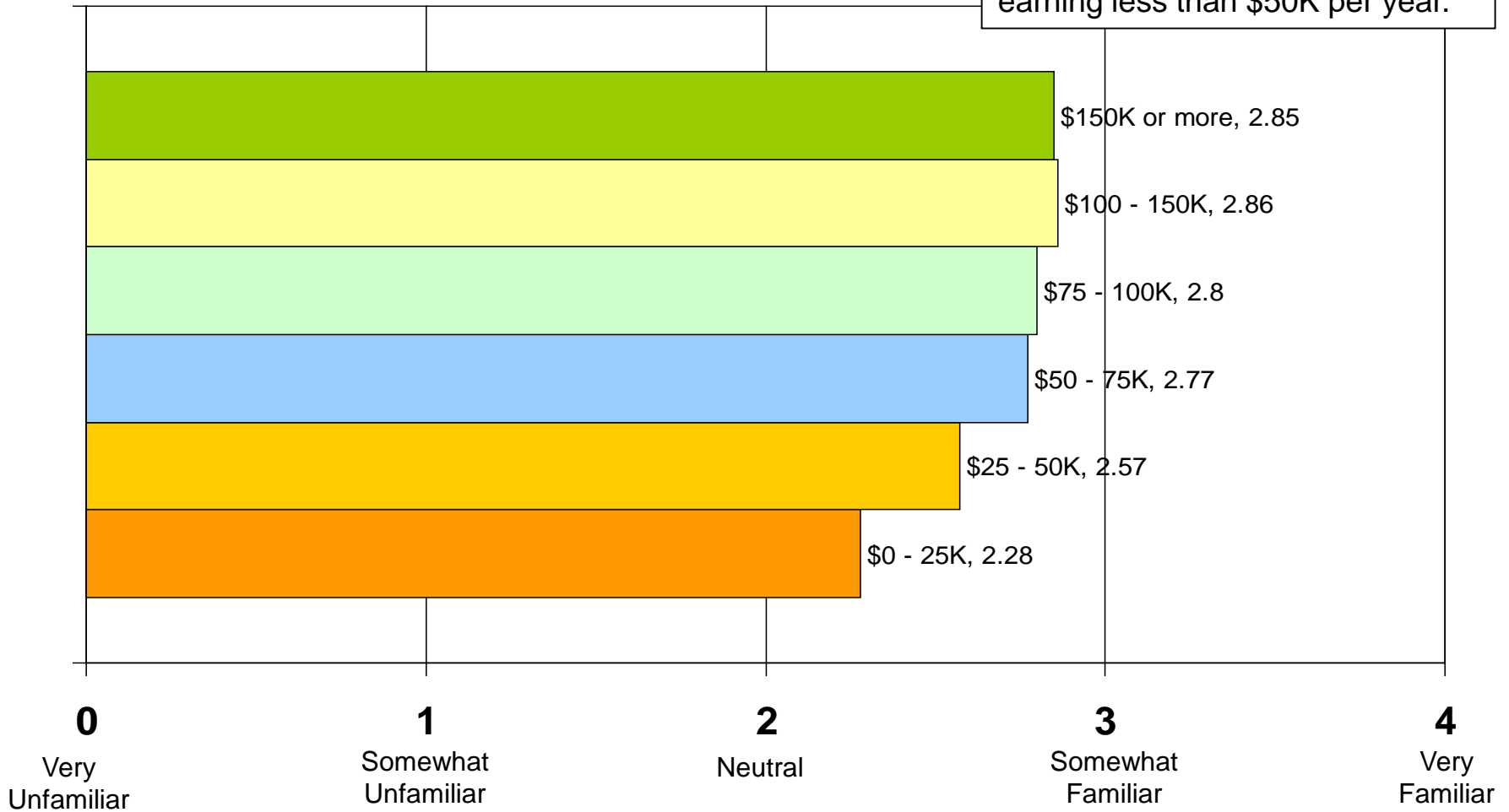
WMU's position is similar in most SAT segments. The University has a slightly stronger position among students with SAT scores of 1100 to 1399.





Awareness Index Family Income

Awareness of WWU is lower among students from families earning less than \$50K per year.

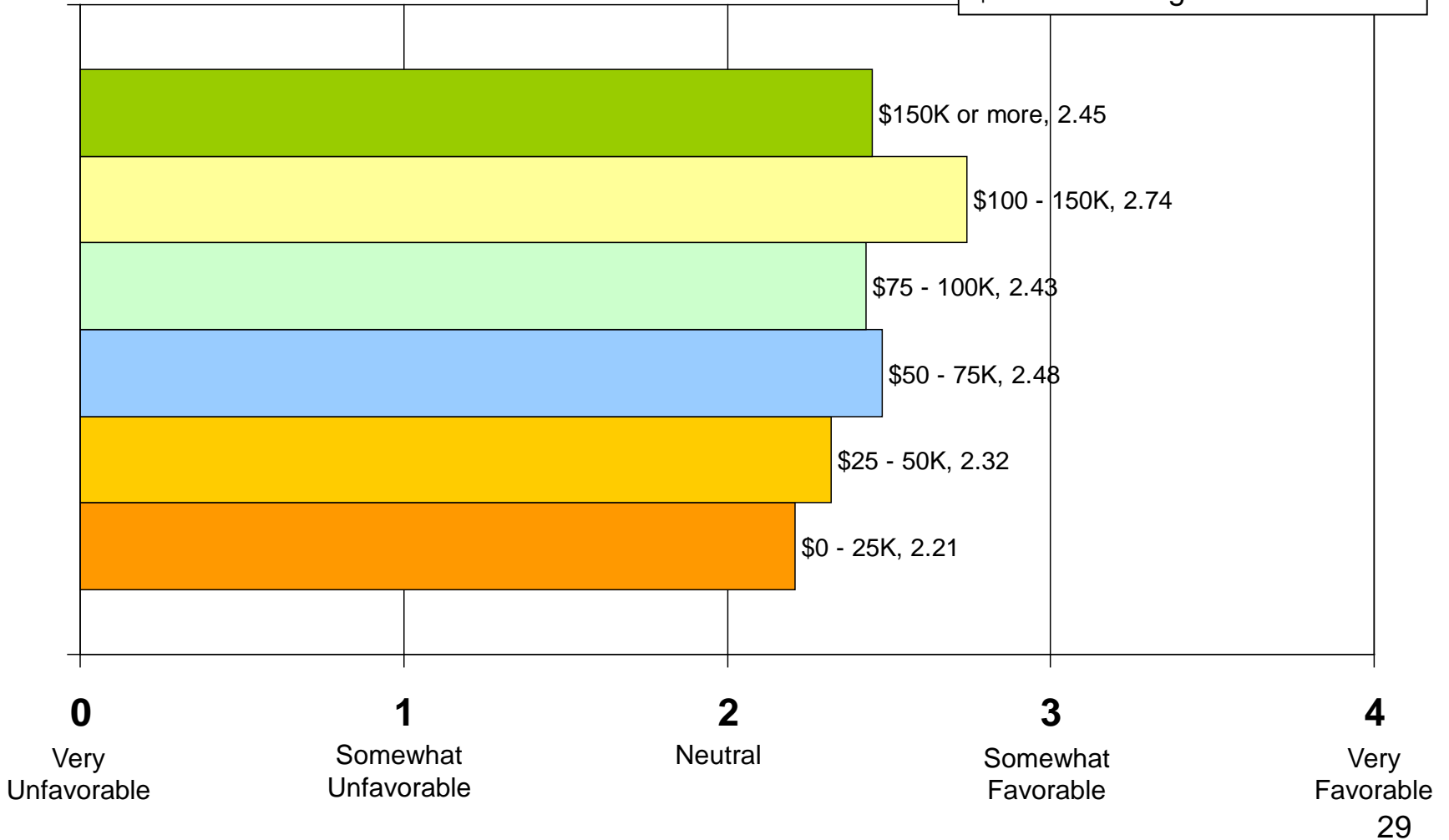



Margin of error



Perception Index Family Income

Favorability is highest in the \$100-150K segment.

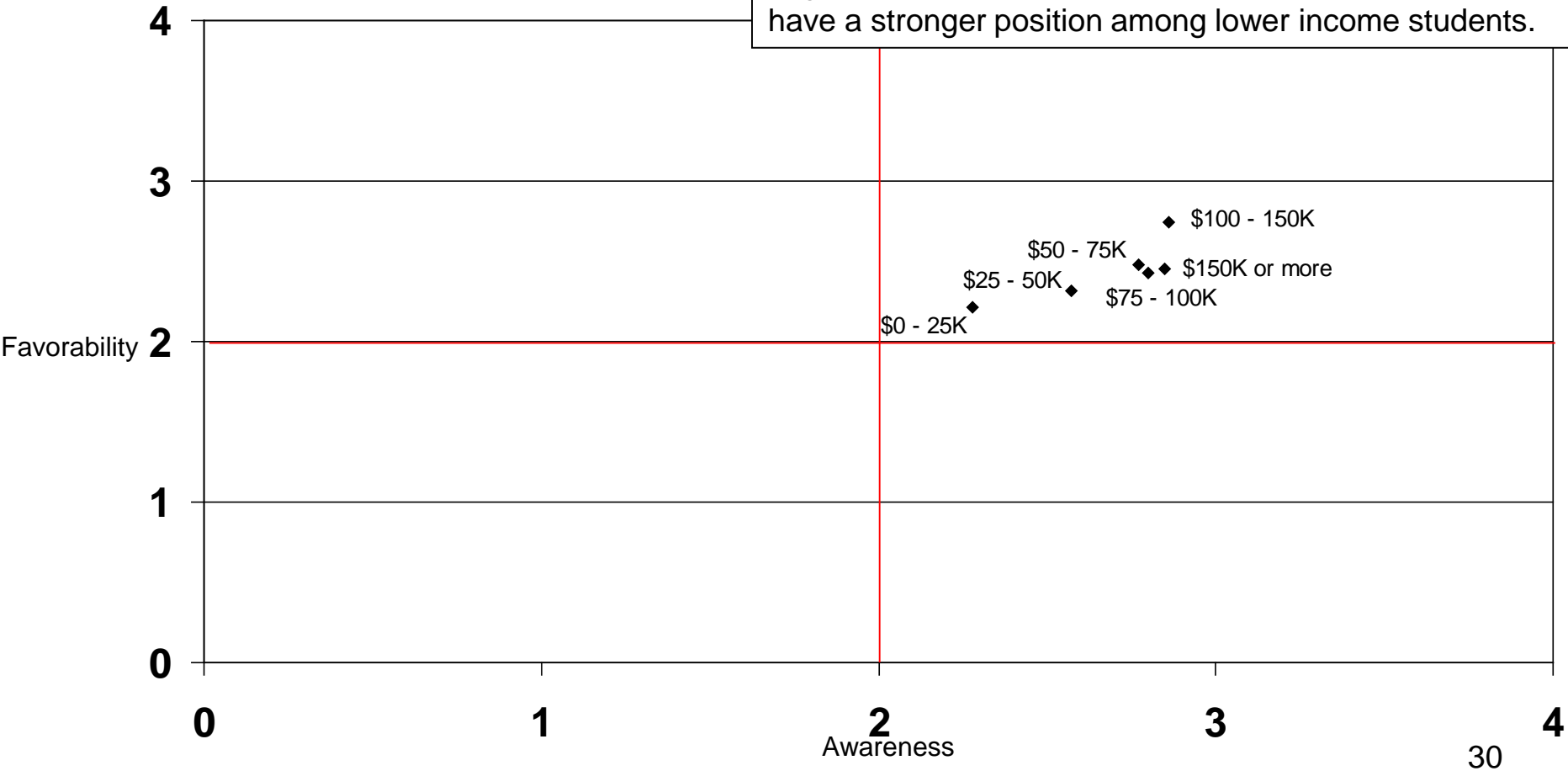


Margin of Error 

Market Position Matrix

Family Income

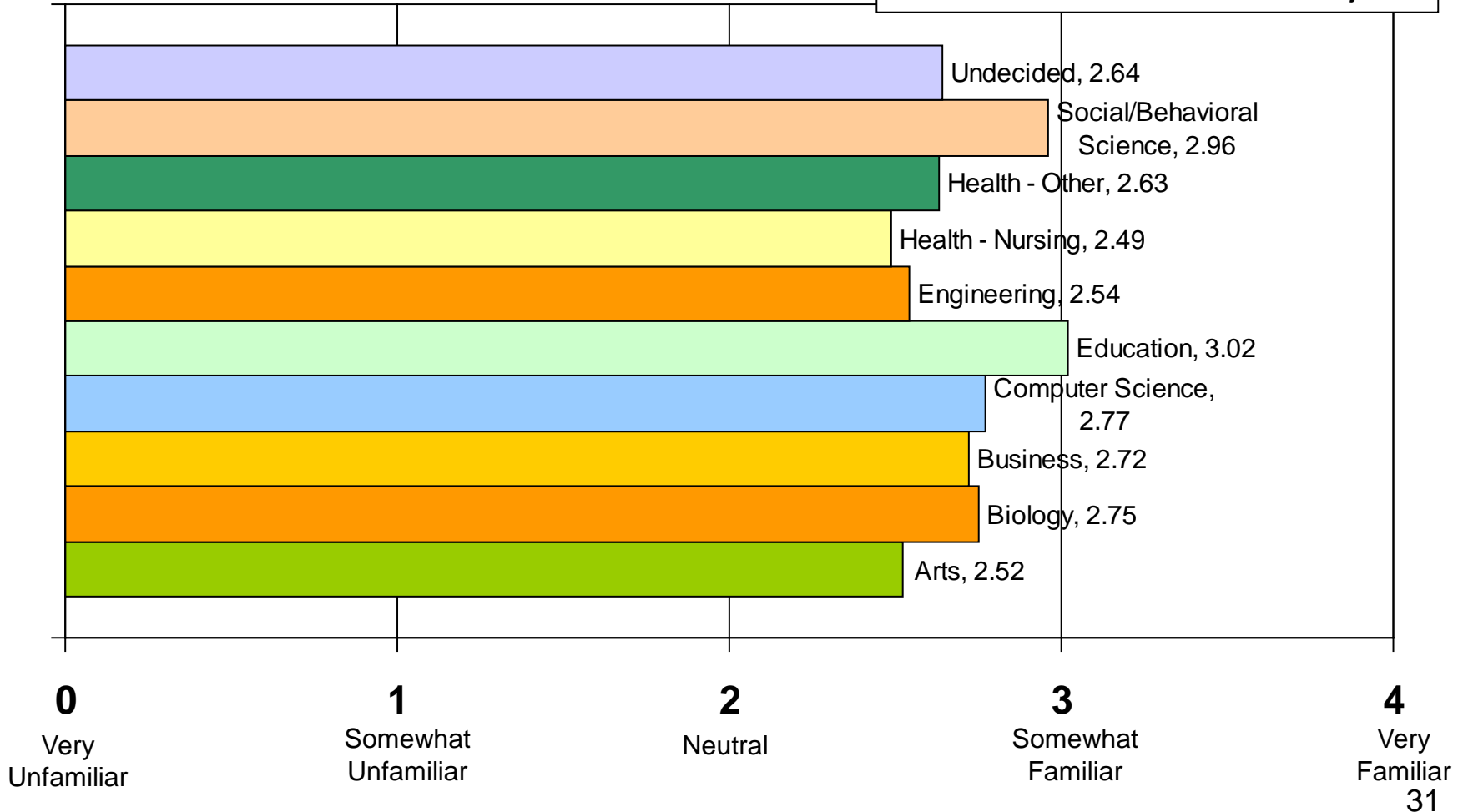
Market position is lower among students from families with incomes below \$50K. This is unusual for a non-flagship public institution. Such institutions typically have a stronger position among lower income students.





Awareness Index Intended Major

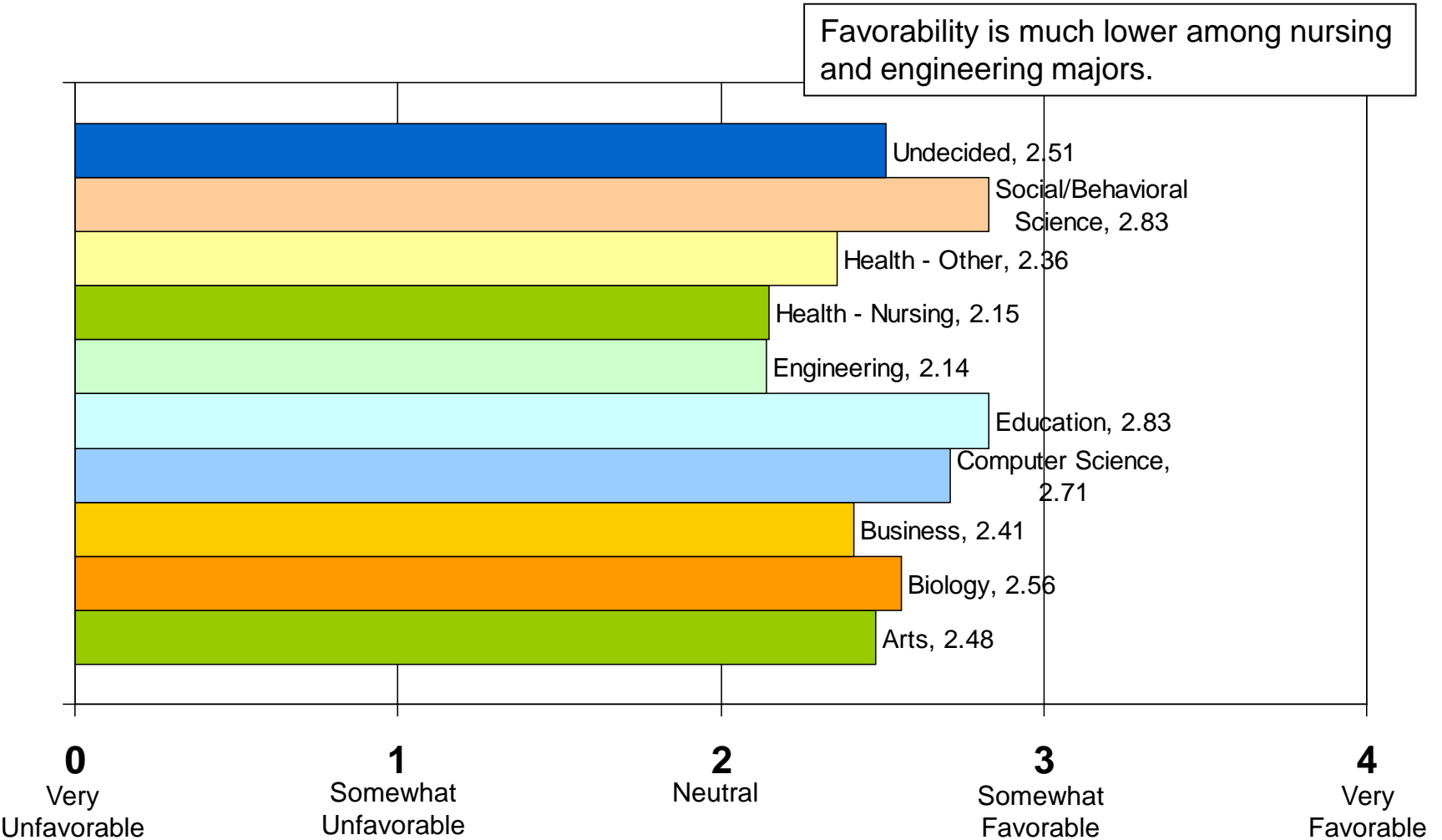
Awareness is higher among education and social/behavioral science majors.



Margin of error



Perception Index Intended Major

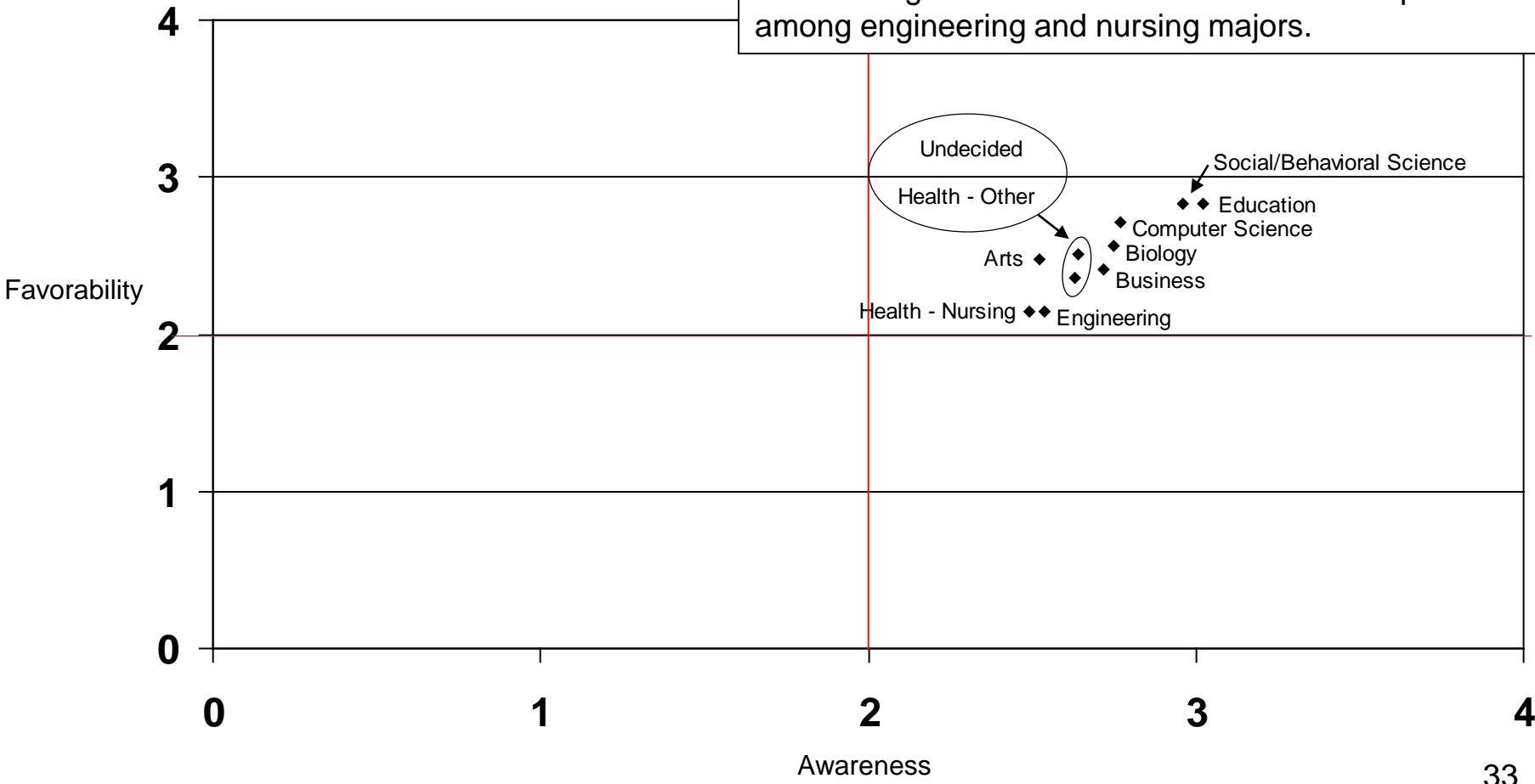


Margin of Error

Market Position Matrix

Intended Major

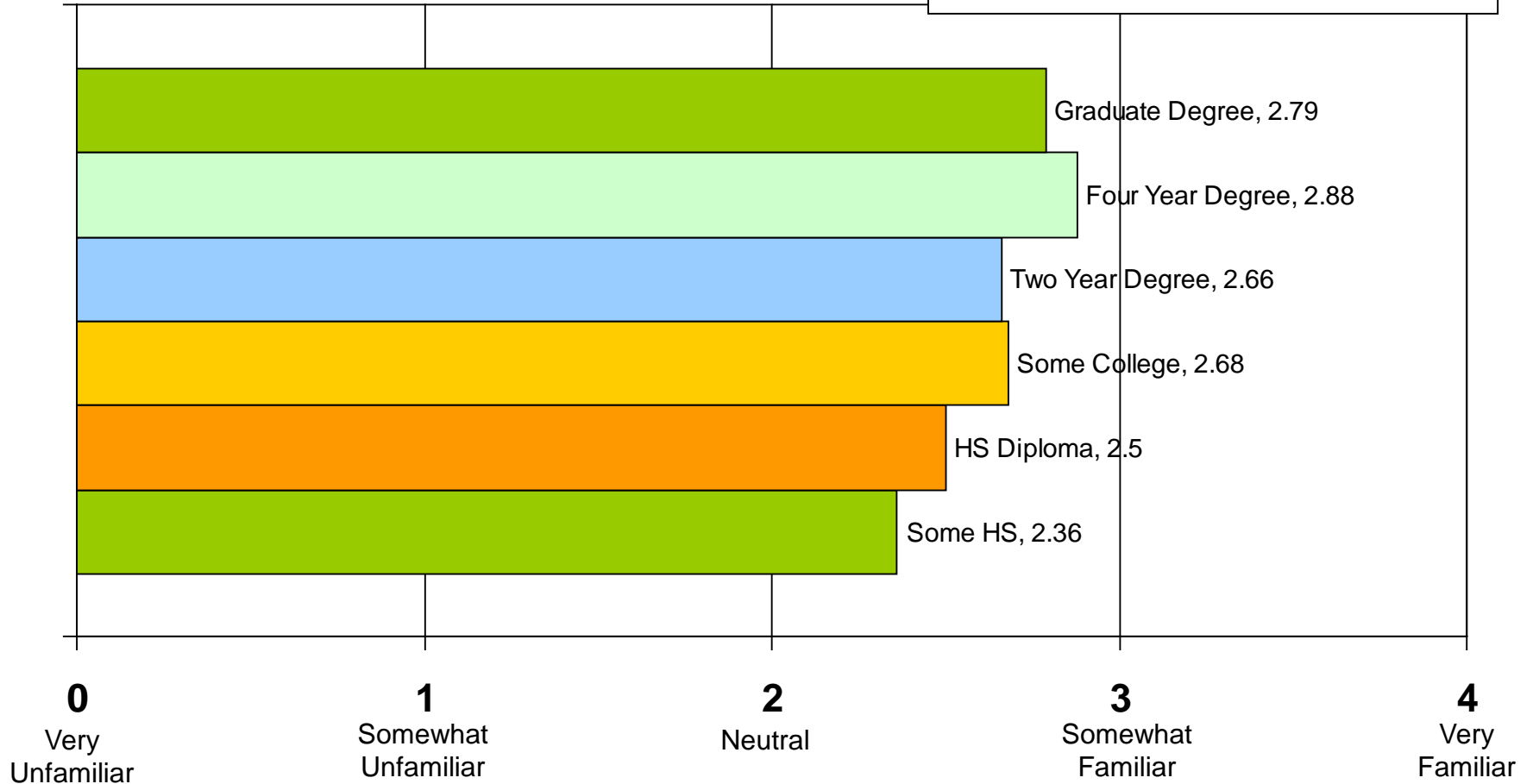
WWU's position is similar in most types of majors. A somewhat stronger position in the education and social science segments is countered with a weaker position among engineering and nursing majors.



Awareness Index

Parental Education

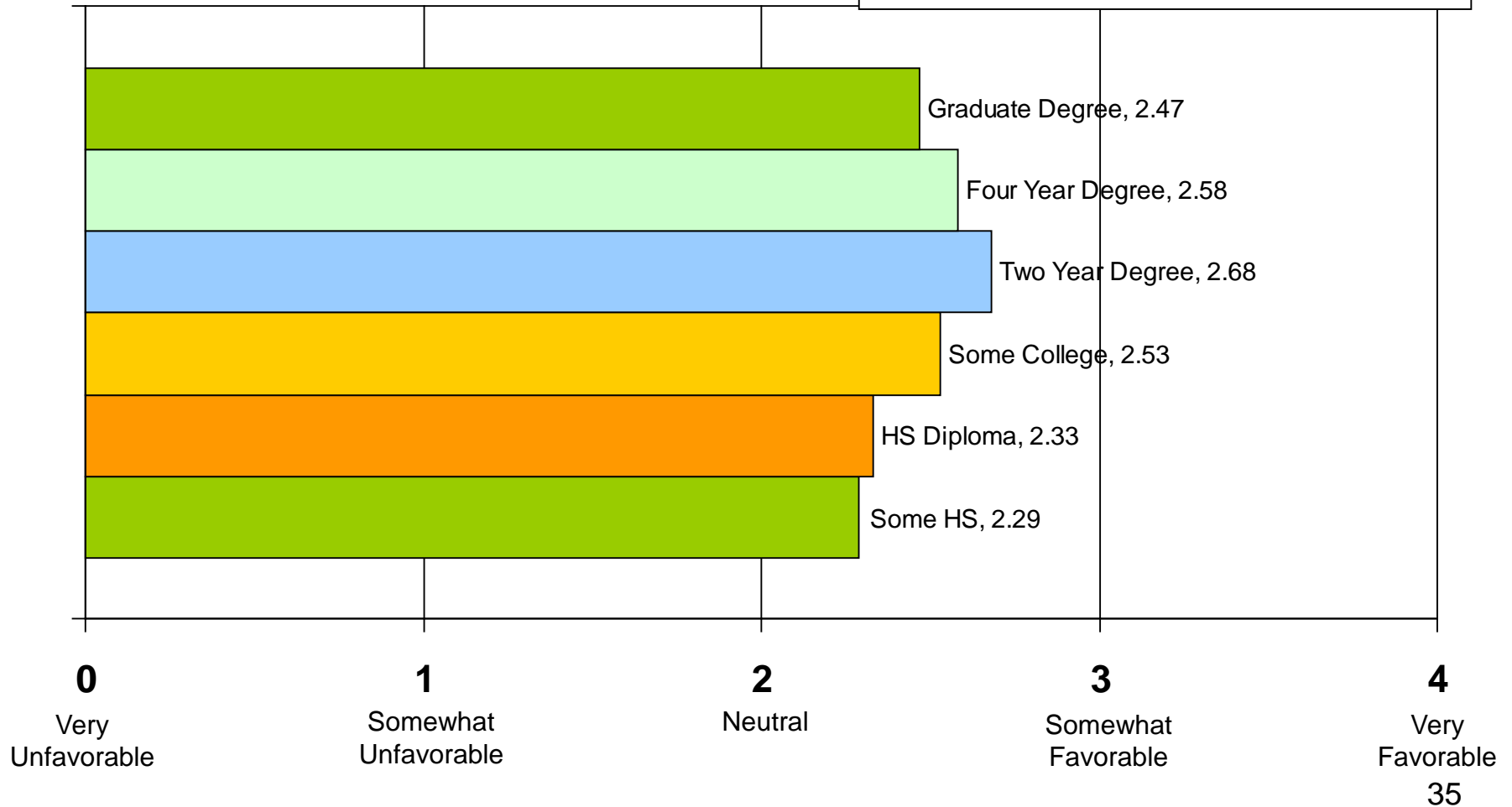
There is loose correlation between awareness of WWU and parental education levels.





Perception Index Parental Education

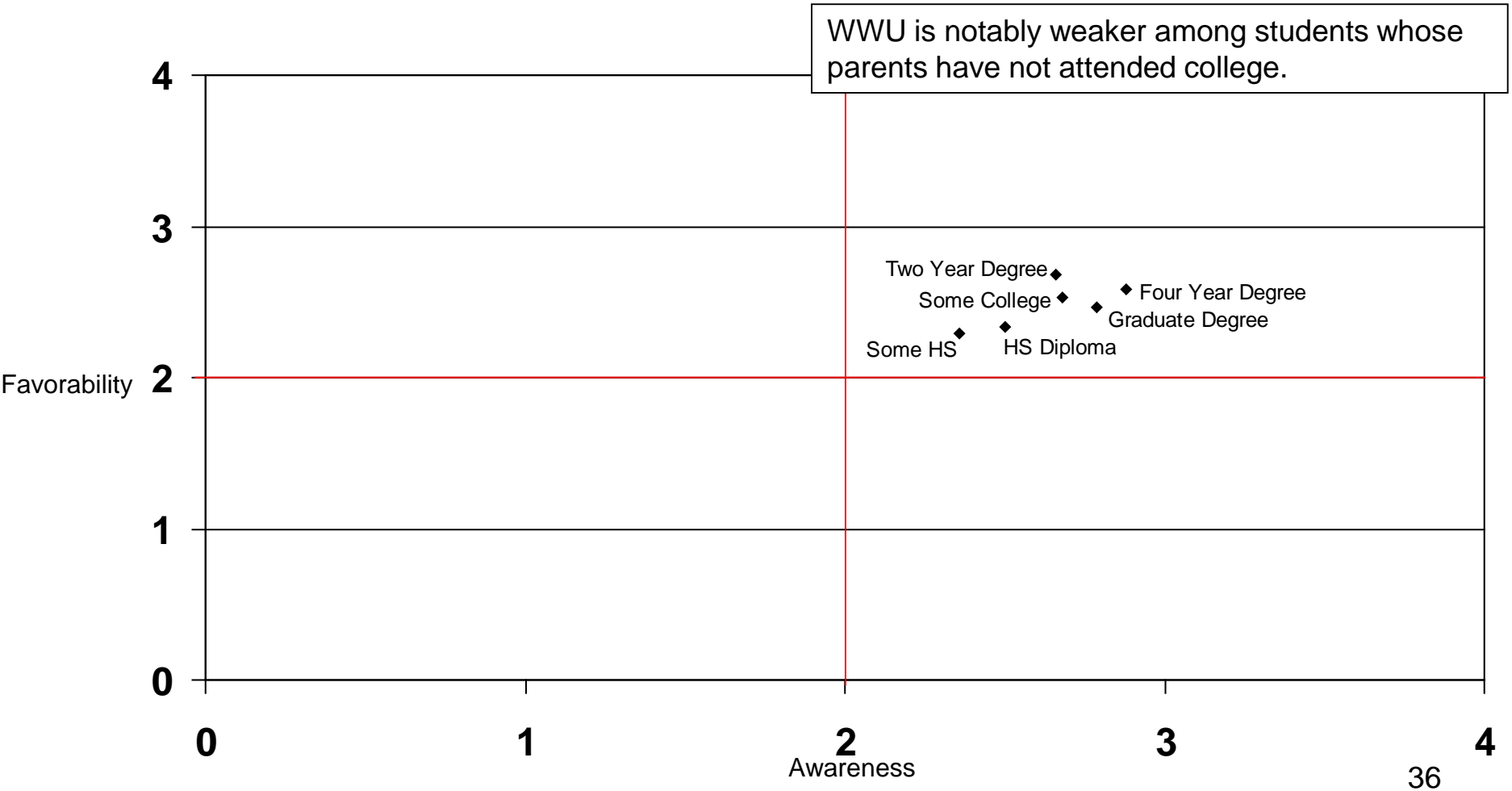
Perceptions are less favorable among students whose parents have not attended college.



Margin of Error █

Market Position Matrix

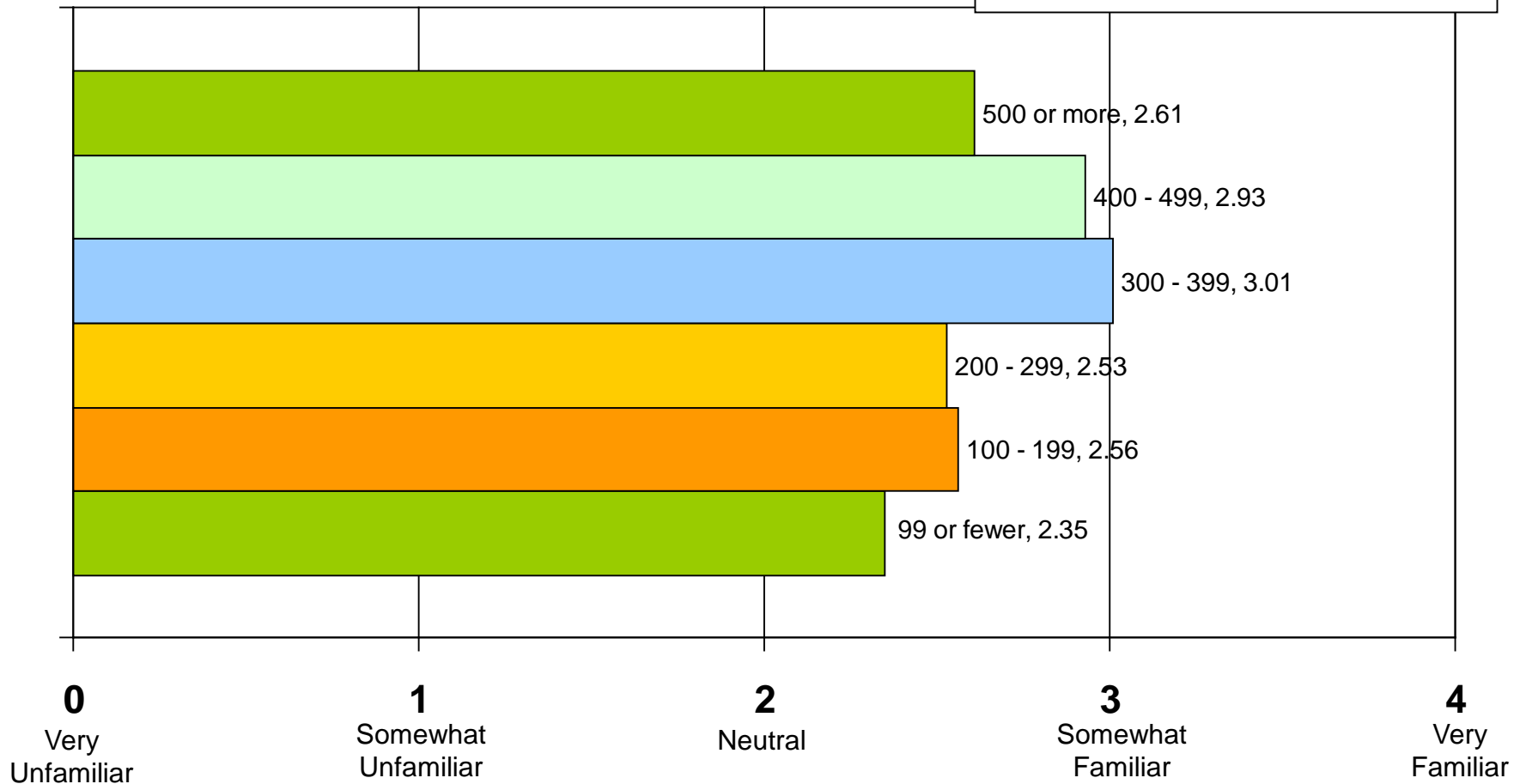
Parental Education



Awareness Index

High School Size

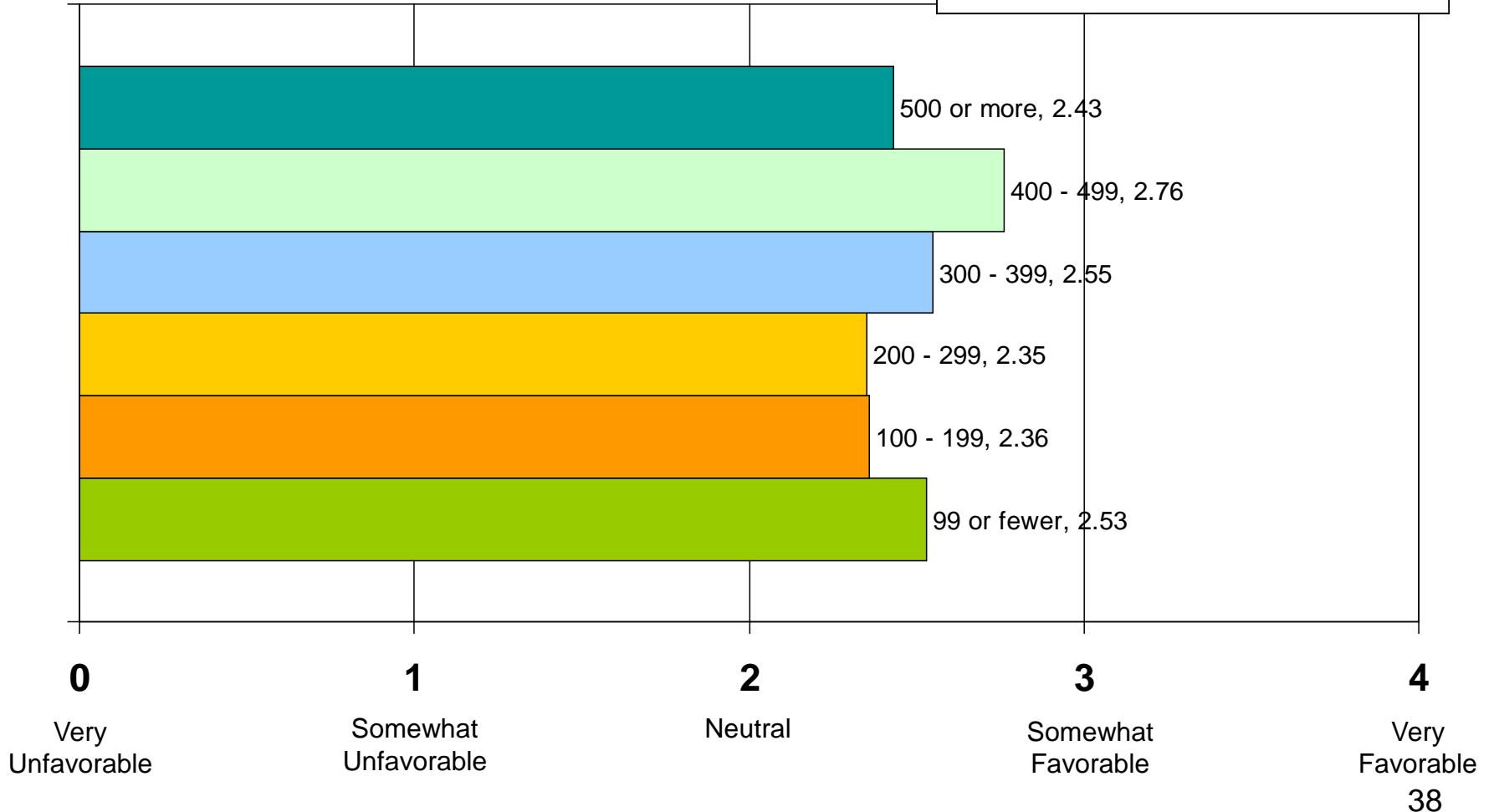
Awareness is higher among students from high schools with 300 – 499 seniors.



Perception Index

High School Size

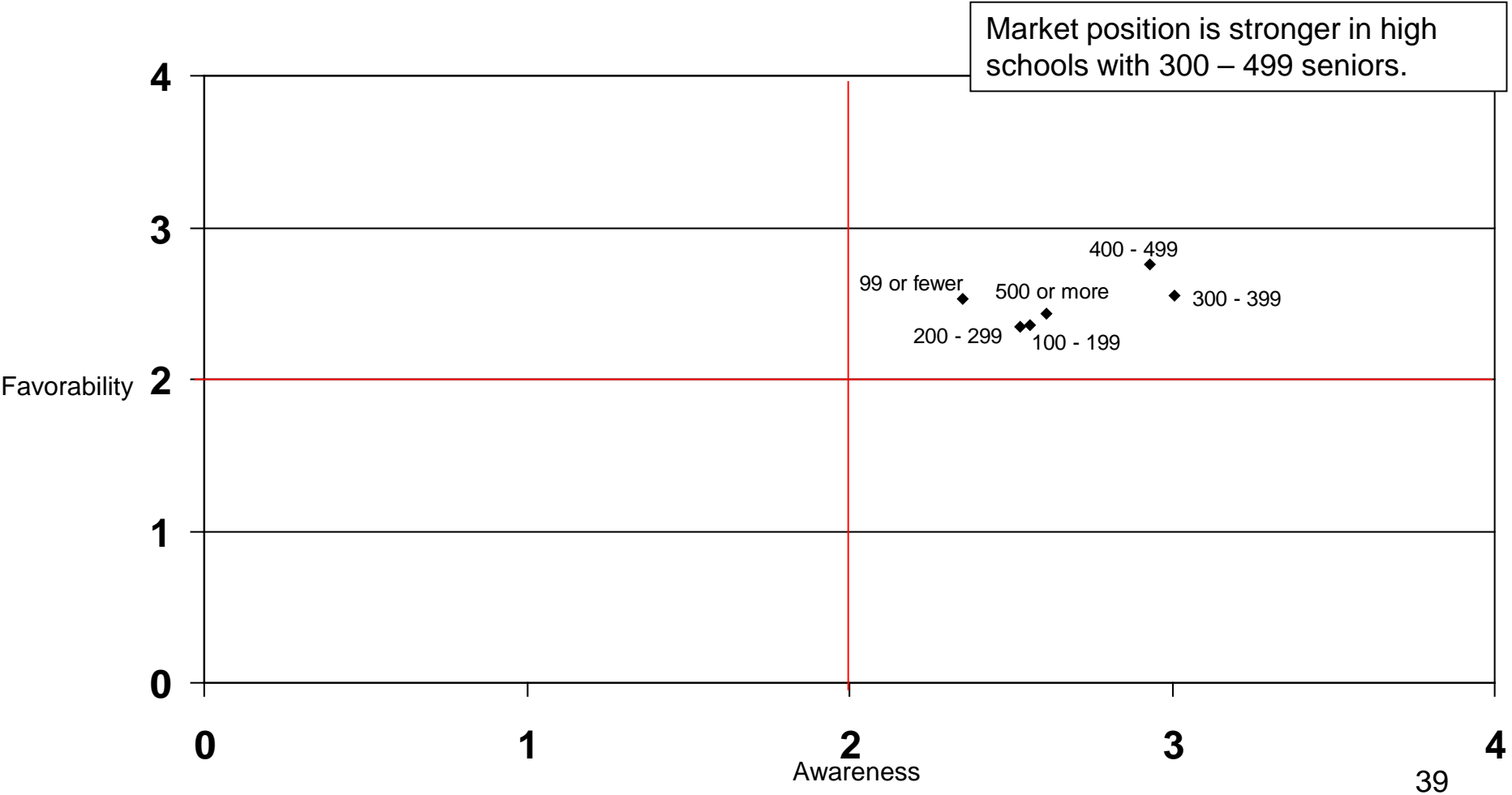
Favorability is somewhat higher among students in schools with 400 – 499 seniors.



Margin of Error

Market Position Matrix

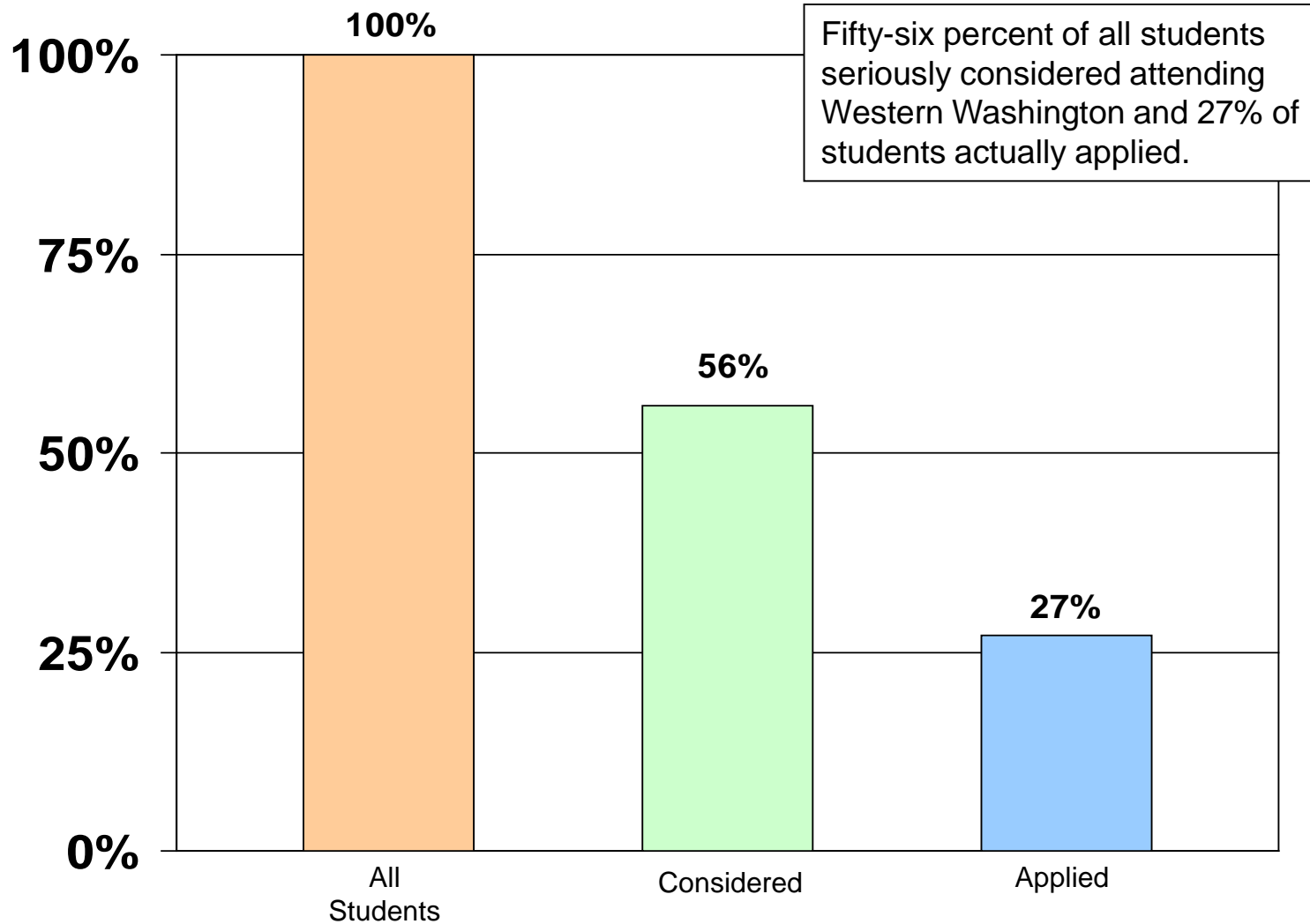
High School Size



Consideration and Barriers

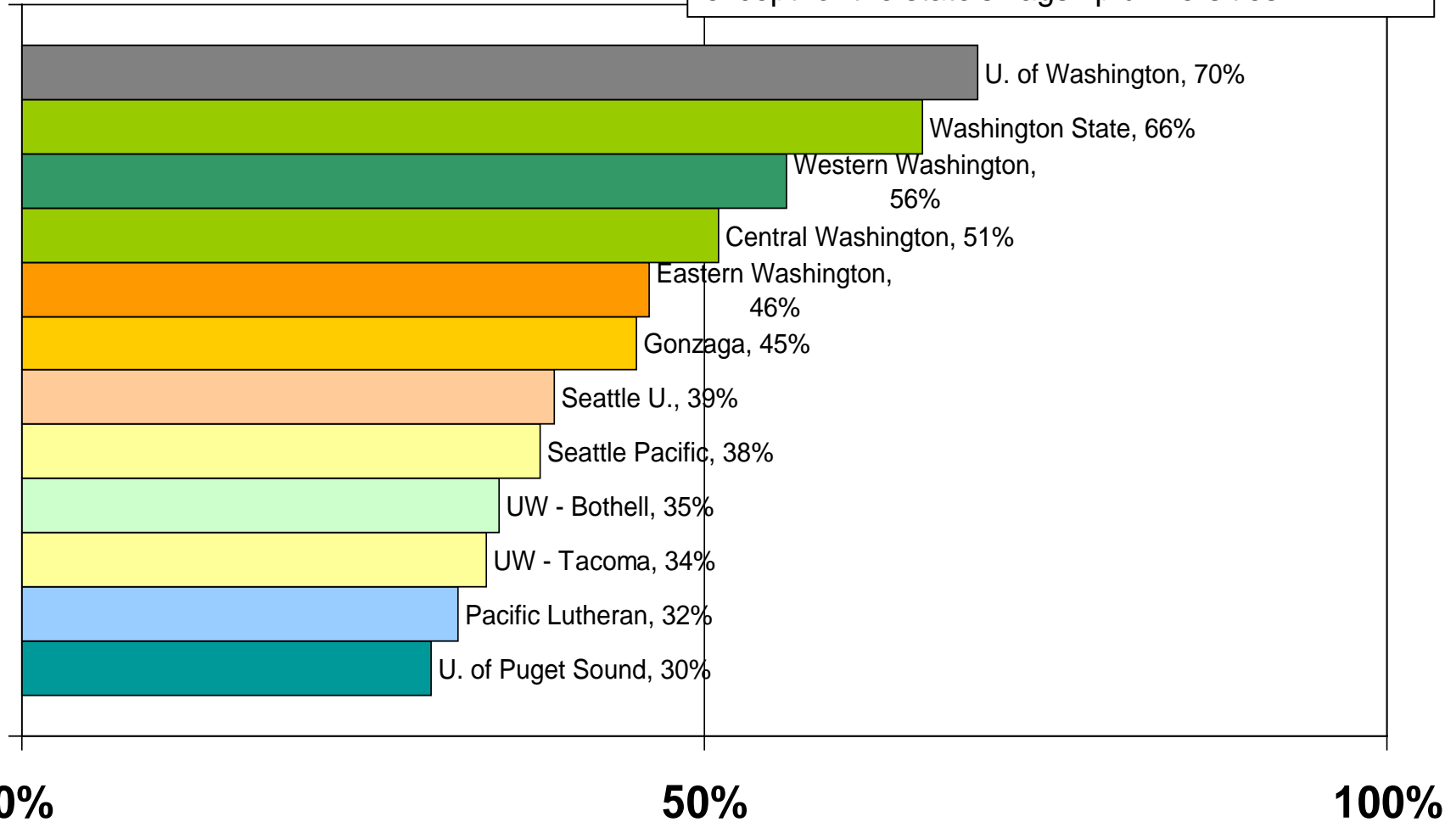
Consideration Distribution

Which best describes your level of consideration and application to the following colleges? (Simply skip any college which you did not seriously consider attending.)



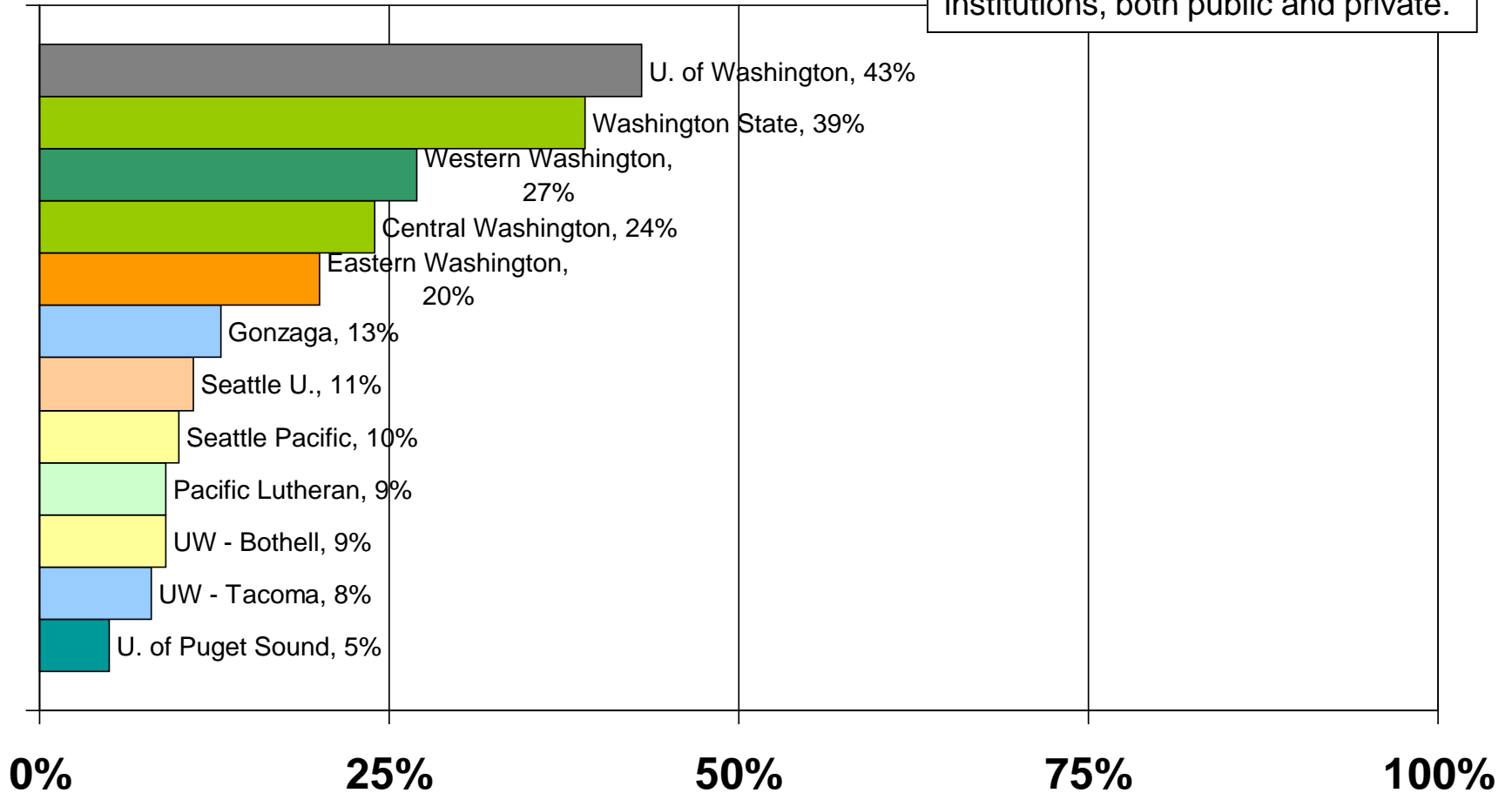
Consideration Levels

Western Washington is ranked third in overall consideration, enjoying a lead over all institutions except for the state's flagship universities.



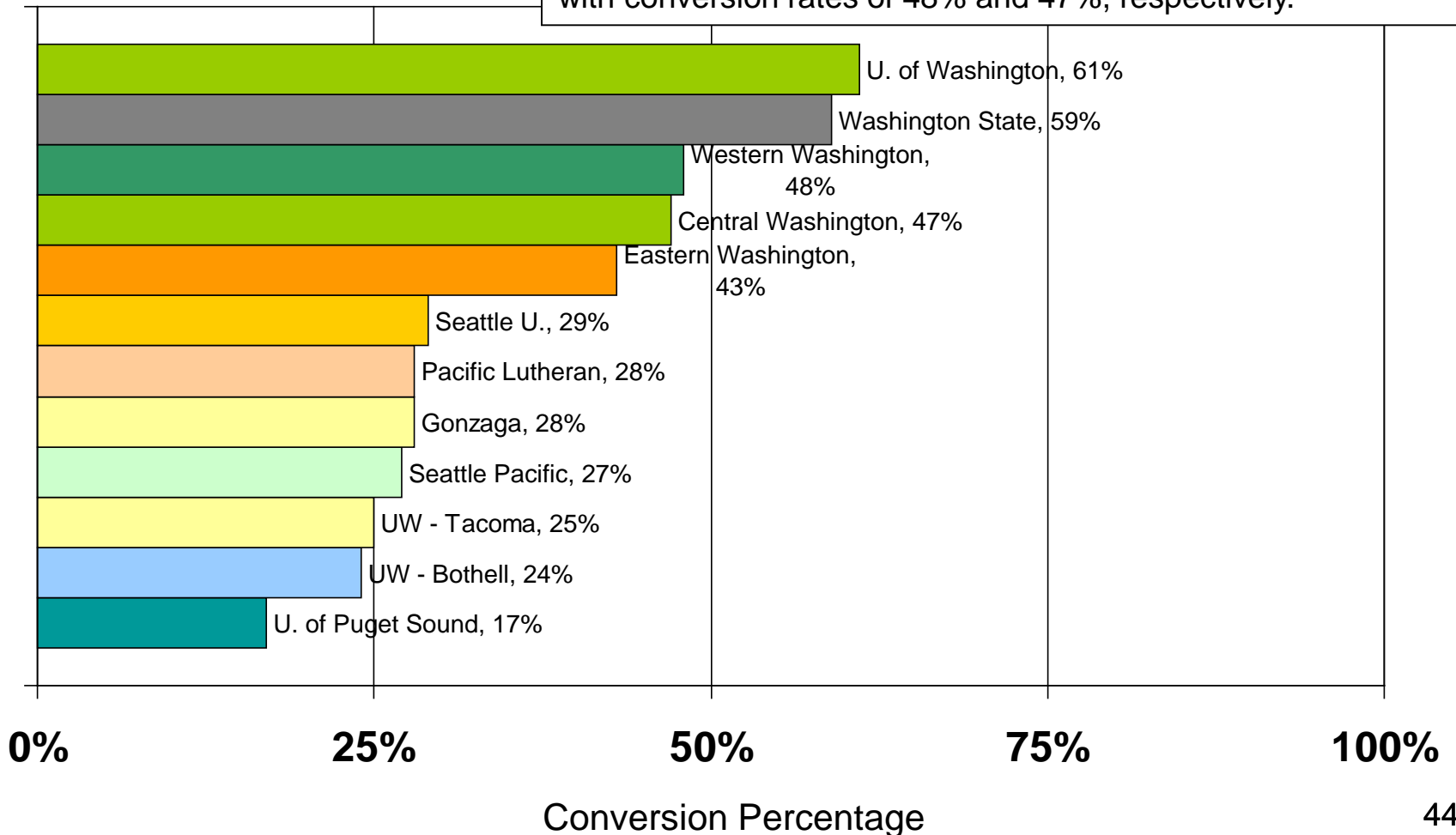
Application Levels

The state's flagship universities have the highest application levels. Western leads the non-flagship institutions, both public and private.



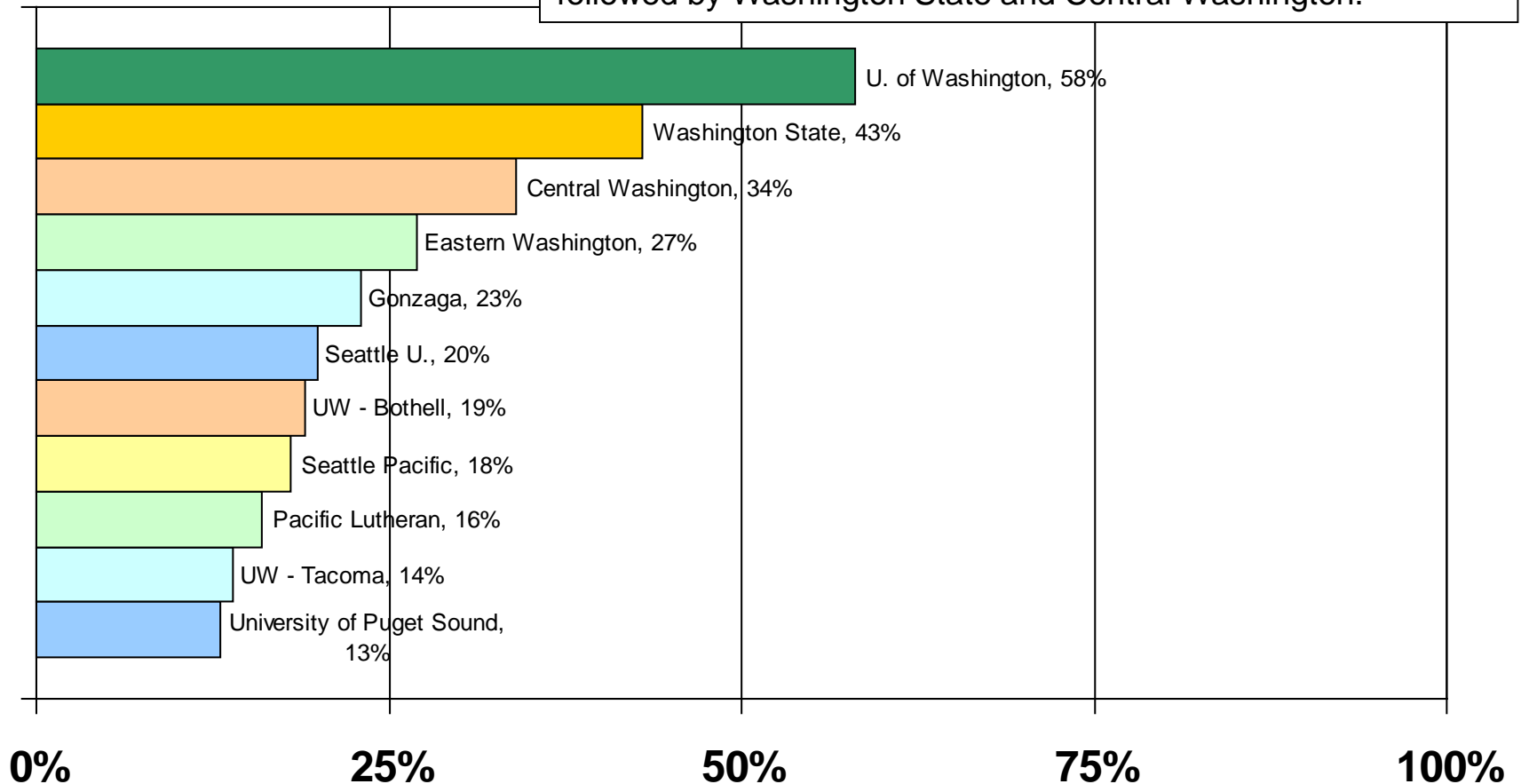
Conversion Percentage Consideration to Application

This chart shows the “conversion rate” of students who apply as a percentage of those students who at least considered applying. WWU and Central Washington are essentially tied with conversion rates of 48% and 47%, respectively.



Cross Application

This chart shows the cross application rate between students who applied to Western Washington and to other institutions. The highest cross application rate is with U. of Washington, followed by Washington State and Central Washington.



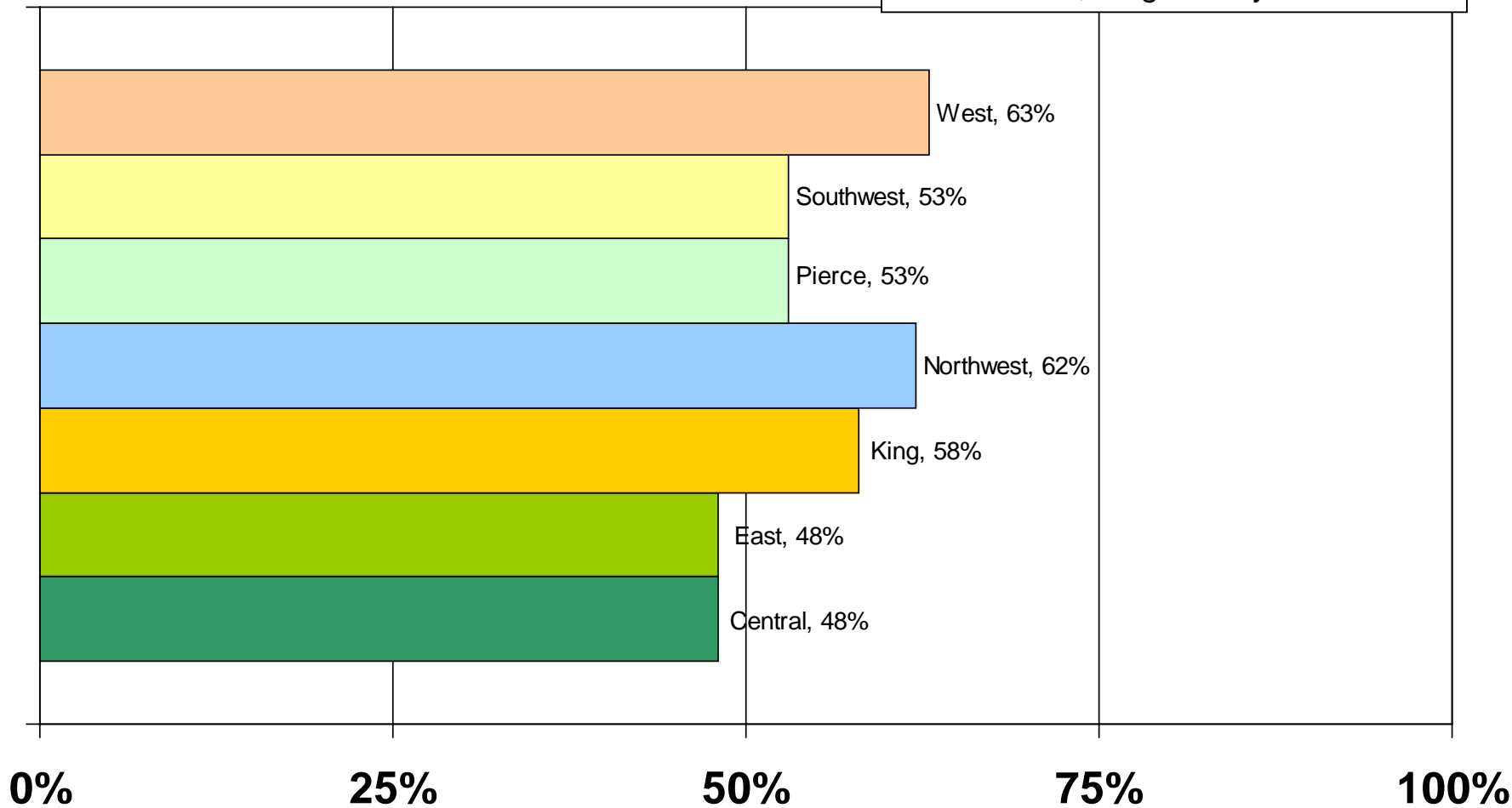
Segmentation Consideration Levels



Consideration Levels

Segmentation: Geography

Consideration is especially high in the Northwest and West regions, and to a lesser extent, King County.

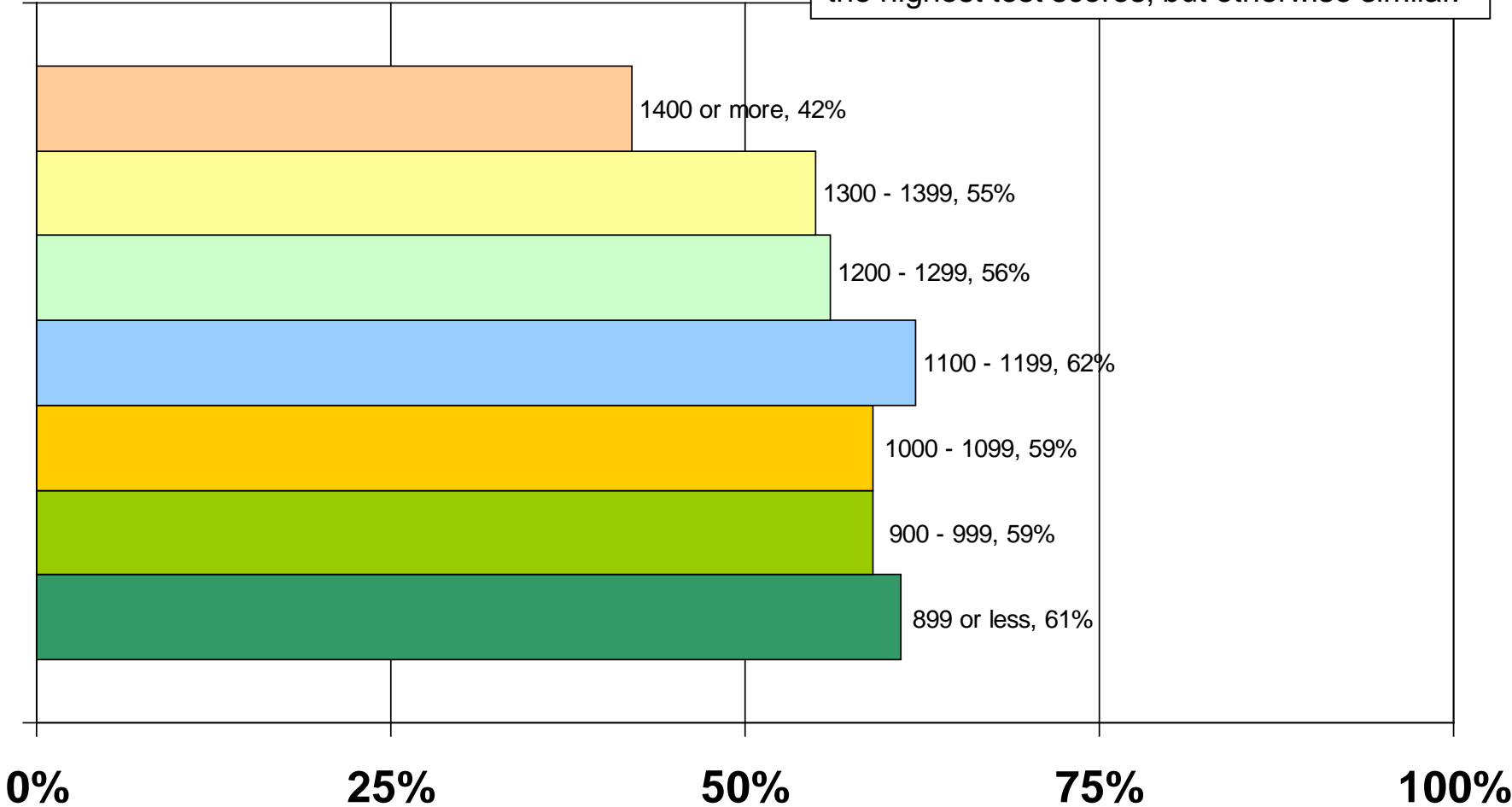




Consideration Levels

Segmentation: SAT

Consideration is lowest among students with the highest test scores, but otherwise similar.

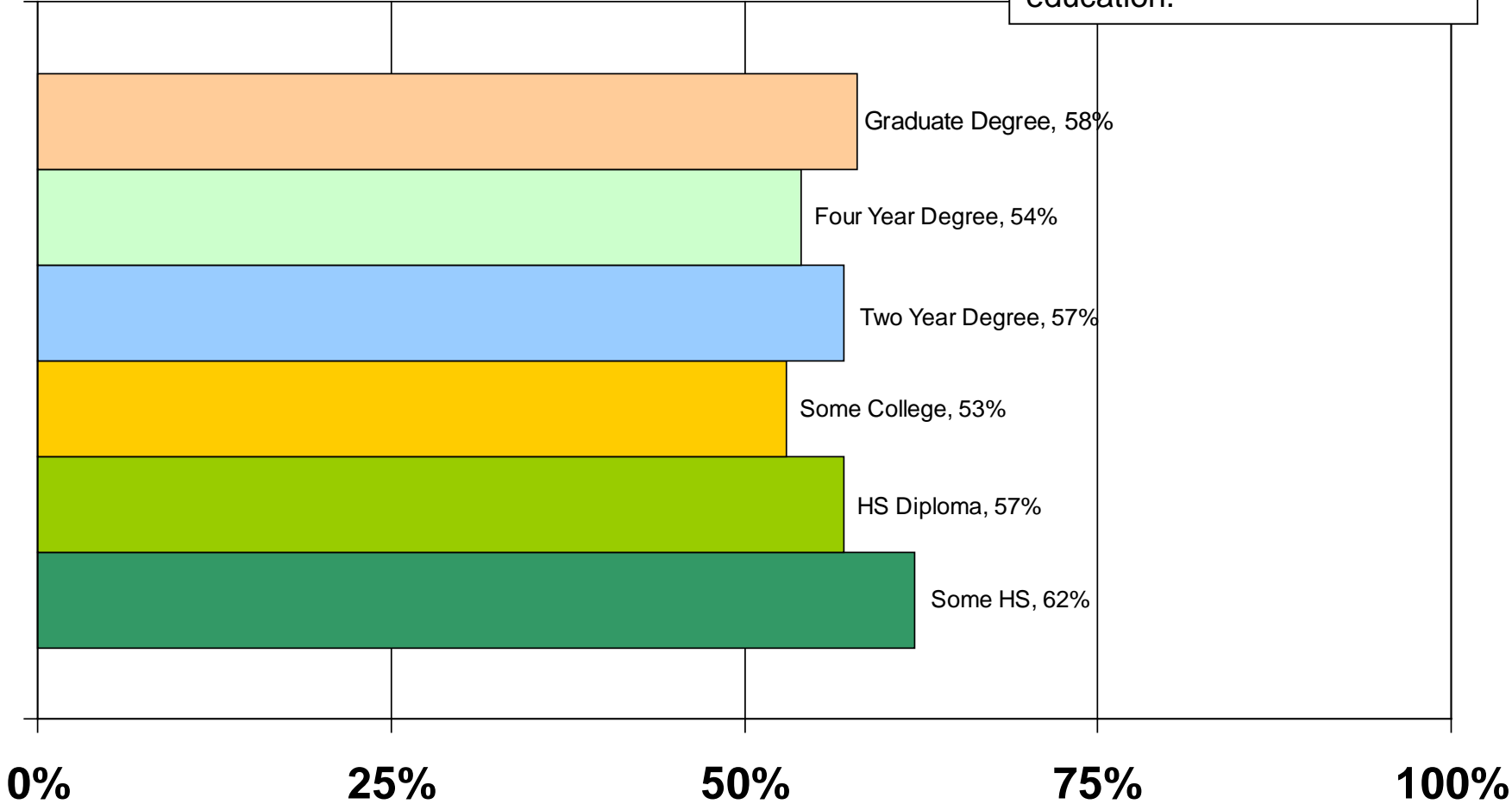




Consideration Levels

Segmentation: Parental Education

Consideration doesn't differ significantly based on parental education.

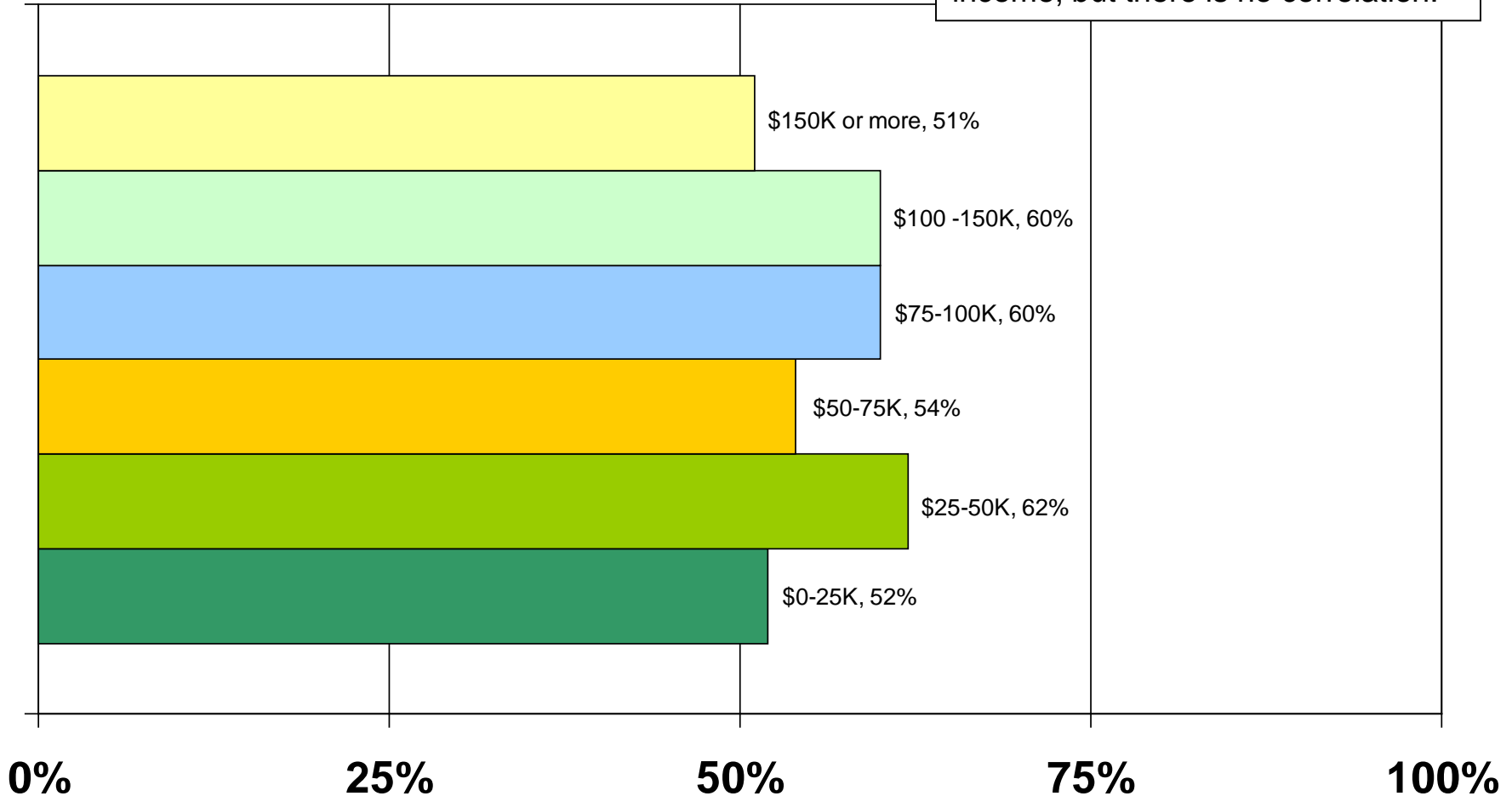




Consideration Levels

Segmentation: Family Income

Consideration varies by family income, but there is no correlation.

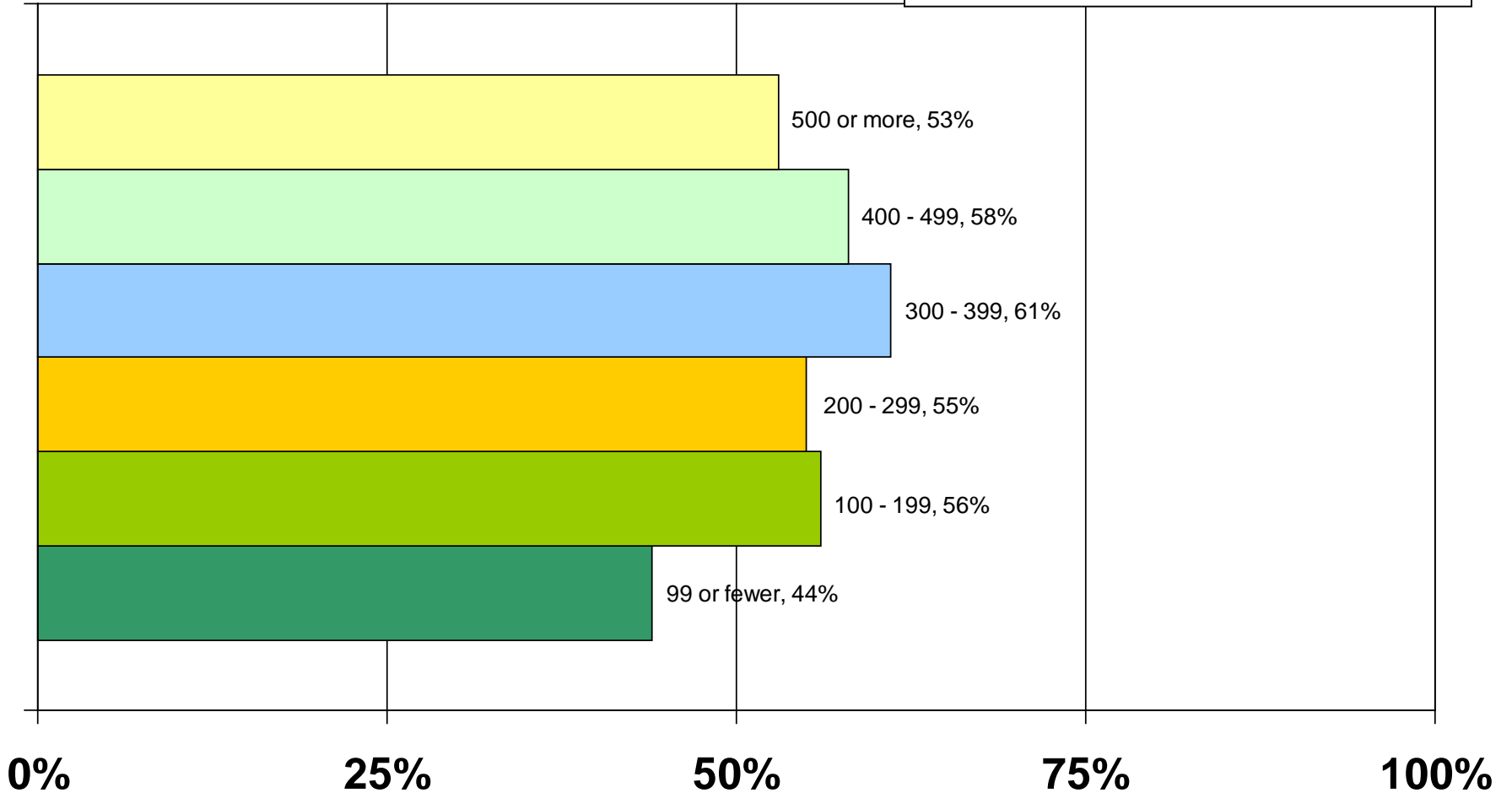




Consideration Levels

Segmentation: High School Size

Consideration is lower in the smallest high schools, but is otherwise similar.

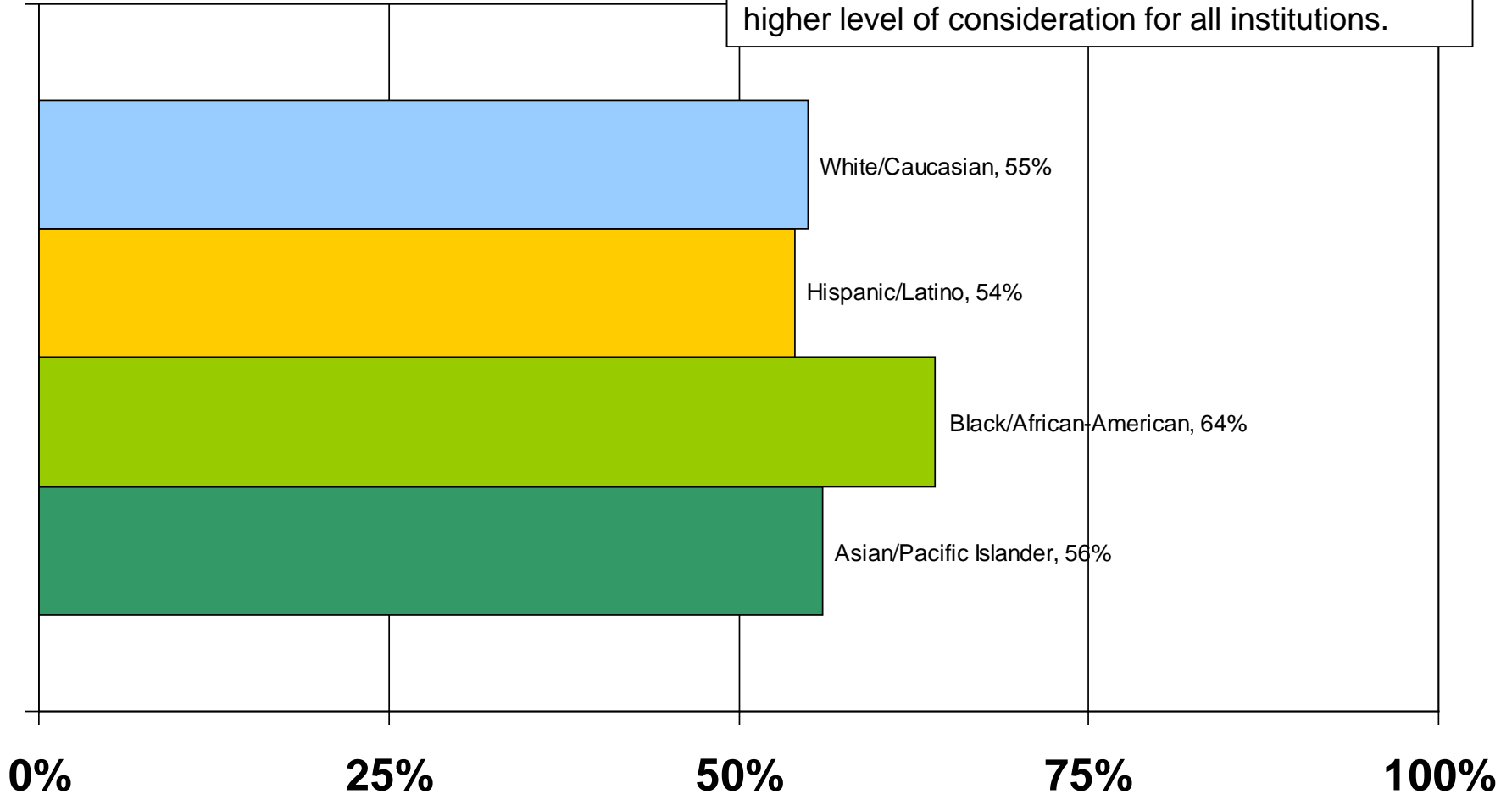




Consideration Levels

Segmentation: Race

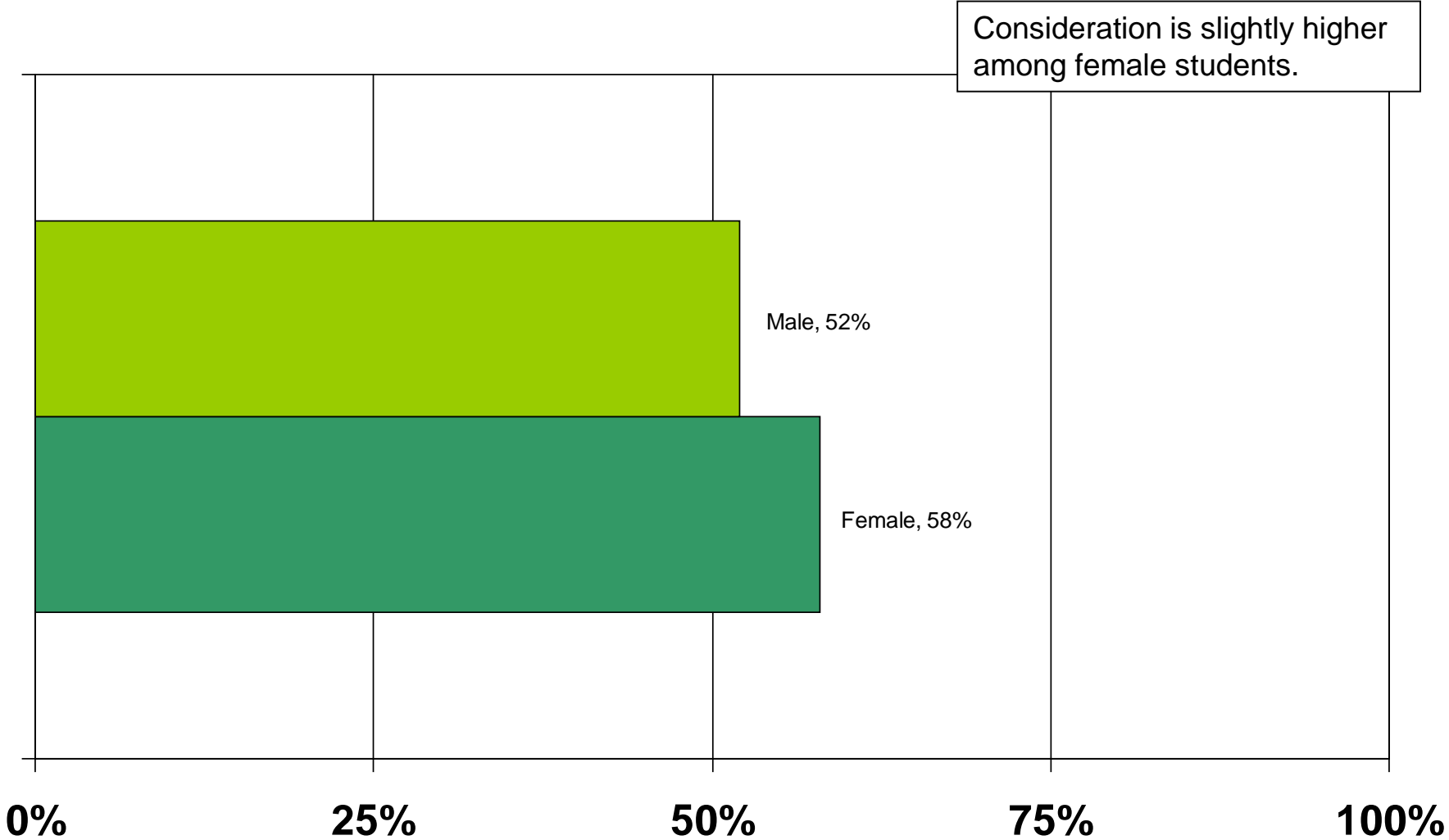
Consideration of WWU is higher among black students. This result should be considered within the context that black students tend to report a higher level of consideration for all institutions.





Consideration Levels

Segmentation: Gender

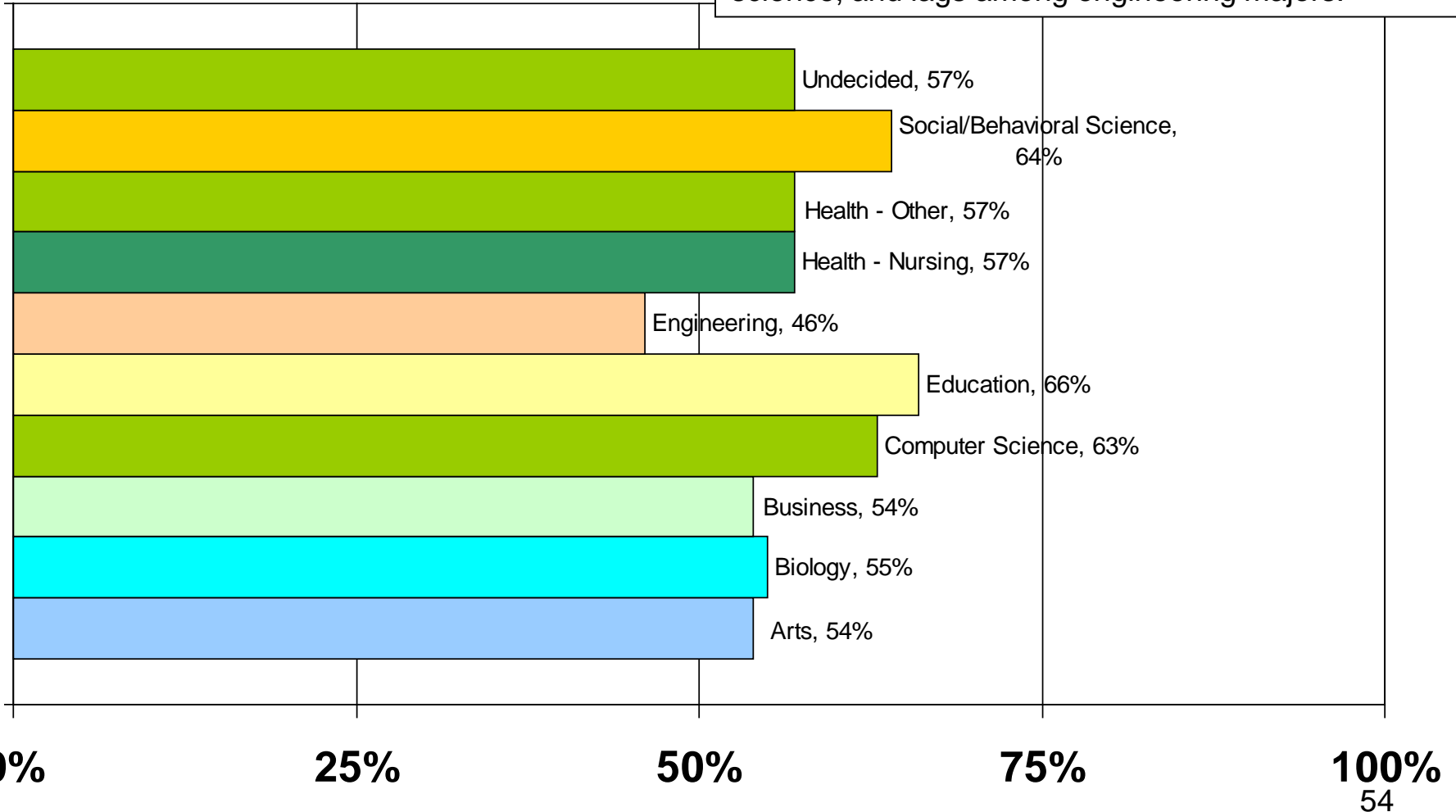




Consideration Levels

Segmentation: Major

Consideration is higher among students majoring in social/behavioral science, education, and computer science, and lags among engineering majors.





Top Segment Analysis

Top Segment Methodology

- This top segment analysis combines market position rank and consideration rank into a single measure.
- This analysis does not define top segment based on WWU's absolute scores for market position and consideration, but rather on the University's rank in each area compared with its benchmark competitors.
- There are 11 institutions within the benchmark group (including WWU). The best possible combined rank is therefore 2 (i.e. 1st in market position and 1st in consideration) and the worst possible combined rank is 22th (i.e. ranked 11th in market position and 11th in consideration).

Top Segment Analysis

The strongest segment for WWU is education majors, where it is ranked number one in both market position and consideration. Other areas of strength include computer science and social/behavioral science majors, the Northwest and West regions, students with SAT scores between 1200 and 1299 and with parents who have a graduate degree, Asian students, and high schools with 400 – 499 seniors.

Category	Segment	Market Position Score	Market Position Rank	Consideration Level	Consideration Rank	Combined Rank
Major	Education	8.54	1	66%	1	2
Major	Computer Science	7.51	2	63%	2	4
Geography	Northwest	8.98	2	62%	2	4
Geography	West	8.09	2	63%	2	4
SAT	1200 - 1299	7.58	2	56%	3	5
HS Size	400 - 499	8.06	3	58%	2	5
Race	Asian/Pacific Islander	6.40	3	56%	2	5
Parent Ed.	Graduate Degree	6.87	3	58%	2	5
Major	Social/Behavioral Science	8.38	3	64%	2	5



Supplemental Analysis

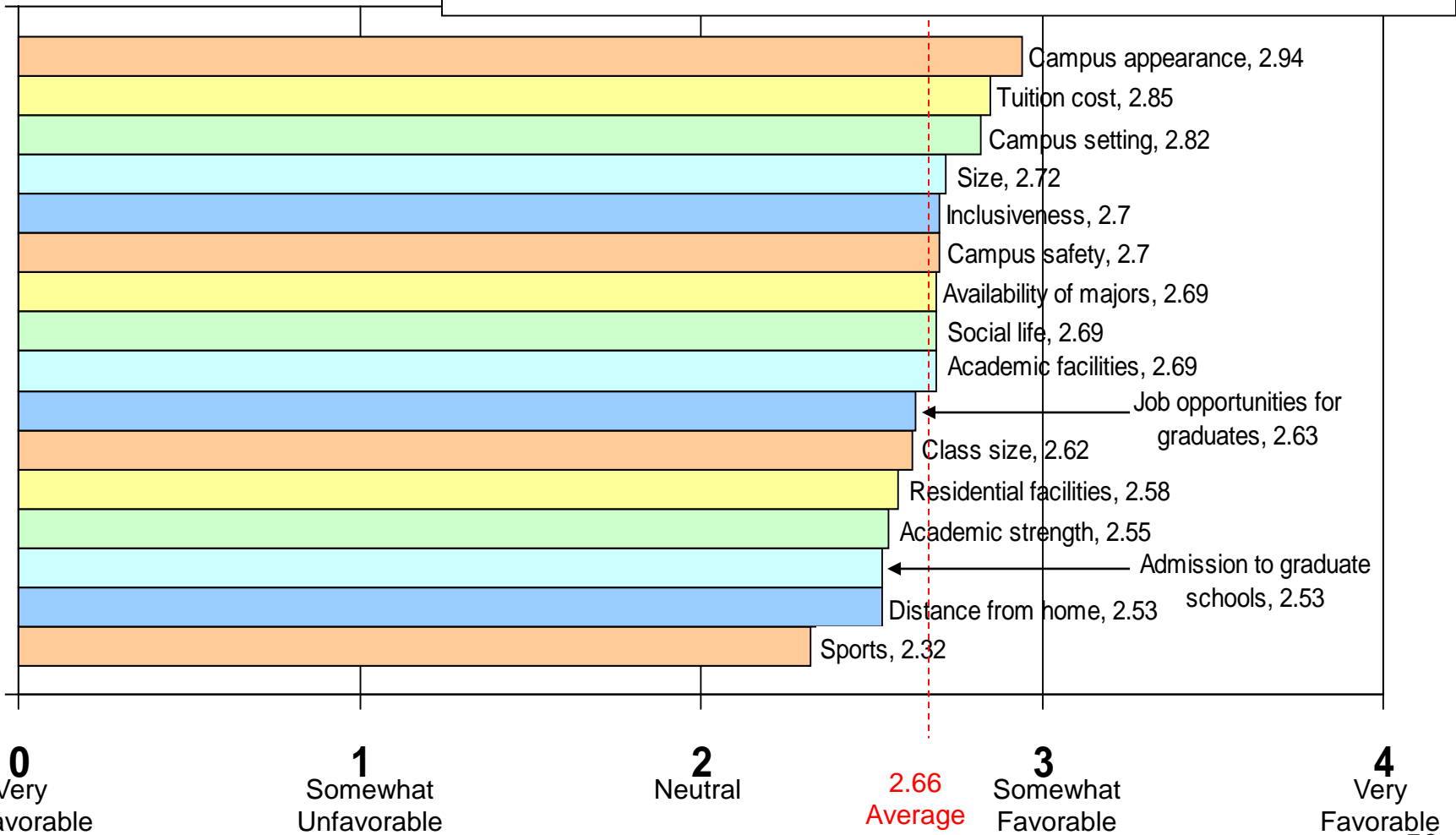
Attribute Ratings



Attribute Rating

Specific Western Washington Attributes

Western Washington's highest rated attribute is campus appearance, while the rating for sports lags. There is relatively little differentiation between attribute scores.



0 Very Unfavorable

1 Somewhat Unfavorable

2 Neutral

2.66 Average

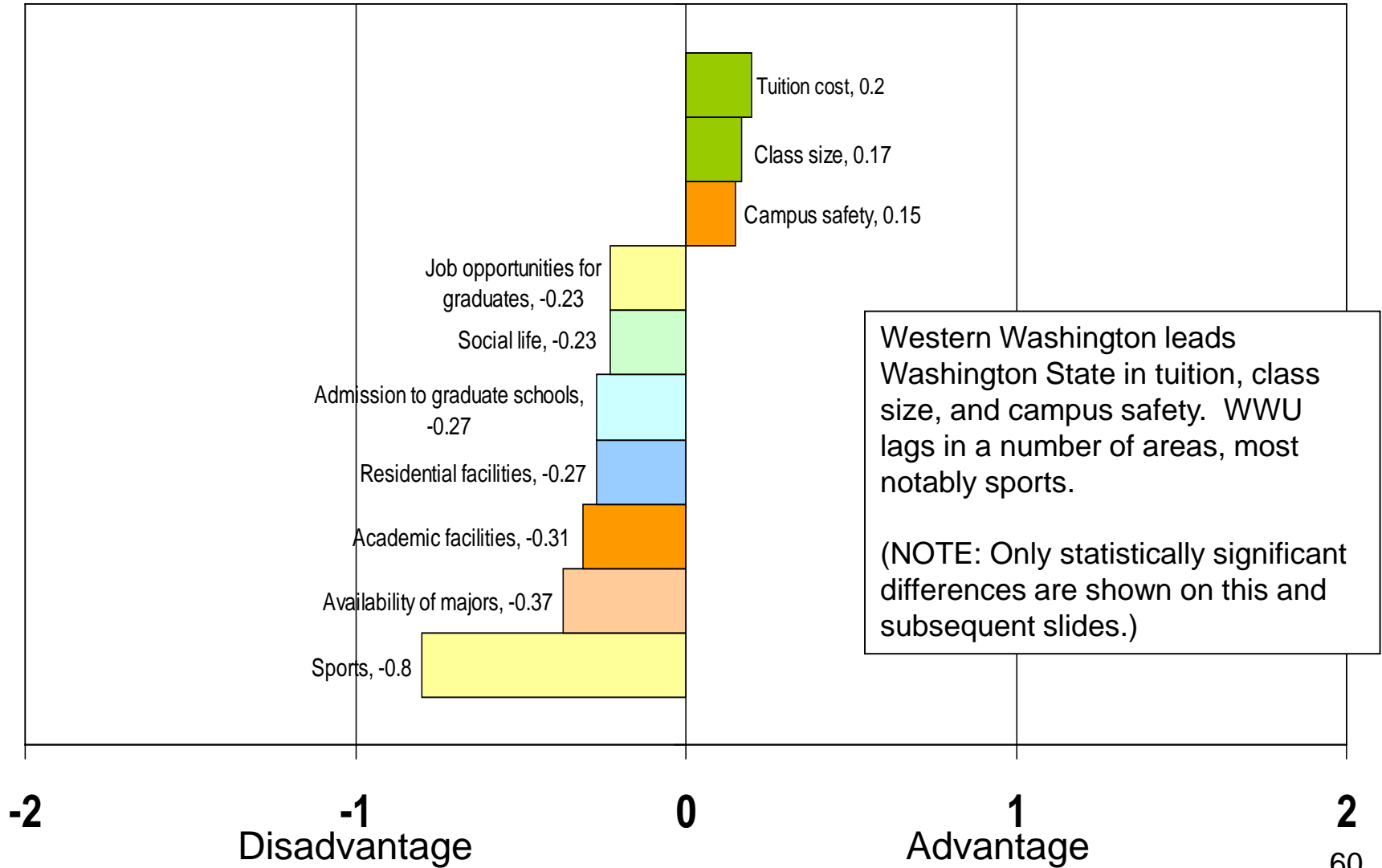
3 Somewhat Favorable

4 Very Favorable

Margin of Error 

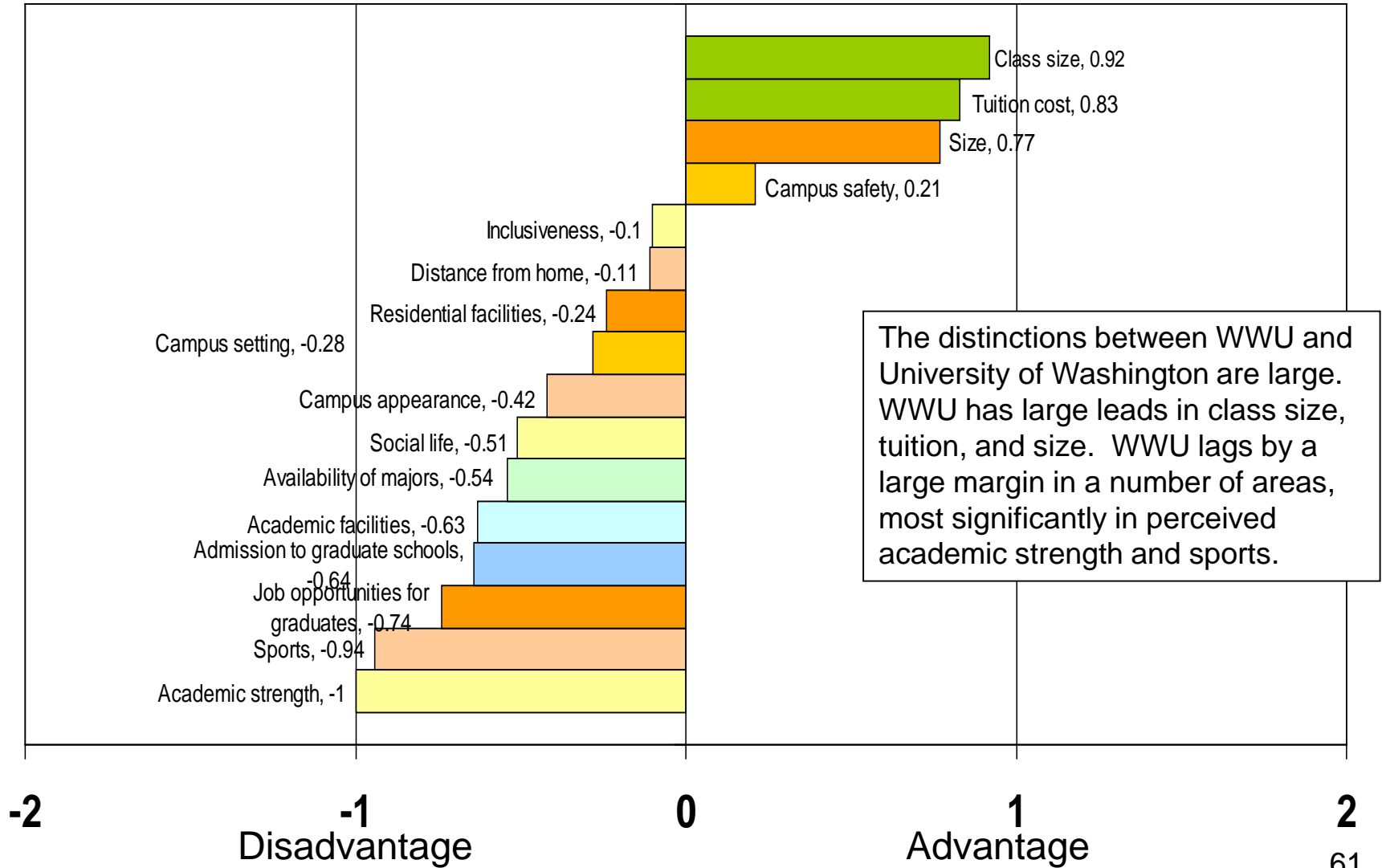
Attribute Ratings

Western Washington vs. Washington State



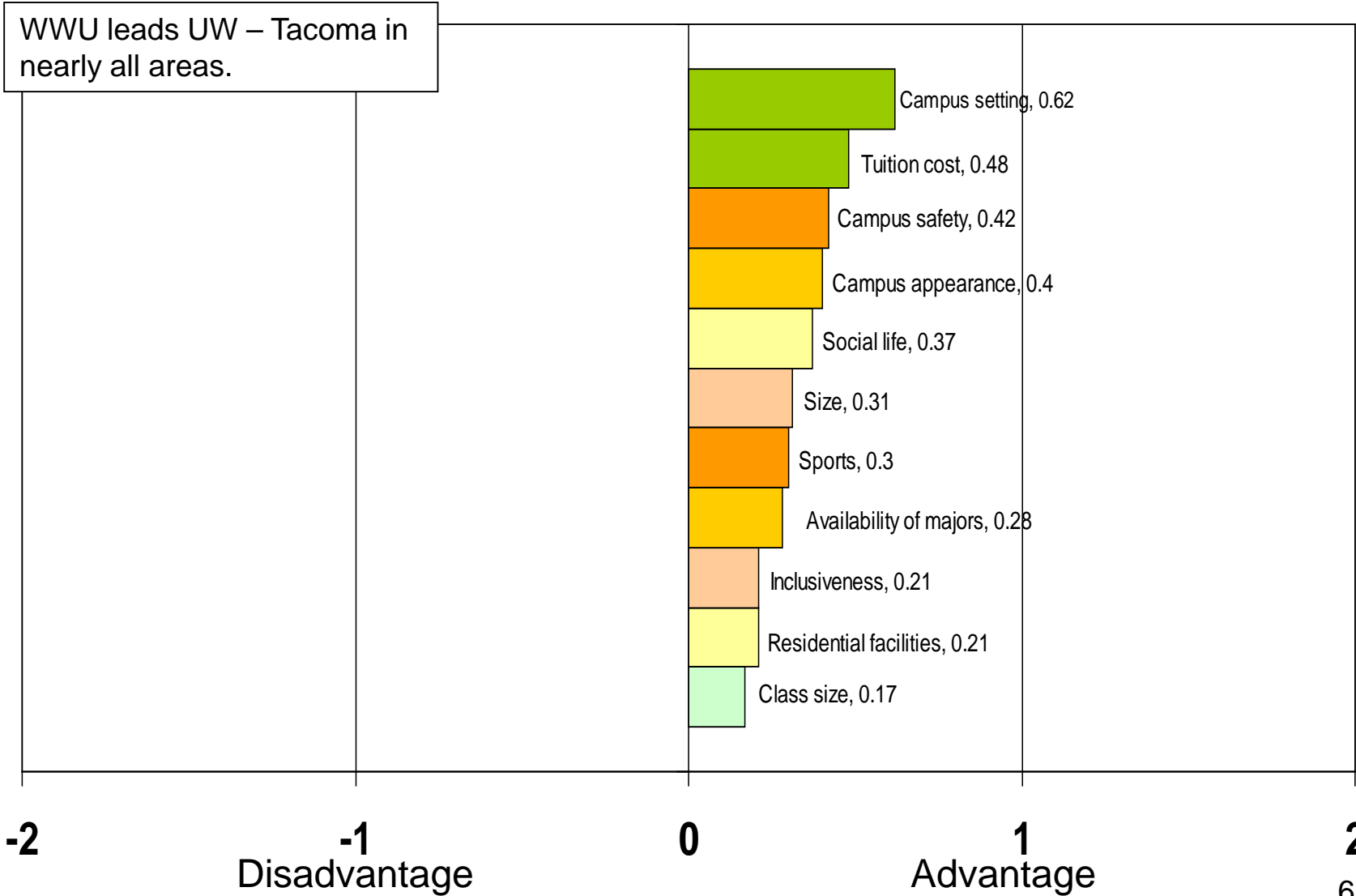
Attribute Ratings

Western Washington vs. University of Washington



Attribute Ratings

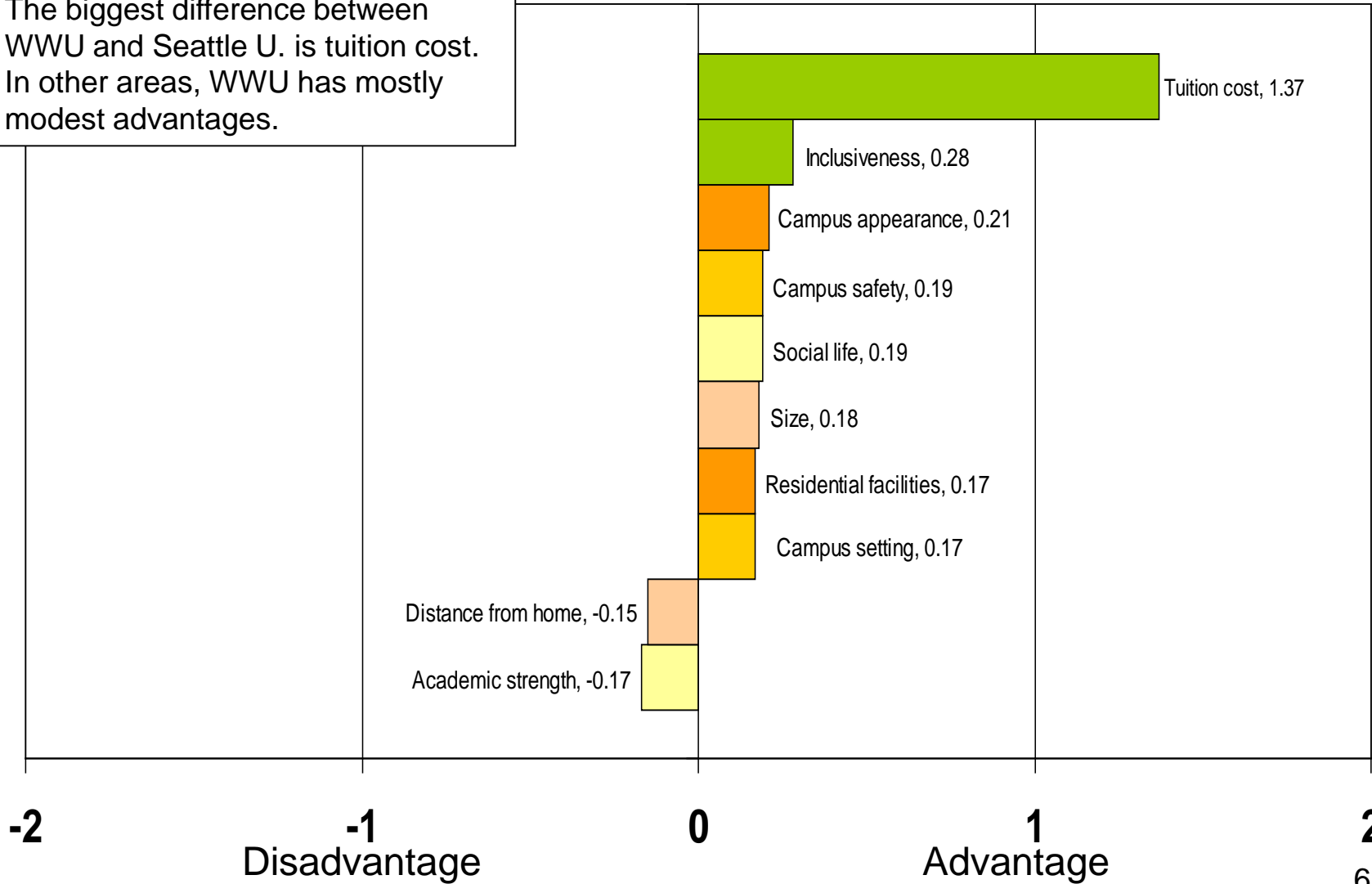
Western Washington vs. UW Tacoma



Attribute Ratings

Western Washington vs. Seattle University

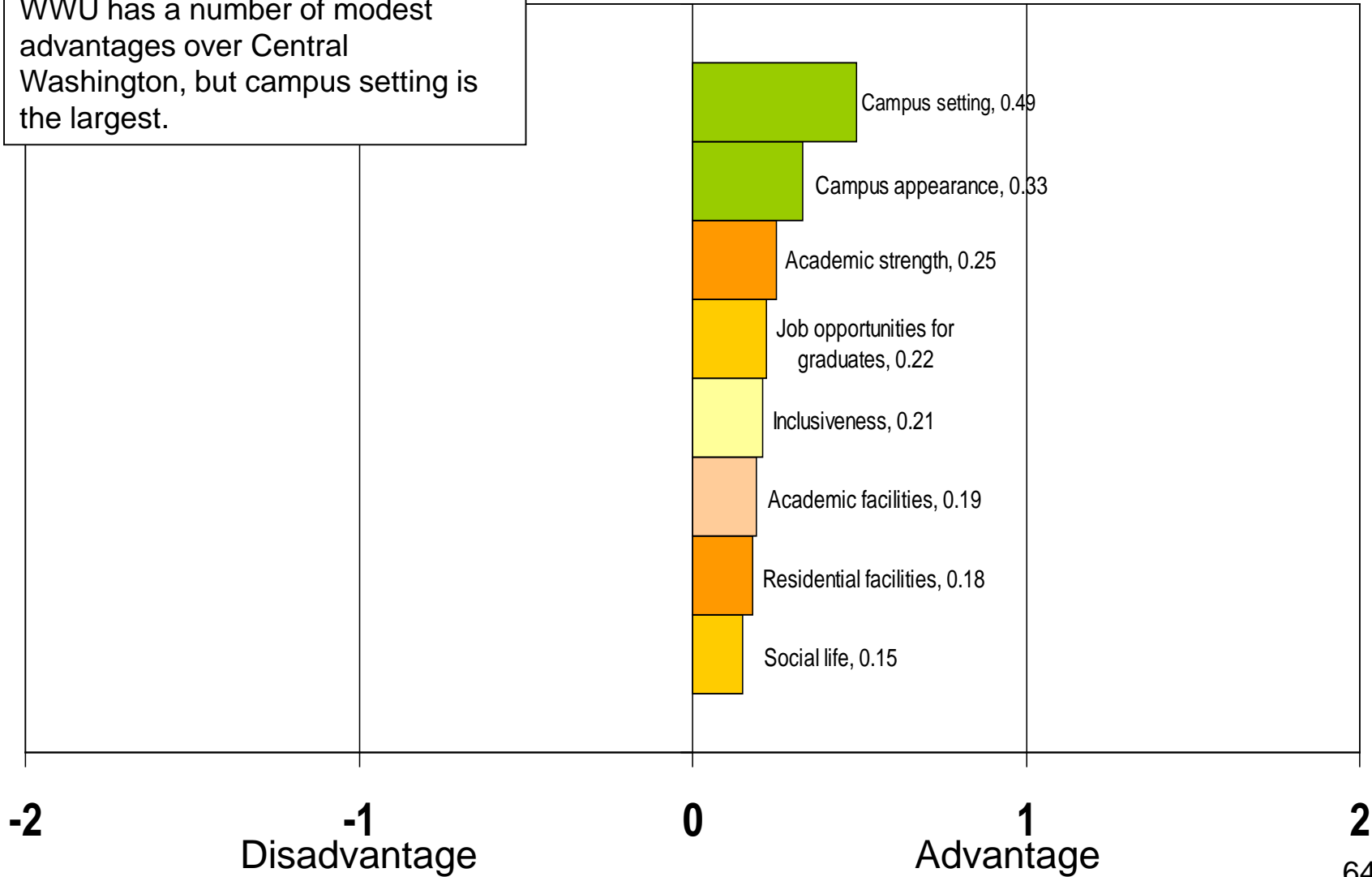
The biggest difference between WWU and Seattle U. is tuition cost. In other areas, WWU has mostly modest advantages.



Attribute Ratings

Western Washington vs. Central WA

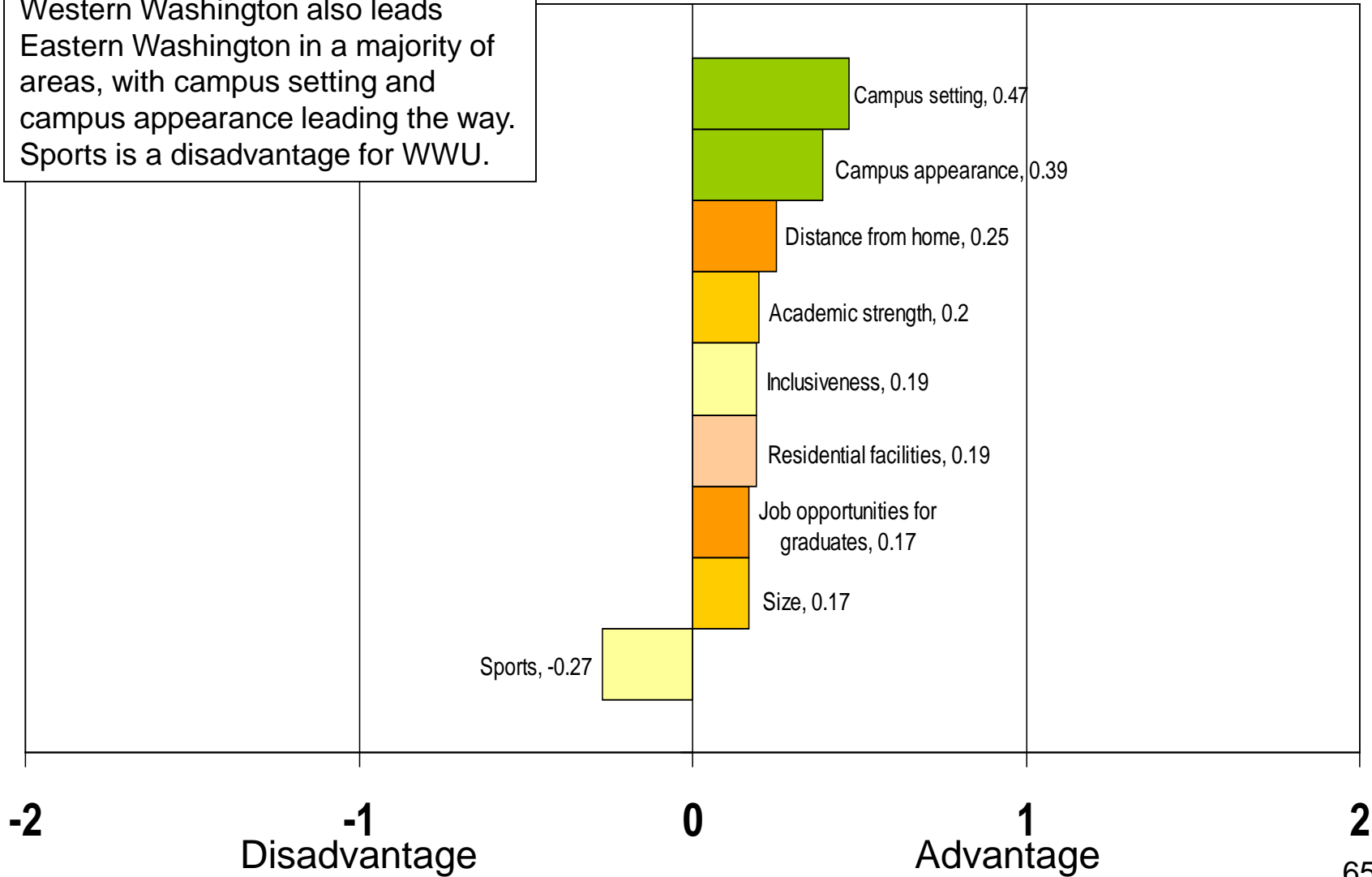
WWU has a number of modest advantages over Central Washington, but campus setting is the largest.



Attribute Ratings

Western Washington vs. Eastern Washington

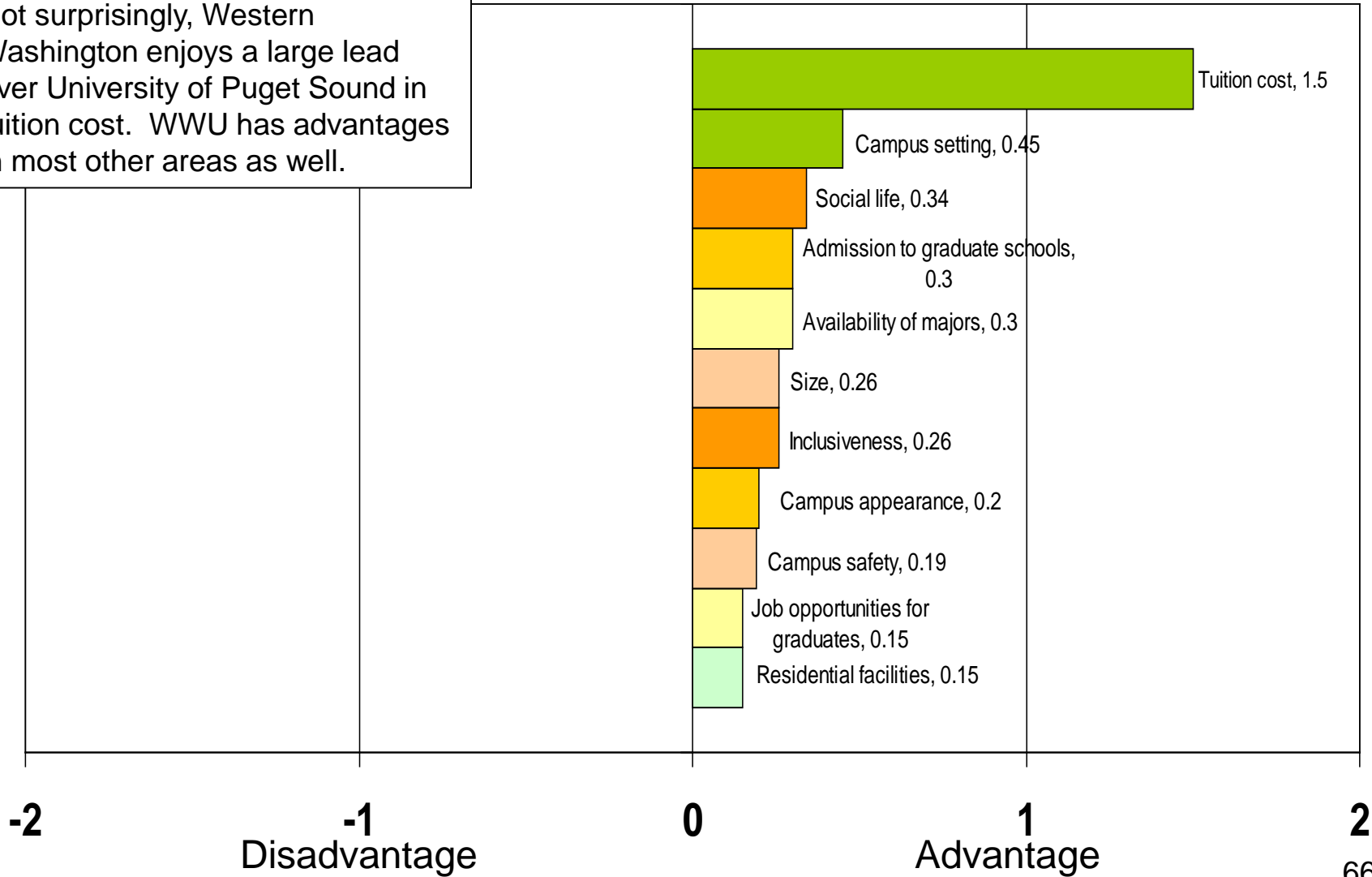
Western Washington also leads Eastern Washington in a majority of areas, with campus setting and campus appearance leading the way. Sports is a disadvantage for WWU.



Attribute Ratings

Western Washington vs. U. of Puget Sound

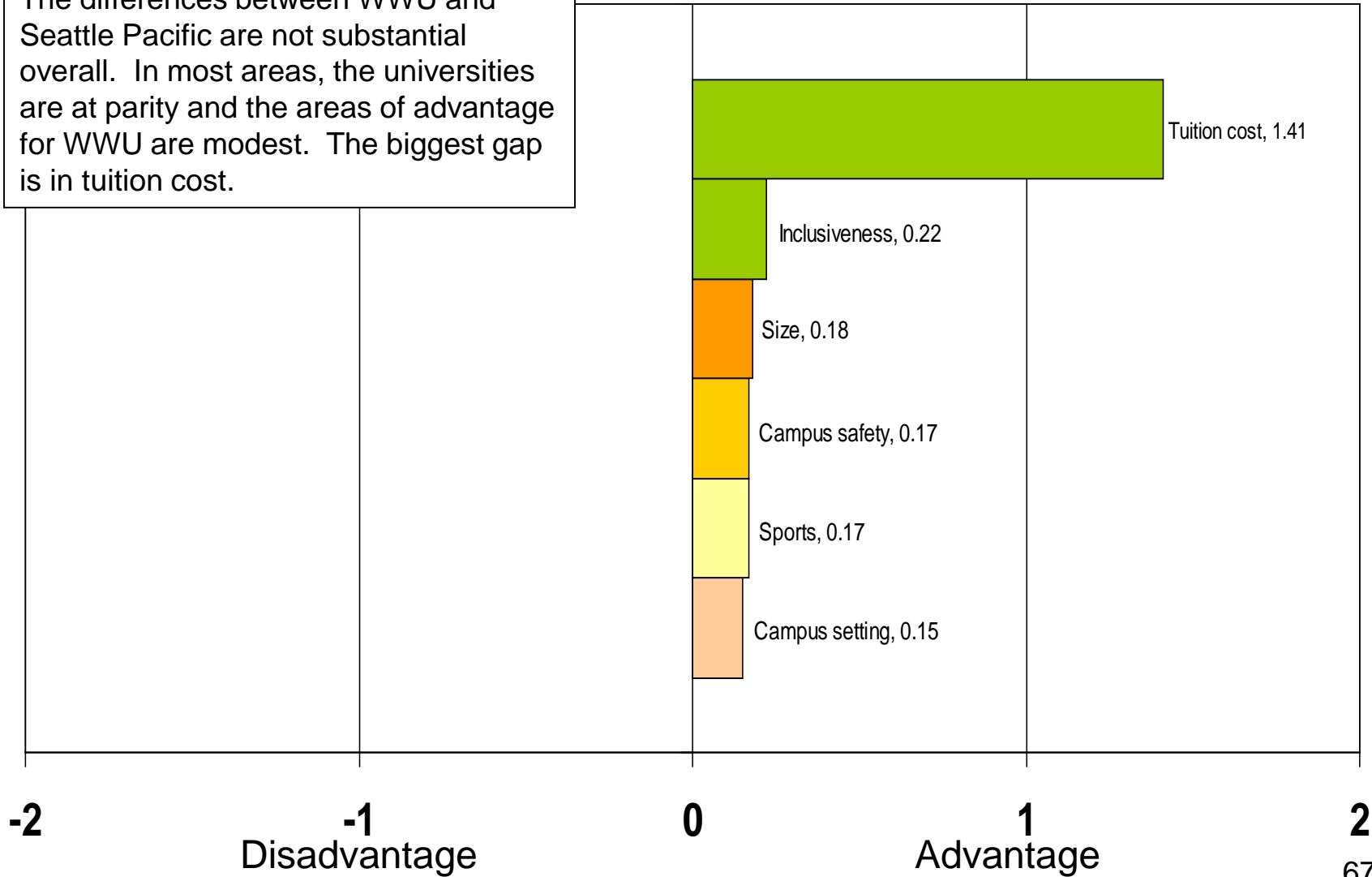
Not surprisingly, Western Washington enjoys a large lead over University of Puget Sound in tuition cost. WWU has advantages in most other areas as well.



Attribute Ratings

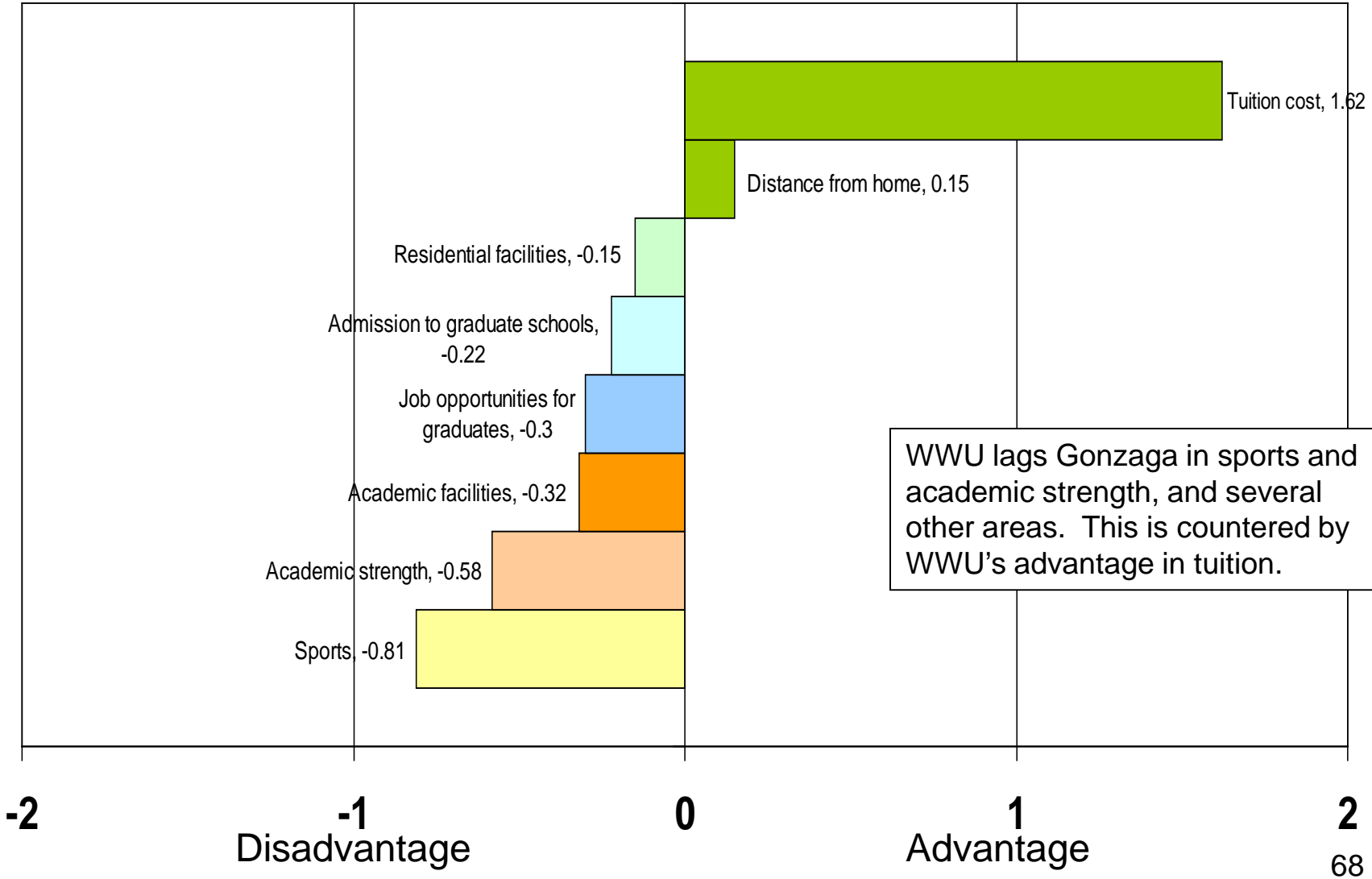
Western Washington vs. Seattle Pacific

The differences between WWU and Seattle Pacific are not substantial overall. In most areas, the universities are at parity and the areas of advantage for WWU are modest. The biggest gap is in tuition cost.



Attribute Ratings

Western Washington vs. Gonzaga



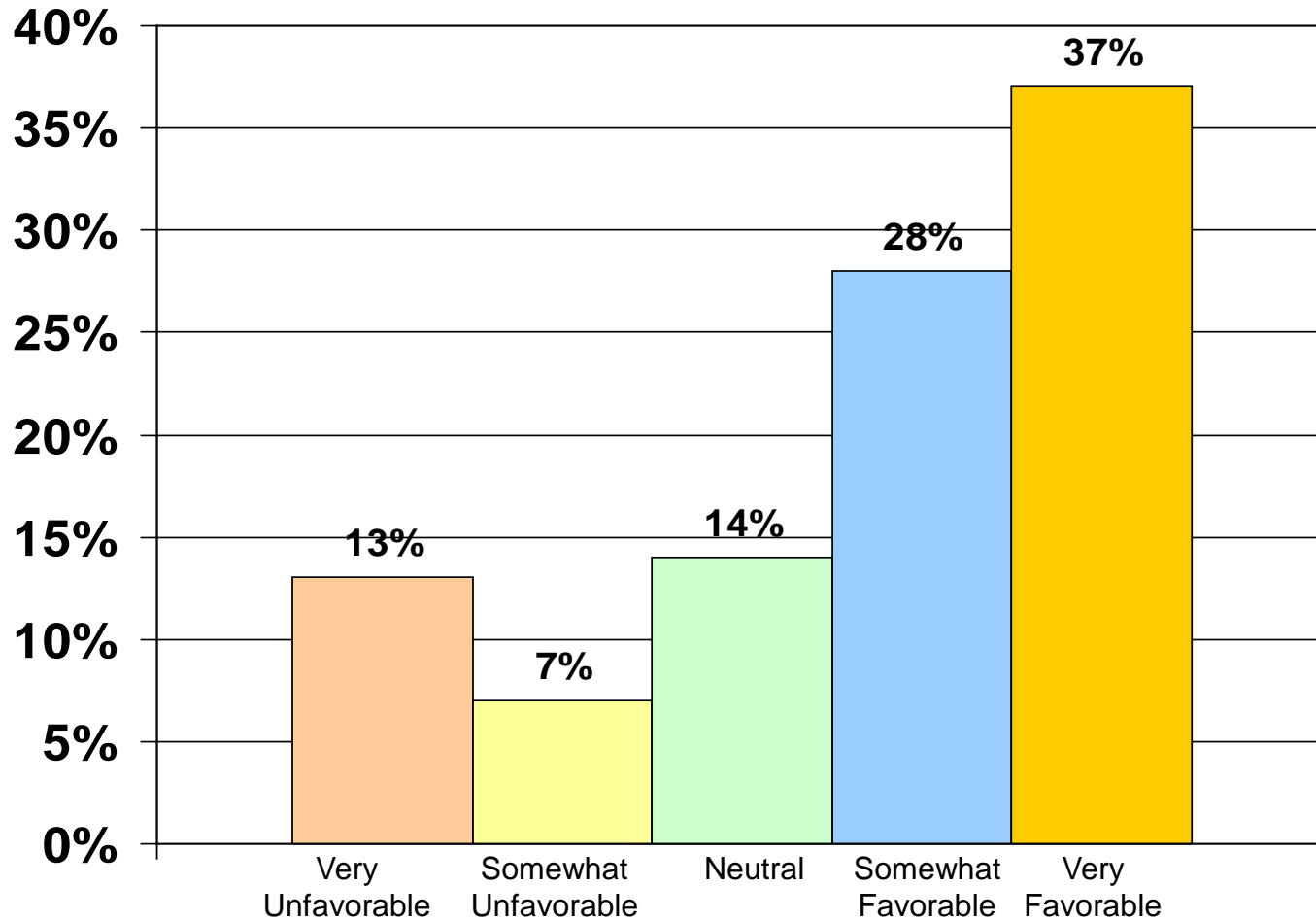


Applications and Admissions Process



Application/Admission Process

How would you rate Western Washington University's application and admission process? (If you did not apply, simply skip this question.)



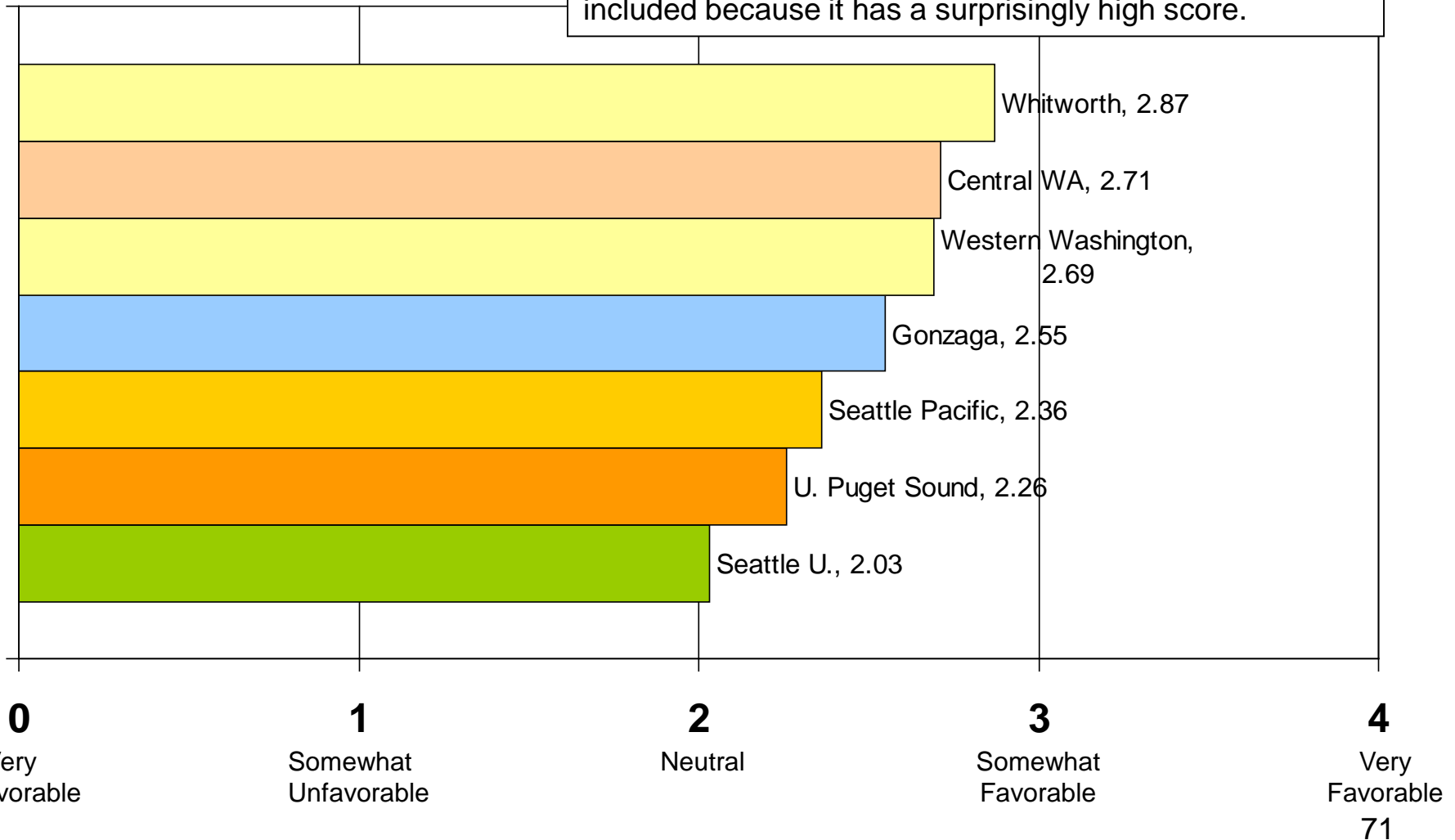
Among students who applied to WWU, 65% rated the application and admissions process as favorable. Only 20% viewed it unfavorably.

This question was added for the first time in 2018. Future surveys may include ratings for specific aspects of the applications and admissions process.



Application/Admission Process

WWU's overall favorability score of 2.69 for its admissions and applications process is in the top end of a range of institutions. While Whitworth is not a competitor, it was included because it has a surprisingly high score.





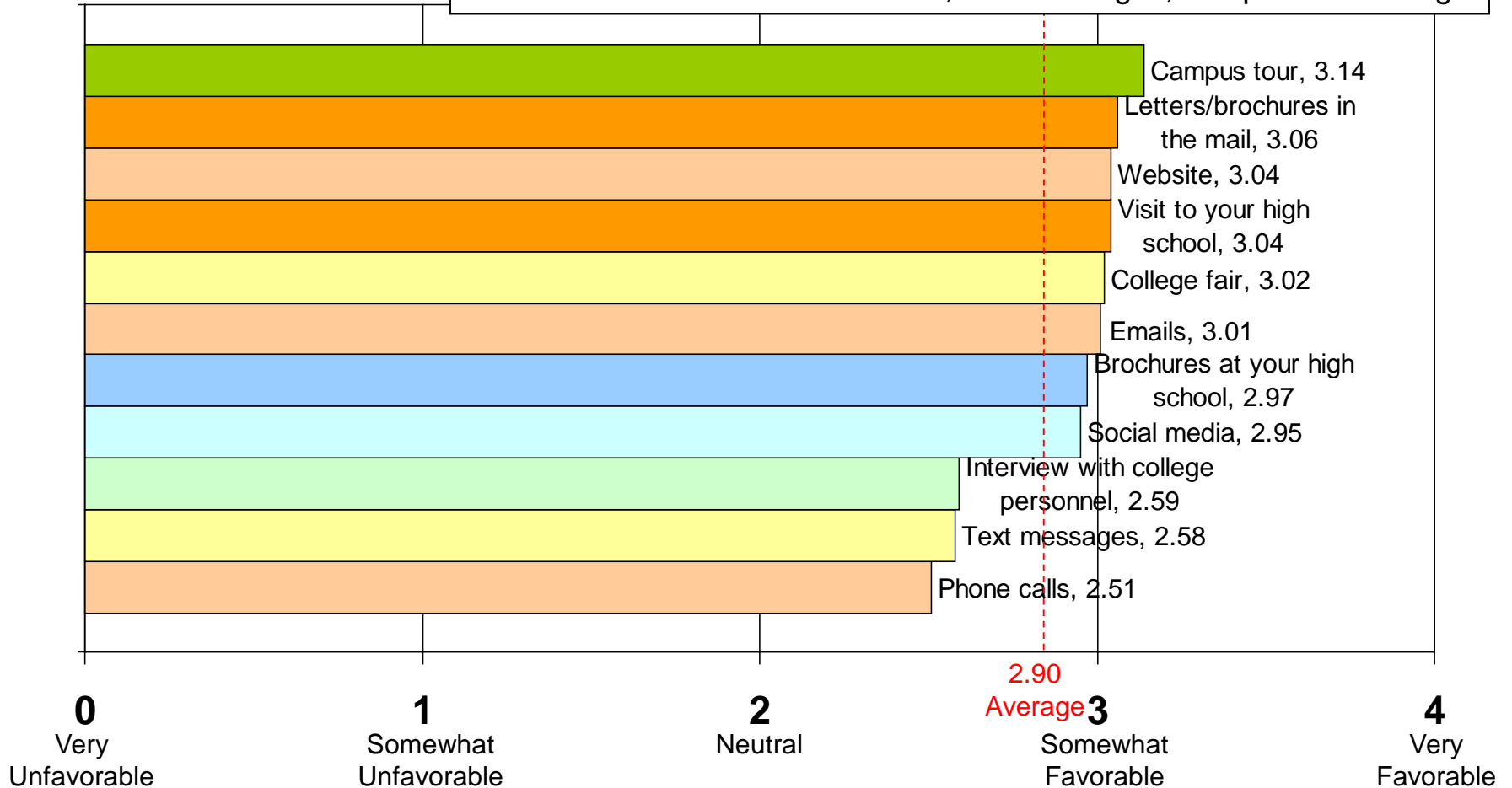
Supplement



Interaction Effectiveness

How would you rate the following types of interactions that you have had with Western Washington University?

This chart shows the favorability scores for various types of interactions with students. WWU is has similarly favorable scores in most types of interactions. Scores for interviews, text messages, and phone calls lag.



Margin of error █

17. EXECUTIVE SESSION

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

18. DATE FOR NEXT REGULAR MEETING

- **October 11 & 12, 2018**

19. ADJOURNMENT