

April 26, 2019

BOARD OF REGENTS MEETING NOTICE May 2-3, 2019

The Washington State University Board of Regents will hold its next official meetings on Thursday and Friday, May 2-3, 2019, on the WSU Health Sciences Spokane campus, in Spokane, Washington, pursuant to the schedule below.

Meetings will take place at College of Nursing Building (SNRS) in the room locations outlined in the schedule below, except as otherwise noted.

Committee meetings will run as outlined below throughout the day; starting times following the 10:00 am committee meetings are estimates only. If a session ends earlier than expected, the next scheduled session may convene immediately. Committee meetings may be attended by all members of the Board of Regents, and all members may participate.

Thursday, Ma	ay 2, 2019	Location
10:00 am	Executive and Governance Committee	SNRS 205
10:30 am*	Concurrent Meetings	
	Research and Academic Affairs Committee	SNRS 205
	Student Affairs and Student Life Committee	SNRS 201
	Institutional Infrastructure Committee	SNRS 401
11:45 am*	Special Meeting of the Trustees/Shareholders of the	SNRS 205
	Students Book Corporation	
12:15 pm*	Board of Regents Lunch	SNRS 119
1:15 pm*	Finance and Compliance Committee	SNRS 205
4:30 pm*	Strategic and Operational Excellence Committee	SNRS 205
5:00 pm*	Executive Session – If Needed	SNRS 205
6:00 pm	Board of Regents Dinner	Luna Restaurant
•	_	5620 S. Perry St.,
		Spokane, WA 99223
Friday, May	3, 2019	Location
0.15	Decard of Decards Burglifest	CNIDC 110
8:15 am	Board of Regents Breakfast	SNRS 119
9:00 am	Board of Regents Meeting	SNRS 205

In addition, Friday, May 3 and Saturday May 4, the Regents will participate in ceremonies and activities associated with Commencement for the Spokane and Pullman campuses.

Questions about the Board of Regents meeting and schedule may be directed to Desiree Jacobsen, 509-335-4200.

*or upon conclusion of previous session

Agenda

Executive and Governance Committee Thursday, May 2, 2019 10:00 pm – 10:15 am

Location: WSU Health Sciences Spokane, SNRS, Room 205

Committee Members: Ron Sims (Chair), Brett Blankenship, and Ted Baseler

<u>Acti</u>	on Items	<u>Section</u>
1.	Board of Regents Election of Officers (Sims)	E-1
2.	Clarification of Delegation of Authority to Commence Litigation (Hess)	E-2

ACTION ITEM #1

Election of Officers (Ron Sims)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Election of Officers

PROPOSED: That Marty Dickinson be elected to serve as Vice Chair of the WSU

Board of Regents for the year beginning July 1, 2019, with the understanding that she shall act as Chair pro tempore in the absence of the Chair, with the power to preside at the meetings and to sign all instruments required to be executed by the WSU

Board of Regents.

SUBMITTED BY: Ron Sims, Chair, Board of Regents

SUPPORTING

INFORMATION: Excerpt from the Board of Regents bylaws, Article I, Section 3

(Election and Appointment Process):

Election and Appointment Process. At its regular meeting held after the first Wednesday in April of each year, the Board shall hold elections to fill the offices of Chair and Vice Chair. The Board shall elect a Vice Chair, as nominated by the Executive Committee, based upon the advice of the Board and in consultation with the President of the University. The Vice Chair shall hold office for a one-year (1-year) term, commencing on July 1. Except in the case of resignation or removal, or other exigent circumstances, the Vice Chair shall then automatically succeed as Chair of the Board the following year and shall hold the office of Chair for one-year (1-year), commencing on July 1.

ACTION ITEM #2

Clarification of Delegation of Authority to Commence Litigation (Danielle Hess)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Clarification of Delegation of Authority to Commence Litigation

PROPOSED: That the Board of Regents adopt the proposed resolution amending

the Delegation of Authority to Commence Litigation. The amendments are a housekeeping matter intended to clarify that the President or designee has authority to issue suit authorizations for the purpose of collection of delinquent University accounts in cases

when all normal collection efforts have been exhausted.

SUBMITTED BY: Danielle A. Hess, Division Chief

WSU Division of the Attorney General's Office

SUPPORTING

INFORMATION: See attached

ATTACHMENTS: Resolution #190503-599 - Delegation of Authority to Commence

Litigation with proposed changes tracked

BOARD OF REGENTS

Delegation of Authority to Commence Litigation

Resolution #190503-599

WHEREAS, RCW 28B.30.095, RCW 28B.30.100, and RCW 28B.30.150 vest the governance and management of Washington State University (WSU) in the Board of Regents of WSU;

WHEREAS, the Board of Regents is authorized by RCW 28B.10.528 to delegate to the President of WSU or designee powers and duties vested in or imposed upon the Board of Regents by law and to enable the President or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of WSU;

WHEREAS, the President has been delegated authority to act in matters relating to the general business and financial affairs of WSU; and

WHEREAS, the need to commence litigation or to file notice of appeal may arise at a time when it is not feasible for the Board of Regents to meet;

NOW, THEREFORE, BE IT RESOLVED that the Board of Regents hereby confirms and continues prior delegations of authority to the President or designee to commence litigation or other legal action in any court or tribunal having jurisdiction; to file claims, cross claims, or third-party complaints in existing litigation; and to file notices of appeal or otherwise seek review of a court decision;

PROVIDED, HOWEVER, that no new legal action <u>in a court of law</u> shall be initiated in which WSU is the plaintiff and complaining party without prior approval of the Chair of the Board of Regents, or in the absence of the Chair, the Vice Chair of the Board of Regents. <u>PROVIDED FURTHER</u>, that the <u>President or designee may initiate a new legal action in a court of law without the prior approval of the Chair or Vice Chair for the purpose of collection of delinquent university accounts in cases where all normal collection efforts have been exhausted.</u>

DATED this 3rd day of May, 2019.	
	Chair, Board of Regents
Secretary, Board of Regents	Vice Chair, Board of Regents

Agenda

Research and Academic Affairs Committee Thursday, May 2, 2019 10:30 a.m. – 11:30 a.m.

Locat	ion: WSU Health Sciences Spokane, SNRS, Room 205	
Comr	nittee Members: Heather Redman (Chair), Lisa Schauer, Ron Sims, and I	Mike Worthy
<u>Futur</u>	e Action Item	<u>Section</u>
1.	Establish a Bachelor of Arts in Human Biology (Bernardo)	R-1
<u>Actio</u>	n Items	
1.	Rename the Department of Educational Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of Educational Leadership and Sport Management (Bernardo)	R-2
2.	Establish the Center for Arts and Humanities (Bernardo)	R-3
<u>Infori</u>	mation Items	
1.	Faculty Manual Changes (Bernardo)	R-4
2.	Degree Extensions (Bernardo)	R-5
3.	Office of Research Update (Keane)	R-6

FUTURE ACTION ITEM #1

Establish a Program in Human Biology and Bachelor of Arts in Human Biology (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Establishment of a Program in Human Biology and Bachelor of Arts in

Human Biology

PROPOSED: That the Board of Regents establish a Program in Human Biology and

Bachelor of Arts in Human Biology

SUBMITTED BY: Daniel J. Bernardo, Provost and Executive Vice President

SUPPORTING

INFORMATION: The College of Arts and Sciences proposes the creation of a Program in

Human Biology and Bachelor of Arts in Human Biology.

The proposed Program in Human Biology is to be administered jointly by the Department of Anthropology and the School of Biological Sciences in the College of Arts and Sciences. The Program in Human Biology will offer a Bachelor of Arts degree in Human Biology. This expressly interdisciplinary program will meld approaches and content from social and biological sciences to provide students with a vibrant, synthetic understanding of the roles of culture, the dynamics of natural and social systems, and biological attributes responsible for shaping the human being. Our aim is to prepare students to be creative, insightful, and skillful in professions that encompass especially the arenas of health sciences, environment, societal support (such as family planning, forensics, food safety, and medical ethics), and public policy that influence the welfare of humans.

The proposed Program in Human Biology will meet the missions of the University, College of Arts and Sciences, Department of Anthropology, and School of Biological Sciences by offering an innovative, interdisciplinary educational program that focuses on the biology of human life. The College of Arts and Sciences in Pullman and Vancouver enthusiastically supports the Bachelor of Arts in Human Biology.

The Program in Human Biology will offer students an opportunity to explore how human biology influences and is influenced by the environment, cultural and social structures, and economic and political policies. Our program will foster in students a holistic sense of the complexities of the human condition in all of its diversity in our changing world. The goals of the program meet the mission of the School of Biological Sciences to expand knowledge about how organisms function, interact, and evolve in a changing world and the mission of the Department of Anthropology to address the most basic questions about the nature of culture, its evolutionary history, and human variability by studying the interactions between our biological and our learned cultural heritages.

Additionally, this degree program aims to bridge a disconnect that lies between the social and biological sciences to provide students with a more direct avenue to address the biological basis of problems faced by human populations, cultures, and societies. The interdisciplinary Human Biology program aims to attract prospective students through its strong science foundation and focus on sociocultural contexts. It will assist students toward careers in health, policy, and novel career tracks in sustainability that address the problems we face from climate change, emerging diseases, and other challenges at the interface of cultures and environments.

The complete proposal for the Bachelor of Arts in Human Biology is attached. This proposal was reviewed carefully and has support from the Provost's Office. This recommendation was passed by the Faculty Senate on March 28, 2019.

The College of Arts and Sciences proposes creation of the Bachelor of Arts in Human Biology degree effective Fall 2019.

ATTACHMENT: Attachment A



Office of

Provost and Executive Vice President

MEMORANDUM

TO:

Faculty Senate

FROM:

Daniel J. Bernardo, Executive Vice President and Provost

SUBJECT:

Create Baghelor of Arts in Human Biology

DATE:

September 26, 2018

The attached proposal to create a Bachelor of Arts in Human Biology has been reviewed by the Provost's Office review committee. This proposal has been in development for quite some time and we have worked with the proposing units to narrow and sharpen the focus of the degree. The primary issue had been designing of a curriculum that was sufficiently unique to make the degree stand out from our existing degrees in the biological sciences and the cultural sciences.

The attached is the revised document. We are satisfied that the proposal is ready for Senate review.

Merrill, Angela Lori

From:

Parks, Craig

Sent:

Monday, September 24, 2018 2:57 PM

To:

Duff, Andrew

Cc:

Merrill, Angela Lori; Carter, Patrick Andrew

Subject:

RE: BA in Human Bio proposal feedback

Received. Thanks, Andrew. Yes, we will move this along to the Senate.

Craig

From: Duff, Andrew

Sent: Monday, September 24, 2018 1:34 PM

To: Parks, Craig <parkscd@wsu.edu>

Cc: Merrill, Angela Lori <awight@wsu.edu>; Carter, Patrick Andrew <pacarter@wsu.edu>

Subject: RE: BA in Human Bio proposal feedback

Craig,

Here is a modestly revised Human Biology proposal, and apologies for delay in returning this to you. The file name notes revision with today's date.

What was altered:

Goods & Services: It appears that the footnotes in the spreadsheets were leftovers, so I removed them from both the Vancouver and Pullman fiscal tables, as they did not refer to any information. Since we no longer have any commitment to goods and services in Pullman, I simply removed the paragraph that referred to this, even though Vancouver has committed some funds in this area. An earlier iteration of the proposal and commitment from the College had included support in this area. For course investments, our respective units will work with the College directly as needed, as we do now to support our current degrees.

Assessment:

Kimberly Green suggested we rename the Human Biology Advisory Committee as the Human Biology Curriculum and Assessment Committee to more explicitly recognize their charge. I have done so and replaced the name of this in references to it in the assessment section (pages 7 & 8) and later in section IX.

I am hopeful these minor alterations suitably address input from your office (and ATL) such that you are willing to forward this for Faculty-Senate review. Please feel free to contact us if you have any additional questions or would like any clarifications or updates.

Thanks, Andrew

Andrew Duff, Ph.D., RPA
Professor & Chair
Department of Anthropology
Washington State University
Pullman, WA 99164-4910
Chair's office 509-335-3441
Research office 509-335-7828

From: Parks, Craig

Sent: Wednesday, September 12, 2018 4:17 PM

To: Duff, Andrew < duff@wsu.edu>

Cc: Merrill, Angela Lori <a wight@wsu.edu>
Subject: RE: BA in Human Bio proposal feedback

Andrew, following up to see what you would like us to do with the Human Bio proposal.

Craig

From: Parks, Craig

Sent: Tuesday, September 4, 2018 11:01 AM

To: Duff, Andrew <duff@wsu.edu>

Cc: Merrill, Angela Lori <a wight@wsu.edu>
Subject: BA in Human Bio proposal feedback

Andrew,

Our review committee has completed its editorial review of your revised proposal for a BA in Human Biology. Some of the reviewers had read previous drafts of the proposal, and they commend you and your team on your responsiveness to their suggestions.

I have just one, minor question for which I would like your response:

There's this statement at the bottom of page 22 – "To achieve improvements in learning environments, Vancouver will invest \$5,000 per year in Anthropology and Biology courses on the Vancouver campus by year 5; Pullman courses will also require investment, but there is no specific mechanism available to support this at present." Curious that an unfunded commitment is included in the proposal? This known expense doesn't appear in the budget as far as I can tell – however, there is a footnote indicated on page 26 by the 'Goods and Services' and 'Equipment Instructional' line items. I don't see any explanation for that footnote, so maybe they talk more about it there and it didn't get included in the pdf?

The Senate Budget Committee might pick up on this and require you to address it before they are willing to move the proposal forward. That committee's composition is largely unchanged from last year, and last year they did often scrutinize proposals as the level of detail above. I am comfortable sending the proposal forward as is, so I would like you to advise me on whether you want me to do so, or if you want to address the above first.

I have also attached a copy of comments about your assessment plan. Your plan is strong and the review committee likes it very much. The comments are merely things for you to think about as you go forward, ideas for fine-tuning once the degree is up and running.

Let me know your preference for handling the issue above, and we will go from there.

Craig

Craig D. Parks
Washington State University
Associate Vice Provost, French 436, ph. 509-335-5581
Past President, APA Division 49
parkscd@wsu.edu

Merrill, Angela Lori

From:

Parks, Craig

Sent:

Tuesday, September 4, 2018 11:01 AM

To: Cc: Duff, Andrew

Subject:

Merrill, Angela Lori BA in Human Bio proposal feedback

Attachments:

BA-HumanBiology_Interdisciplinary Degree Aug2018_kgreen (002).docx

Andrew,

Our review committee has completed its editorial review of your revised proposal for a BA in Human Biology. Some of the reviewers had read previous drafts of the proposal, and they commend you and your team on your responsiveness to their suggestions.

I have just one, minor question for which I would like your response:

There's this statement at the bottom of page 22 – "To achieve improvements in learning environments, Vancouver will invest \$5,000 per year in Anthropology and Biology courses on the Vancouver campus by year 5; Pullman courses will also require investment, but there is no specific mechanism available to support this at present." Curious that an unfunded commitment is included in the proposal? This known expense doesn't appear in the budget as far as I can tell – however, there is a footnote indicated on page 26 by the 'Goods and Services' and 'Equipment Instructional' line items. I don't see any explanation for that footnote, so maybe they talk more about it there and it didn't get included in the pdf?

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I have also attached a copy of comments about your assessment plan. Your plan is strong and the review committee likes it very much. The comments are merely things for you to think about as you go forward, ideas for fine-tuning once the degree is up and running.

Let me know your preference for handling the issue above, and we will go from there.

Craig

Craig D. Parks
Washington State University
Associate Vice Provost, French 436, ph. 509-335-5581
Past President, APA Division 49
parkscd@wsu.edu

Go ask Alice. I think she'll know.

Feedback on interdisciplinary degree proposal for B.A. Human Biology: assessment of student learning 8/28/18

- 1. Overall, the proposal for the B.A. in Human Biology is strong in relation to assessment and could provide a model for future interdisciplinary program proposals. In particular,
 - a. The assessment plan (p. 7-8) appears to be feasible given the structure of the program, including
 - clear, assessable learning outcomes, and a curriculum map
 - direct and indirect measures of student learning, including assessment at the senior-level in a capstone course & senior portfolio course
 - a faculty committee designated for conducting assessment, analyzing assessment data, and making recommendations
 - assessment archives available to faculty on both campuses
 - b. The proposal includes structural elements useful to assessment in an interdisciplinary program, specifically
 - o a director with a faculty position who reports to both department leaders, with clerical support
 - o a program leader in Vancouver to coordinate with the director
 - a committee of faculty members responsible for assessment, with representation from both departments and both campuses
- 2. A few potential adjustments could help position the HB director and faculty to succeed with some of the additional challenges found in interdisciplinary degrees and assessment, including departmental and faculty engagement / recognition as stakeholders. (These topics are not necessarily requested in the proposal form.)
 - Awareness of capstones serving the HB majors. Instructors and advisors should be aware that Anthro and Bio capstone courses will also be serving HB majors. Capstone instructors will need to have the HB seniors and learning outcomes in mind when they design and assess culminating student projects, and as they engage students in integrating & applying their skills for this degree. (If the new HB degree had its own prefix, the various capstone courses could be cross-listed to help with this communication.)
 - Faculty committee for HB Curriculum and Assessment. To clearly communicate faculty oversight of the curriculum and the responsibility of the faculty committee for using assessment results to make changes related to curriculum, the HB committee could be designated as the "Human Biology Curriculum & Assessment Committee," rather than as an "advisory committee," which may suggest a more limited role. Additionally, the two departmental curriculum committees could each consider having a member designated to represent the HB curriculum, or could implement another approach that fits these departments and helps keep the HB curriculum in the mix of committee considerations.
 - Explicit leadership support. Since faculty and committee members will not report to the HB director, the SBS director of SBS and the Anthro chair will be responsible for ensuring that their faculty participate in assessment and use results to make changes to their courses, and for recognizing faculty participation in annual review. Without such leadership support and recognition, engaging faculty can become, understandably, a bottleneck to assessing and improving interdisciplinary programs.





MEMORANDUM

DATE:

July 28, 2018

TO:

Daniel Bernardo, Provost and Executive Vice President

Mel Netzhammer, Chancellor, WSU-Vancouver

Jeannette Mageo, Chair, Faculty Senate

FROM:

Andrew Duff, Chair, Department of Anthropology

Patrick Carter, Director, School of Biological Sciences

Cc:

Matthew Jockers, Dean, College of Arts and Sciences

Amy Wharton, Director, College of Arts and Sciences, WSU-Vancouver

SUBJECT: Submission of revised proposal for a new degree in Human Biology

We are pleased to submit our revised proposal for a new Human Biology degree, which pending approval would be offered on both the Pullman and Vancouver campuses beginning in Fall 2019. This cover letter begins with a brief review of the initial submissions of this degree proposal. We then summarize the feedback we received and how the revised Human Biology degree proposal addresses comments and concerns raised during the earlier consideration of the degree proposal.

History

Completed Notice of Intent forms for the Human Biology degree were submitted to the Dean of the College of Arts and Sciences, the Chancellor of the Vancouver Campus, and to the WSU Provost's office on October 31, 2012. We received approval to proceed from the Provost's office. The complete proposal was submitted through the Dean of the College of Arts and Sciences for formal consideration on January 25, 2013, with copies delivered to Provost's Office, to the Faculty Senate, and to the Chancellor's office in Vancouver. We received feedback on the original proposal from the following sources: the Catalog Subcommittee, Academic Affairs Committee, Faculty Senate; from Vancouver, we received feedback from the Office of Academic Affairs, the Vice Chancellor for Finance and Operations, and from the Director of the Library; and from the Provost's office, we received on October 1, 2013, a request from Vice Provost Jane Sherman to provide Provost Bernardo with information on how the BA in Human Biology would be consistent with, or might help move toward, recommendations made by a committee appointed by former Provost Bayly (see his memo of March 8, 2013, to Kim Kidwell, Bill Davis, Mano Manoranjan, and Bob Olsen) to provide a vision for delivering biology-related majors to undergraduates at WSU.

School of Biological Sciences Director Larry Hufford, Department of Anthropology Chair Andrew Duff, and faculty from both Anthropology and the School of Biological Sciences continued to refine and revise the proposal based on the feedback received. We resubmitted a revised proposal in October 2015, including a request to have the Human Biology degree approved for Fall 2016 on both the Pullman and Vancouver campuses. We received several comments on this proposal from the Provost's office review, but the proposal was not forwarded to the Faculty Senate. The next section contains the comments we received from the last review, as well as our responses to these. The proposal has been significantly modified from its October 2015 format, and was modified along the lines suggested in review. In short, the previous proposal had three degree tracks, and concerns were raised about two of these—with the Provost's office recommending that we instead proceed with just one of the degree tracks; the attached proposal includes a single degree option.

Feedback on BA Human Biology proposal as submitted October 2015

Comments received from resubmission of Human Biology proposal to Provost's Office 10/1/15 in black. Responses to feedback in red.

Recommendation from Provost's Office:

- Advance BA in Human Biology, Biology and Culture option only at this time. The
 proposal as currently constituted would not be successful in the Senate.
 The resubmission contains only the single degree track originally titled "Biology and
 Culture" option. Since there is only one track associated with the degree, it is simply the
 Human Biology degree track. What were the second and third degree tracks have been
 dropped.
- The Provost's Office stands ready to assist in facilitating wider conversations about the
 future of the General Studies-sciences degree in relation to Options 2 and 3. Feedback
 made clear that there is strong support for certain aspects of the GenSts degree and that
 stakeholders want to make sure that those aspects are preserved in a new degree.
 As we have removed options 2 and 3, the current resubmission does not contain options
 considered in competition with the General Studies-Science degree.
- If advancing the one track only at this time is acceptable, the Provost's Office will assist
 in editing the proposal for faster submission to the Senate.
 We look forward to the assistance of the Provost's office in seeing prompt submission of
 our proposal to the Faculty-Senate for review.

Budget Questions:

Questions on the 'people costs' in the Pullman budget (Table 12 pages 36-38):

- 1. The memo of endorsement from the Dean (page 4 of the packet) indicates support for 2 new faculty positions, however the budget shows a total of four new faculty, two in each discipline (Anthro & SBS)
 - a. The Associate / Professor new hires (SBS & Anthro) in Year 2 do not include any costs for Year 2?
 - b. The SBS Assistant Professor new hire in Year 3 shows costs in all three columns, including Year 1 and Year 2--?

The current proposal contains no commitment for future hires linked to the degree. The positions in the original submission, completed when the College was in a better fiscal state, included a College commitment to two hires, each of which were envisioned as joint-hires who would be appointed in both Anthropology and the School of Biological Sciences (hence costs were split across both units).

2. The Dean's memo also commits funds for an academic advisor. It wasn't apparent that this new position was included in the budget.

Included in finance tables (Table 8) under Classified Staff listings and in Table 7 listing support staff associated with the degree. The College of Arts and Sciences has committed to supporting advising for the Human Biology degree on both campuses.

- 3. This degree does not appear to have any budget beyond salaries. Does that mean this degree program cannot have any other expenses, e.g.,
 - Costs associated with assessment, such as a measure or a training, etc., or faculty professional development, or other costs
 - Can the program have an annual or bi-annual faculty retreat to discuss curriculum, assessment, etc?
- Can the director travel to Vancouver, which anticipates growth in this degree? Include sources of operating support in budget.

Both the Vancouver and Pullman budgets commit resources for "travel," and degree support and administration, including a degree program director. These are designed to facilitate regular face-to-face meetings and active collaboration between Human Biology faculty across the campuses for regular meetings about assessment, curriculum, scheduling, and other topics, as well as to directly support additional needs linked to the degree. An initial, modest commitment by CAS (in Pullman) can be supplemented in the first three years "If growth of the degree program warrants additional funding." Additionally, the budgets for both Pullman and Vancouver include listings for support personnel ranging from academic coordinator to office assistance. Please refer to Table 7 for support staff listings by title, and Tables 8 and 9 for campus-specific budgets that include these positions.

Summary of general comments:

 Reviewers perceived that the new degree duplicates the existing General Studies degree, which is viewed as a successful degree needed for various student groups.

We believe that following the Provost's Office recommendation to limit this to the single degree-track eliminates any duplication.

• Rigor of the health tracks compared to BS GenSts or BMS not persuasive to internal audiences, e.g.:

Why is this a Bachelor of <u>Arts</u> degree? A BA with a "robust science curriculum," which the Professional option advertises and the Health Science option has, seems contradictory. I would think we would want our majors who intend to go into a health professional degree program to apply with a BS.

The BA is not a more rigorous program than the general studies BS and students currently take a program in the General Studies degree that is specifically designed to meet their interests and needs.

The "health-track" options were removed from the proposal for the Human Biology degree, though the choice afforded students in the Human Biology degree also permits students to have a student-designed degree within the parameters defined by degree course options.

 Less efficient off-ramp for some majors than current General Studies degree—will take an additional semester or more to graduate.

The revised Human Biology coursework is designed as a stand-alone degree for those interested in its content and training, while those seeking an "off-ramp" continue to have the General Studies degree as an option.

• Curriculum offers too many choices. The impact is that that no two degrees are exactly alike as each student makes individual choices from the long lists of alternatives. The number of possible combinations would be very large, calling into question the coherence promised by giving it a name "human biology." Recommend they put stricter limits on what they want students to take. Otherwise it is in fact general studies.

In revision, eliminating two of the tracks reduces this concern considerably. Additionally, we have significantly reduced the course options in the current degree "track" in response to this concern, though enough remain to preserve the element of student choice.

• Significant concern that General Studies degrees are being phased out, and that approval of the BA degree implies approval of such a move.

The revised Human Biology degree including only one track serves as a valuable degree choice for those it is designed to serve and who find it of interest. Its approval is unrelated to General Studies degrees.

Process issue: no consultation with impacted departments in CAHNRS and Vet Med.
 Some courses outside CAS will be highly impacted by growth of this degree; budgetary needs in other areas should be addressed.

As revised, the current Human Biology degree with its single track primarily features courses from units within the College of Arts and Sciences, and especially within Anthropology and Biology—the two units administering the degree, with limited impact to courses outside of the College.

Human Biology Major, Professional Option

This option was removed from the proposal for the Human Biology degree

Reviewer comment:

"This degree is not that different from the General Studies – biological sciences degree. They have added core Anth courses which otherwise do not exist in the General Studies degree as a requirement, and they have appropriately added statistics. There are

some additional requirements (psych courses and an additional semester of physics). Otherwise, they have a long list of courses that students can choose from in various categories. The rationale for the long list of courses and the various categories is not really apparent. Choose 12 credits from a list of 30+ courses (Professional option) vs choose from approved biological science courses (General Studies degree) seems to be a very small difference from what already exists.

Notably, in the long list of course choices in the professional option, they no longer allow biological science courses from CAHNRS (which were allowed in the General Studies degree), and they have limited the choice of MBioS and neuroscience courses to the absolute minimum (not limited in the General Studies degree). Why are biology course like general ecology and principles of animal development approved courses but CAHNRS courses like animal growth and development and physiology of reproduction? The long list of course choices is also deceiving. If you select Soc 342, you must first take Soc 101, which surprisingly is not on the list."

We did however remove courses from outside of Anthropology and Biology that had pre-requisites from the suite of options unless those prerequisites were also part of the degree.

Professional Option and Health Sciences Option:

This option was removed from the proposal for the Human Biology degree

Reviewer comments:

"These two options are specifically targeted to students interested in the health care professions. There is no best major for students entering most health care professions, and implying otherwise with degree options is a disservice to the students. Even more important, because students do not fully understand their choices, students think the university is directing them to the "best choices" and for many reason that choice may be very wrong for them. What this all means is that degree options like this "professional" and "pre-health" degree option are often more detrimental than helpful to student success. Students are set up to believe they should choose a major. The choice they feel directed to may result in low GPAs or a collection of classes that are not what they need for their goals. This can prevent students from becoming competitive candidates for the professional programs they seek."

Specific comments from Animal Sciences faculty:

- The core curriculum requirements, and even the option requirements, are somewhat soft
 on science and may not prepare students for vet school as well as other majors. Even within
 the Professional option, courses like biochemistry, cell biology and immunology are listed as
 options among MANY others.
- We noted that AS has only one course listed in any of the options, while MBIOS has many.
 We also have several courses that would be of interested to Human Biology majors (AS285, AS314, AS350/351, AS440, AS488, AS485), especially those students who may get turned on to vet school as sophomores and juniors.

Assessment

Strengths:

The assessment plan (p. 9-10) appears to be feasible given the structure of the program, specifically including

clear, assessable learning outcomes

- a plan and faculty designated for conducting assessment and analyzing assessment data
- provision for assessment archives available to faculty on both campuses

We concur (appears on pages 7-8 of revised proposal).

The proposal includes structural elements (p. 30) useful in facilitating assessment in an interdisciplinary program, specifically

- a director with a faculty position who reports to both department leaders
- a program leader in Vancouver to coordinate with the director
- a committee of faculty members responsible for assessment, with representation from both departments and both campuses
- clerical support

We agree and note that this reviewer point recognizes the cross-campus strengths, and the inclusion of budget items to implement the degree, its assessment, and its success (appears on pages 18-19 of revised proposal).

Weaknesses:

The proposed senior portfolio course seems to stop short of synthesis of learning in this major (cf. accreditation requirements for "a coherent design with appropriate depth, breadth, sequencing of courses, and synthesis of learning"). While self-assessment in the portfolio can be an important reflective, indirect measure, it appears not to be a synthesis of learning and demonstrated mastery; papers from a variety of courses that are not focused on this unique major are unlikely to show mastery at a capstone level of mastery unless the syllabi in those courses are adjusted so that HB majors do a different assignment in recognition of their different major and faculty are teaching in a way that asks for synthesis and senior-level mastery. Given the complexity of the curriculum and the many options, this is difficult to envision.

We have revised the assessment plan, and it no longer includes having the senior portfolio with work potentially derived from several different courses. The plan still includes a component of self-assessment by majors of their capabilities on specific learning outcomes gathered through an electronic exit-interview, but work demonstrating mastery will be directly assessed from Human Biology majors' work in their Capstone requirement courses, with assessed materials submitted directly to the Human Biology assessment committee.

Implementation issues:

• How can a major not have any courses of its own? The new interdisciplinary degree will not have even one class it controls as a degree-specific course. At some point, does a degree need at least one or two classes, one near entry or midpoint, and one near exit/capstone? How are students making sense of this curriculum? Does a degree need a class with its designation and faculty who identify with that degree? Where is faculty ownership?

The degree, jointly supervised by the Department Anthropology and School of Biological Sciences, has several required courses controlled by its faculty, and a number of modules where the bulk of the options originate from these two units, if not from them exclusively. We also anticipate that a large number of the degree majors will also take courses from each unit across the progression of the degree, in the electives segment for example (where 25 of the 34 options are from

Anthropology or Biology), in addition to their capstone course. Students will make sense of the curriculum through their advisor and faculty mentor, with their mentors drawn from the faculty of the two supervisory units, aligned with the stated interests and emphasis of the degree-seeking students.

 How can an interdisciplinary program make adjustments to courses in its curriculum, when it does not control the courses for the degree?

Although there is an interesting plan for using direct measures of student competence in Anthropology and Biology lower-division core courses, it is unclear how adjustments to the courses can happen, given that the courses are owned by three different departments with separate curriculum and assessment committees. What is the working arrangement for altering courses that serve multiple degrees?

The degree is overseen jointly by the Department of Anthropology and the School of Biological Sciences, with a well-defined structure for management and regular assessment of the degree, and with the bulk of the courses offered coming from these two units—including six of the nine requirements and all of the degree Capstones. Additionally, the degree requires that Human Biology majors take a minimum of 20 credits from each Anthropology and Biology; it is likely that most majors will take more than this minimum from each unit. The ability to make adjustments to the curriculum is within the control of the two departments overseeing the degree. The Human Biology Advisory Committee will also address these issues.

17-012



New Program Proposal

Overview: The proposed Program in Human Biology is to be administered jointly by the Department of Anthropology and the School of Biological Sciences in the College of Arts and Sciences. The Program in Human Biology will offer a Bachelor of Arts degree in Human Biology. This expressly interdisciplinary program will meld approaches and content from social and biological sciences to provide students with a vibrant, synthetic understanding of the roles of culture, the dynamics of natural and social systems, and biological attributes responsible for shaping the human being. Our aim is to prepare students to be creative, insightful, and skillful in professions that encompass especially the arenas of health sciences, environment, societal support (such as family planning, forensics, food safety, and medical ethics), and public policy that influence the welfare of humans.

Basic characteristics

Program Title: Human Biology

Degree: B.A. of Human Biology

In Human Biology

Are you proposing a program new to WSU or extending an existing program to a new site or

medium?	g
XXX New to WSU	o Extending Existing Program
CIP Code (consult regist (Classification of Instruction)	
Department: Joint Sup	ervision by Biological Sciences and Anthropology College: CAS
Departmental Contact: An	thropology
Name: Andrew Duff	Title: Professor and Chair
Phone: 5-3871	e-mail: duff@wsu.edu
	Campus of Origin: Pullman
	Starting Date: August 2019
Method of course deliver	y: (check all that apply)
X Classro X Pullman X Vancou O∏ri-Cit O∏spoka O∏spoka	o □On-line o □Videotape ies o □Flexible Enrollment (with e-mail) ne o □Correspondence (Paper only)

O☐WSU Learning Centers at:

Section I. Mission Statements

A) Washington State University

Vision

Washington State University will be recognized as one of the nation's leading land-grant research universities.

Mission

Washington State University is a public research university committed to its land-grant heritage and tradition of service to society. Our mission is threefold:

- To advance knowledge through creative research and scholarship across a wide range of academic disciplines.
- To extend knowledge through innovative educational programs in which emerging scholars
 are mentored to realize their highest potential and assume roles of leadership, responsibility,
 and service to society.
- To **apply** knowledge through local and global engagement that will improve quality of life and enhance the economy of the state, nation, and world.

B) Mission of the College of Arts and Sciences

The College of Arts and Sciences (CAS) fosters excellence in the arts, humanities, and social and natural sciences and provides a foundation for intellectual and creative experiences across Washington State University. We apply diverse perspectives to understand and transform the world, enrich lives, and meet societal needs.

Inquiry is central to our work. We address fundamental questions through research, scholarship, and creative activity. Our efforts advance the frontiers of knowledge and artistic expression, as well as the mission and strategic goals of the University.

The College is uniquely positioned to pursue liberal, broad-based learning, in which inquiry and teaching proceed in tandem. We challenge our students and ourselves to think rationally, critically, and creatively for life-long engagement in our human and natural worlds.

We are committed to outreach that promotes the common good and that empowers local, state, national, and global communities.

C) Department/School Missions

Department of Anthropology Mission

We ask and attempt to address the most basic questions about the nature of culture, its evolutionary history, and human variability by studying the interactions between our biological and our learned cultural heritages; we use this knowledge to better understand both our past and present. Through world class research, our goal is to pursue an understanding of the complex human condition in all of its diversity. The Department of Anthropology at Washington State University informs the public, students, and the profession about anthropological insights and contributes to understanding critical aspects of the human condition.

School of Biological Sciences Mission

The mission of the School of Biological Sciences is to advance and convey fundamental biological knowledge about how organisms function, interact, and evolve in a changing world—information that is critical to confront pressing problems facing our society. Faculty, students, and staff in the School are involved in this mission, which is achieved through effort in education, research, and public outreach.

D) How the Proposed Program Will Complement or Reflect These Missions

The proposed Program in Human Biology will meet the missions of the University, College of Arts and Sciences, Department of Anthropology, and School of Biological Sciences by offering an innovative, interdisciplinary educational program that focuses on the biology of human life. This College of Arts and Sciences in Pullman and Vancouver enthusiastically supports the BA in Human Biology (Attachments C and D). The Program in Human Biology will offer students an opportunity to explore how human biology influences and is influenced by the environment, cultural and social structures, and economic and political policies. Our program will foster in students a holistic sense of the complexities of the human condition in all of its diversity in our changing world. The goals of the program meet the mission of the School of Biological Sciences to expand knowledge about how organisms function, interact, and evolve in a changing world and the mission of the Department of Anthropology to address the most basic questions about the nature of culture, its evolutionary history, and human variability by studying the interactions between our biological and our learned cultural heritages.

Section II. Program Description

The late President Floyd's call in 2011 for a new College of Arts and Sciences emphasized the importance to "enrich instruction" and "promote interdisciplinary cooperation." The proposed Program in Human Biology, which will be administered jointly by the Department of Anthropology and the School of Biological Sciences in the College of Arts and Sciences, is an important step toward the enrichment and interdisciplinarity envisioned by President Floyd. Similarly, the 2014-2019 Washington State University Strategic Plan seeks to "foster greater collaboration across colleges, campuses, and disciplines" and calls for a "transformative student experience" in which students gain "university experience centered on student engagement, development, and success, which prepares graduates to lead and excel in a diverse United States and global society." The Human Biology major is designed to help achieve these objectives.

The Program in Human Biology aims to offer a Bachelor of Arts degree in Human Biology. The Human Biology degree program will provide a biological science underpinning for a degree program that emphasizes cultural and social science coursework (Table 1). It will offer students a vibrant, synthetic understanding of the roles of culture, the dynamics of natural and social systems, and biological attributes responsible for shaping the human being. This expressly interdisciplinary program will meld approaches and content from social and biological sciences to provide students with critical skills and knowledge to achieve professional goals in human biology. Students will gain important insights into the interplay among biology, socio-cultural structures and dynamics, and environmental forces through this program. Our aim is to prepare students to be creative, insightful, and skillful in professions, especially in the arenas of environment, health, society, and public policy that influence the welfare of humans.

Section III. Need and Student Demand for the Program

A) Need and Demand

This degree program aims to bridge a disconnect that lies between the social and biological sciences to provide students with a more direct avenue to address the biological basis of problems faced by human populations, cultures, and societies. The interdisciplinary Human Biology program aims to attract prospective students through its strong science foundation and focus on socio-cultural contexts. It will assist students toward careers in health, policy, and novel career tracks in sustainability that address the problems we face from climate change, emerging diseases, and other challenges at the interface of cultures and environments.

Based on the Bureau of Labor Statistics' *Occupational Outlook Handbook* (http://stats.bls.gov/ooh/home.htm), health care is expected to provide about 28% of all new jobs in the US economy in the interval to 2020. Projections for Washington State (https://fortress.wa.gov/esd/employmentdata/reports-publications/industry-reports/employment-projections) indicate that numbers of jobs in diverse areas of health care will increase by 1.75-2.40% between now and 2023. Well over 7,000 open jobs for diverse kinds of healthcare practitioners are anticipated in that period in Washington State, including over 2000 jobs for health technologists and about 4000 in healthcare support positions. A BA in Human Biology will provide an important avenue to the knowledge base and skills that are essential for these jobs in health care. Social science-, anthropology-, and environment-related jobs in Washington State are projected to grow by approximately 1.5% between now and 2023, and students graduating with the Human Biology degree will be prepared for many of these jobs as well as others in health-related fields.

We perceive a strong demand for an alternative to the majors that exist currently at WSU Pullman among students seeking to develop an independent, interdisciplinary program of study. The Human Biology degree provides a structured degree program, yet one that still permits students to tailor their programs. We anticipate that the Program in Human Biology will be attractive to students who come to WSU with an interest in social sciences or a major with a human focus, but who also want more natural science or more interdisciplinary science opportunity in their programs of study than are currently available. For example, several students each year inquire about possible majors in biological or medical anthropology, and the major in Human Biology would support their goals.

We anticipate that Human Biology will attract new students to WSU on both the Pullman and Vancouver campuses because of the program's uniqueness and interdisciplinarity. We foresee considerable interest among potential students for a degree program that melds biological and socio-cultural studies. For example, the Biology degree has seen phenomenal growth on the Vancouver campus in recent years, and we anticipate that WSU Vancouver students will be attracted to an interdisciplinary program that includes the biological sciences. Human Biology will provide a new and distinctive degree option for students interested in a broad-based approach to understanding human beings. The degree will also appeal to students because it offers multiple pathways towards jobs, including innovative careers in areas such as global change, health policy, and sustainability that address the significant problems that lie ahead for human populations.

The potential for our proposed major can be seen nationally in the development of several programs in human biology in the past 40 years. Human biology programs exist at public research universities, such as Indiana University, University of California-San Diego, University of California-Santa Cruz, University of Texas, University of Virginia, and our peer institution Michigan State University. A very successful Program in Human Biology has been in place at Stanford University

for over 40 years. Most human biology programs are interdisciplinary, and most apply faculty and courses from various departments. The University at Albany-SUNY uses an approach similar to that proposed here in having their human biology program and shared human biology degree centered jointly in the departments of anthropology and biology.

B) Relationships to Current WSU Programs

The internal programs most likely to be challenged by competition from a degree in Human Biology are the two degrees, Biology and Zoology, offered by the School of Biological Sciences. Currently, the Biology and Zoology degrees are common majors for students interested in careers in health care, including those that require entry into the professional medical schools. We anticipate that certain students will be attracted to the greater emphasis on humans – both biologically and sociologically – offered by the Human Biology degree in contrast to broader training in biology and absence of sociological emphasis characteristic of current Biology and Zoology degrees. Similarly, Human Biology may attract some students seeking a firmer grounding in the sciences from Anthropology.

The Human Biology major is well differentiated from the Human Development degree. Human Development studies how children, youth, adults, and families develop, change, and face challenges throughout the lifespan (childhood, adolescence, adulthood). Human Development is devoted to understanding the nature of human development within the context of families, schools, and communities using an integrated "biopsychosocial" framework. Human Biology will focus on the biology of humans, including genetic diversity, physiology, ecology, and evolution, in cultural and social contexts. Human Biology will address questions such as why cultural and social frameworks influence, for example, practices of nutrition, emerging infectious diseases, and human ecology, including problems we face with creating sustainable human environments. The curriculum of Human Biology is distinct from that of Human Development, addressing different student interests and serving student audiences. Please see Appendix A for a statement from the Chair of Human Development attesting to this.

Majors offered by the School of Molecular Biosciences, including Biochemistry, Genetics and Cell Biology, and Microbiology, are more focused on subdisciplinary areas of biology than is the Human Biology major. The majors in School of Molecular Biosciences do not emphasize the cultural and social frameworks that are central to Human Biology. We foresee no negative impact on the number of students who will select majors in School of Molecular Biosciences caused by implementation of the Human Biology degree.

C) Regional Competitors

Notably, no other universities in the Pacific Northwest offer undergraduate degrees in human biology, although both the University of Oregon and Boise State University have areas of emphasis in human biology as a part of their biology Bachelor of Science degrees. The University of Washington (UW) offers students a track in biocultural anthropology as part of the Anthropology degree options. The website of the Department of Anthropology at UW describes the biocultural track as emphasizing "the integration of multidisciplinary approaches to the study of biological and behavioral diversity in modern humans and their closest living relatives . . ." In contrast, the Human Biology major at WSU is more broadly designed to address relationships among human biology, socio-cultural dynamics, and the environment. The Human Biology major at WSU will provide a very strong scientific underpinning, including a series of required courses in biology and chemistry. We believe students will be drawn more strongly to a major in Human Biology than a track in biocultural anthropology, and this will open recruiting opportunities.

Our interdisciplinary Program in Human Biology will be unique in the Pacific Northwest and serve to attract students who seek to apply biological knowledge to human problems in environmental, health, and societal realms.

D) Recruitment

Recruitment of students to the Program in Human Biology will proceed along many avenues, including each of the following:

- 1. We will use standard recruitment processes ongoing on both campuses in the College of Arts and Sciences, School of Biological Sciences, and Department of Anthropology. For example at campus recruitment events, we anticipate that the Program in Human Biology will have its own "table" and "poster" to call attention to the Human Biology major, its curriculum, and program opportunities. We will develop material used by the College of Arts and Sciences, Admissions, and Marketing, such as career cards and a program slide show, to present to prospective parents and students when they visit campus.
- 2. A website for the Human Biology major will be developed for both campuses and linked to WSU Admissions, Anthropology, Biological Sciences and College of Arts and Sciences sites in Pullman and Vancouver.
- 3. The Program in Human Biology will use Facebook and/or other social media tools to connect with potential students and share information about the program.
- 4. Posters about the Program in Human Biology will be sent to Washington community colleges to describe opportunities of the major. Vancouver representatives from Human Biology will work directly with local community college partners to provide information about the major and to recruit students.
- 5. Faculty from the School of Biological Sciences regularly participate in high school visits and recruitment events in Seattle and other parts of the state, and we will include Human Biology in presentations at these events that occur outside of Pullman and Vancouver. In Vancouver, representatives from Human Biology will engage with local high schools to promote the program.
- 6. Representatives from Human Biology will attend *Imagine U at WSU* and other WSU recruitment activities on both campuses that target underrepresented students, such as such as MOSAIC, MESA, GEAR-UP, and Noche de Familia in Vancouver. We will offer to participate in parent-information nights as a means to demonstrate our commitment to student success and the opportunities available to families of prospective students.
- 7. Representatives from human biology will attend the Washington Science Teachers Association conference to present information about the Program in Human Biology and to talk with teachers about their top students. This will help to develop a network of colleagues among K-12 teachers for recruitment purposes.
- 8. We will include fliers on the Program in Human Biology for distribution with materials shipped to K-12 schools in Washington by the Equipment Loan Program, a popular and heavily used out-reach program through the School of Biological Sciences that loans equipment for biological studies to schools around the state. The Equipment Loan Program

has been very successful in creating strong relationships between WSU and K-12 science teachers in Washington.

We address below under **Diversity** in **Section VIII** additional recruitment approaches that will be applied to diversify the body of students who major in Human Biology.

Section IV. Goals, Objectives, and Student Learning Outcomes

A) Goals and Objectives

Our primary goal is to offer a program that will provide students a **Bachelor of Arts degree** in **Human Biology**. Students in this degree program will learn about the biology of humans by melding knowledge and approaches from social sciences and biology. The program aims to create opportunities for students to address problems faced by humanity by developing skills and a knowledge base that spans both biological and social sciences. Our program will meet the educational needs of students who are specifically interested in diverse health careers, and biological, evolutionary, and medical anthropology; however, our interdisciplinary curriculum aims to provide students with a springboard toward novel careers that will address sustainability concerns that face human populations, such as those that result from global climate change, emerging infectious diseases, environmental degradation, and the healthcare needs of an expanding, aging, and economically poorer population.

We aim to provide a robust curriculum in the sciences and cultural studies in which students will gain a unique interdisciplinary perspective. Our programs of study will also facilitate mentoring opportunities that include research, internships, and study abroad. We will encourage experiential learning opportunities in courses that support the program.

During the first five years of the program we will conduct annual, anonymous surveys and face-to-face interviews with each student who majors in Human Biology to examine whether we are meeting our goals and the aspirations of our students. We will share results of these surveys and interviews with leadership and faculty in the Department of Anthropology and School of Biological Sciences, and instructors of our courses to assess whether changes are appropriate to better achieve our goals. Modifications to the degree program will be evaluated by the Human Biology Curriculum and Assessment Committee (see **Section IX** below) and recommended for approval to the faculty of both the Department of Anthropology and School of Biological Sciences.

B) Student Learning Outcomes

The major learning outcomes that we expect for students in the Human Biology major include the following:

- 1. **Attain synthetic knowledge** from biology, social sciences, human ecology, and human cultures that shapes an understanding of human beings, our diversity, our socio-cultural systems, and our influence on environments.
- 2. **Effectively communicate** issues of human biology, human social and ecological dynamics, and human cultures to both the scientific community and the public at large in writing, discussion, and other communication formats.

- 3. **Achieve scientific and cultural literacy** to analyze contemporary social, environmental, and biological issues and contribute to informed opinion about their relationship to human biology and human populations.
- 4. **Demonstrate critical thinking skills** to formulate logical hypotheses that address problems of humanity.
- 5. Demonstrate scientific **skills to design experiments or observational tests** of hypotheses and **analytical skills** to obtain robust interpretations of data.

We will use **three primary means to assess** how students meet our learning outcome expectations.

- 1. **Exit surveys** with seniors will be conducted prior to graduation. Graduating seniors will be asked to "self-assess" their capabilities in the learning outcomes and to identify how they developed sophistication in each outcome.
- 2. We will make direct measures of student success in meeting our learning outcomes by using a set of questions that will be embedded in exams taken by Human Biology majors. These questions will target specific learning outcomes, providing us with a means to assess student competence. Knowledge from the direct measures will allow us to make modifications, such as improving courses or modifying the curriculum, to meet better our outcome goals. We plan to embed questions into courses taken by majors early in their degree trajectory in core Anthropology and Biology courses, such as Anthropology 260 and Biology 106/107.
- 3. Each student will be directly assessed on the degree learning outcomes in the CAPSTONE course taken to satisfy degree requirements during her/his senior year. All CAPSTONE courses have substantive written assignments that will be collected and assessed using a degree-specific rubric. Assessments will be performed by the Human Biology Curriculum and Assessment Committee.

A curriculum map for the Human Biology major (Table 3) outlines the skill level development projected for the core, writing in the major, and capstone courses. Table 3 also notes where within the degree assessment activities occur.

The Human Biology Curriculum and Assessment Committee (see **Section IX** below) will be responsible for assessment activities. This committee, which will include faculty from both campuses, will coordinate collection of materials to be assessed from instructors of courses in Anthropology and Biological Sciences. They will also review materials from the CAPSTONE courses, using an assessment rubric. This committee will be responsible for the regular review of assessment approaches and implementation of improved approaches, preparation of assessment questions for exams, and evaluation of student outcomes registered through the self-assessments and exams. The program's assessment archive will remain available to faculty on both campuses where the degree is offered.

Section V. Curriculum

The curriculum of the Program in Human Biology is grounded in the University Common Requirements (UCORE) to address WSU's Seven Learning Goals of the Baccalaureate, provide a foundation in core areas of concern (including roots of contemporary issues, quantitative reasoning, communication, global diversity, and creative arts), allow students to engage early in human biology interests, and pursue this discipline throughout four years of study in a vertical progression of more sophisticated courses during their undergraduate programs.

The human biology program aims especially to use courses from the life, physical, and social sciences to provide students with an interdisciplinary curriculum (Table 1). Our curriculum integrates across biological and social science knowledge domains during each year of study (Table 2).

The major in Human Biology is designed to be accomplished in a period of four years, and we provide a plan to demonstrate how students can obtain degrees in that time frame. The major builds on a common set of core courses that will provide a foundation in anthropology, biology, and statistics. The common core will also require students to complete a senior portfolio. The remaining requirements will assist students in developing breadth, expertise, and skills. The Human Biology major will be offered to students on the Pullman campus and the Vancouver campus. Both campuses currently support successful anthropology (BA) and biology (BS) undergraduate degrees; the suite of courses that support these majors enhances the ability to simultaneously offer this degree on both campuses.

The Human Biology degree (Tables 1, 2) will guide students to explore especially how humans as biological beings are influenced by socio-cultural dynamics. Students will ultimately come to appreciate the immense cultural variation (e.g. customs, languages, and beliefs) exhibited around the world and explore its interplay with the genes we inherited from our ancestors. To ensure a firm grounding in the core disciplines associated with the Human Biology degree, Human Biology majors will be required to take at least 20 credits of both Anthropology and Biology courses, a total that includes requirements; many majors will take more than this required minimum. This will prepare students aimed for advanced degrees in biological and medical anthropology and other areas of social or biological science. They will also be prepared for diverse careers in forensic science, human ecology and sustainability, and physiological psychology among others.

1		Table 1. Curriculum for the Human Biology Major		
Course		Major Requirements Title	<u>UCORE</u>	Credits
ANTH	203	Global Cultural Diversity	[DIVR]	3
	260	Introduction to Biological Anthropology	[BSCI]	4
BIOLOGY	106	Introductory Biology: Organismal Biology	[BSCI]	4
	107	Introductory Biology: Cell Biology and Genetics	[BSCI]	4
	301	General Genetics (also offered as MBIOS 301)		4
STAT	212	Introduction to Statistical Methods (also offered as MATH 212)	[QUAN]	4
СНЕМ	101 <i>AND</i>	Introduction to Chemistry	[PSCI]	4
	102 OR	Chemistry Related to Life Sciences		4
	105 AND	Principles of Chemistry I	[PSCI]	4
	106	Principles of Chemistry II		4
CAPSTONE: 3	3 credit	s from the following		
ANTH	473	Evolution and Society (also offered as BIOLOGY 473)	[CAPS] [M]	3
	490	Integrative Themes in Anthropology	[CAPS][M]	3
BIOLOGY	401	Plants and People	[CAPS]	3
	408	Contemporary Genetics	[CAPS]	3
	473	Evolution and Society (also offered as ANTH 473)	[CAPS] [M]	3
	483	Organisms and Global Change	[CAPS] [M]	3
		Science and Society: 3 credits from the following ²		
ANTH	309	Cultural Ecology	[SSCI]	3
BIOLOGY	330	Principles of Conservation		3
ENVR_ SCI	402	Human Health & the Environment		3

¹ Human Biology Majors must take at least 20 credits of ANTH and 20 credits of BIOLOGY, a total that includes

requirements ² Any ANTH or BIOLOGY course listed in the Science and Society, Genetics and Evolution, Human Behavior and Human Cultural Diversity sections that is not used to satisfy section requirements can be taken as an elective.

GEOL	390	Living on the Edge: Global Climate Change and Earth History		3
PHIL	350	Philosophy of Science		3
	365	Biomedical Ethics	[HUM]	3
	370	Environmental Ethics	[HUM]	3
	2-2-4-2-2		<u>,</u>	-
SOC	331	Population, Resources, and the Future		3
	332	Society and Environment	[SSCI]	3
		Genetics and Evolution: 6 credits from the following ²		
ANTH	302	Childhood and Culture	[SSCI]	3
	463	Intorduction to Anthropological Demography and	30,69 (GGS)	3
	47=	Epdemiology (title change submitted 6/2018)		~
	465	Human Evolution		3
	469	Genes, Culture and Human Diversity		3
BIOLOGY	335	Genome Biology	[M]	3
	395	Evolutionary Medicine		3
	OR			
	403	Evolutionary Biology		3
	OR			
	405	Principles of Organic Evolution		3
MBIOS	423	Human Genetics		4
		Human Behavior: 6 credits from the following ²		
ANTH	268	Sex, Evolution, and Human Nature	[BSCI]	3
	381	Primate Behavioral Ecology	[BSCI]	3
		D)	[J	
BIOLOGY	307	Biology of Women	[DIVR]	3
	438	Animal Behavior	[M]	3
			F 6 /	
PSYCH	230	Human Sexuality (also offered as WOMEN_ST 230)		3
	321	Introduction to Personality		3
	324	Psychology of Gender (also offered as WOMEN_ST 324)		3
	372	Biological Basis of Behavior	[BSCI]	3
		Human Cultural Diversity: 3 credits from the following ²		· l
1 NUMBER	601	16-16-16	[111 Th. 27	200
ANTH	201	Art and Society	[HUM]	3

	307	Contemporary Cultures and Peoples of Africa	[DIVR]	3
	316	Gender in Cross Cultural Perspective (also offered as WOMEN_ST 316)	[DIVR]	3
	320	Native Peoples of North America (also offered as CES 377)	[DIVR]	3
	327	Contemporary Native Peoples of the Americas (also offered as CES 378)	[DIVR]	3
		Electives: at least 18 credits from the following ²		
ANTH	301	Arts and Media in Global Perspective	[ARTS]	3
	303	The Anthropology of Religious Experience		3
	304	Cross Cultural Perspectives of Mental Health and Illness	[SSCI]	3
	305	Anthropology of Epidemic Disease and Bioterrorism	[SSCI]	3
	330	Origins of Culture and Civilization		3
	331	Archaeology of the Americas	[SSCI]	3
	340	Maya, Aztec and Inca Civilizations	[M]	3
	380	Human Osteology		3
	404	Self in Culture	[CAPS]	3
	405	Medical Anthropology		3
	495	Research Practicum		v 1-6
	498	Anthropology Internship		v 1-15
	499	Special Problems		v 1-4
BIOLOGY	251	Introductory Human Physiology		4
	OR			
	353	Advanced Human Physiology		4
	315	Gross and Microanatomy		4
	321	Principles of Animal Development	[M]	4
	333	Human Nutrition and Health	[BSCI]	3
	340	Mathematical Biology (also offered as MATH 340)		3
	354	Human Anatomy for the Health Occupations		4
	372	General Ecology	[M]	4
	476	Epigenetics and Systems Biology		3
	495	Internship in Biology, Botany, or Zoology		v 1-4
	499	Special Problems		v 1-4
H_D	220	Human Development Theories		3
MBIOS	303	Introductory Biochemistry		4
	305	General Microbiology		3
	405	Cell Biology of Disease		3
	446	Epidemiology		3

PSYCH	320	Health Psychology	3	I
	361	Principles of Developmental Psychology	3	
	363	Psychology of Aging	3	
				ĺ

Table 2. Four-year plan fo	r the Human Biology Major
First Year	
First Term	Hours
BIOLOGY 106 [BSCI]	4
CHEM 101 or 105 [PSCI]	4
Written Communication [WRTG]	3
HISTORY 105 [ROOT]	3
Second Term	Hours
BIOLOGY 107	4
CHEM 102 or 106	4
ANTH 203 [DIVR]	3
STAT 212 [QUAN]	4
Second Year	
First Term	Hours
ANTH 260	4
Communication OR Written Communication [COMM][WRTG]	3
Creative and Professional Arts [ARTS]	3
Social Sciences [SSCI]	3
Elective ^{1,9}	3
Second Term	Hours
BIOLOGY 301	4
[SSCI], [HUM], OR [ARTS] CAS additional requirement ⁶	3
Science and Society Requirement ²	3
Human Behavior Requirement ³	3
Electives ^{1,9}	3
Complete Writing Portfolio	
Third Year	
First Term	Hours
Genetics and Evolution Requirement ⁴	3
Humanities [HUM]	3
Human Behavior Requirement ³	3

Electives ^{1,9}	6
Second Term	Hours
Genetics and Evolution Requirement ⁴	3
Electives ^{1,9} and/or Foreign Language	7-8
Electives	2-6
[M] Course ⁷	3-4
Fourth Year	
First Term	Hours
Human Cultural Diversity Requirement 5	3
[M] Course ⁷	4
Electives ^{1,9}	4
Integrative Capstone [CAPS] 8	4
Second Term	Hours
Electives ^{1,9} or Electives	13

¹Electives include: ANTH 301, 303, 304, 305, 330, 331, 340, 380, 404, 405, 495, 498, 499; BIOLOGY 251 or 353, 315, 321, 333, 340, 354, 372, 476, 495, 499; H_D 220; MBIOS 303, 305, 405, 446; PSYCH 320, 361, 363; and any ANTH or BIOLOGY course listed in the Science and Society, Genetics and Evolution, Human Behavior and Human Cultural Diversity modules above that *were not* taken to satisfy the requirement in those areas.

²Science and Society Requirements include: ANTH 309; BIOLOGY 330; ENVR_SCI 402, 444; GEOL 390; PHIL 350, 365, 370; SOC 331, 332.

³Human Behavior Requirements include: ANTH 268, 381; BIOLOGY 307, 438; PSYCH 230, 321, 324, 372.

⁴Genetics and Evolution Requirements include: ANTH 302, 463, 465, 469; BIOLOGY 335; 395 OR 403 OR 405; MBIOS 423.

⁵Human Cultural Diversity Requirements include: ANTH 201, 307, 316, 320, or 327.

⁶An additional [SSCI], [ARTS], or [HUM] course is required by the CAS.

[M] Courses must be chosen from either ANTH or BIOLOGY.

8 [CAPS] course must be chosen from either ANTH or BIOLOGY.

⁹A maximum of 4 credits of coursework that are graded S, F (491, 495, 499) may be used toward fulfilling departmental or program option requirements.

Table 3. Human Biology Curriculum Map

		CORE COURSES							
COURSE #	Anth 203	Anth 260	Biology 106	- [M] Stat Courses [M] Math / Stat Courses [M] 100 Math / Stat Courses [M] 100 GW Required 100		CAPSTONE			
COURSE TITLE or #	Global Cultural Diversity	Introduction to Biological Anthropology	Introductory Biology: Oganismal Biology	Introductory Biology: Cell Biology and Genetics	Introduction to Statistical Methods/ Statistical Methods in Research I	General Genetics	Senior Portfolio	Anth 340, 473, 490; Biology 321, 335, 372, 438, 473	Anth 473, 490; Biology 401, 408, 411, 473, 483
Student Learning Outcomes				- XI					798 - 1/1784 19
Attain synthetic knowledge	В	D/A	В	В		D	M/A	D [Anth 340, Biology 321, 335]; M [Anth 473, 490, Biology 372, 438, 473]	M/A
Effectively communicate issues	В	D/A	В	В		D	M/A	D [Anth 340, Biology 321, 335]; M [Anth 473, 490, Biology 372, 438, 473]	M/A
Achieve Scientific and cultural literacy	В	В	В	В	D	D	M/A	D [Anth 340, Biology 321, 335]; M [Anth 473, 490, Biology 372, 438, 473]	M/A
Demonstrate critical thinking skills	В	В	В	В	B [212] D/M [412]	D	M/A	D [Anth 340, Biology 321, 335]; M [Anth 473, 490, Biology 372, 438, 473]	M/A
Demonstrate scientific skills		D	В	В	B [212] D/M [412]	D	M/A	D [Anth 340, Biology 321, 335]; M [Anth 473, 490, Biology 372, 438, 473]	M/A

KEY: B = beginning mastery; D = developing mastery; M = mastery at senior level; A = Assessed

Section VI. Uses of Technology

A) Technologies Used in Teaching

Computer technologies will be used widely in teaching the curriculum for Human Biology. Many of the courses required for the degree currently use computers for data acquisition and analysis and for simulations. The classes also use online materials including databases and maps on human genetic diseases, health, nutrition, demography, and economy from the Centers for Disease Control and Prevention, World Health Organization, United Nations and other organizations, for student assignments and projects to achieve learning goals.

B. Technologies to be Learned by Students

Students will learn methods of data acquisition used in biological sciences, ranging from molecular biological to ecological techniques, and social sciences, ranging from interviews, observation, and assembly of meta-datasets from existing sources. Analytical tools, especially using computer technologies, data analysis, statistical tests, and modelling will be central to the program.

Section VII. Delivery Methods

This program will be available on the Pullman and Vancouver campuses, where it will be conducted in face-to-face and blended classes, and in AMS coursework that may originate from either Pullman or Vancouver.

Section VIII. Students

A) Numbers to be Served

The projected number of student majors and FTE (Table 4) are based on attracting newly recruited students to the degree program each year for the Pullman campus, with modest annual growth anticipated once the degree has been established. For Vancouver (Table 4), we project that the program will see steady growth of newly recruited students from a modest beginning. Community college students likely to transfer to WSU Vancouver are especially interested in the biological sciences and careers in health fields – this is projected to be one of the strongest growth areas for the Vancouver campus.

B) Admission Requirements

Students can begin working toward certification upon entry to WSU and can certify as soon as they are eligible to do so (at 24 semester credit hours with a minimum 2.0 GPA).

Table 4. Projected num Human	ber of student m Biology for the I		DATE OF THE PROPERTY OF THE PR		ogram in
		Pullman	·		
Number of Students	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount	8	17	26	37	50
FTE	8	17	26	37	50
	3	Vancouver			
Number of Students	udents Year 1		Year 3	Year 4	Year 5
Headcount	5	12	22 30		40
FTE ¹	3.75	9	16.5	22.5	30

¹ Vancouver FTE numbers based on approximately 75% of students being full time students.

C) Expected Time for Program Completion

We anticipate that most Human Biology majors on the Pullman campus will be full time. In Vancouver, we expect that one-quarter of the majors will be part-time students. The enrollment projections (Table 4) for both campuses reflect expectations based on the strong student interest and demand for students selecting Biology and our assessment that some students may find the Human Biology an attractive program; thus, we predict it will attract new students and grow modestly. As indicated in the four-year plan for the Human Biology major, the full time students should be able to complete the degree requirements in four years (Table 2).

Transfer students who select this major are likely to have had biology or social sciences coursework at other universities or colleges. If these students transfer following their freshman year, they should be able to complete the degree in four years; transfers following their sophomore year may require 4.5-5.0 years total; and transfers following the junior year or later may require a total of five or more years total to complete the degree.

D) Advising

Students who major in human biology will be assigned a professional advisor in the College of Arts and Sciences. These students will also be assigned faculty mentors to assist with career and professional planning and to learn about disciplinary training opportunities. Faculty mentors will be members of either the Department of Anthropology or School of Biological Sciences. Student interests will be assessed by the program coordinator (or equivalent on the Vancouver campus) prior to the assignment of a mentor, and an attempt will be made to find a mentor with knowledge relevant to the professional aspirations of the student. Faculty mentor assignments in Pullman will be made by the Director of the Program in Human Biology in consultation with the Chair of the Department of Anthropology and the Director of the School of Biological Sciences, and in Vancouver by the Human Biology Program Leader.

E) Diversity

Because an understanding of human diversity is one of the outcome goals of our program, we anticipate that it will attract diverse students as majors.

Our strategy to recruit diverse students, including minorities and underrepresented groups, includes the following:

- 1. Representatives from Human Biology will attend *Imagine U at WSU* and other WSU recruitment activities on both campuses that target underrepresented students, such as MOSAIC, MESA, GEAR-UP, and Noche de Familia in Vancouver. We will offer to participate in parent-information nights as a means to demonstrate our commitment to student success and the opportunities available to families of prospective students.
- 2. Representatives from Human Biology will attend the Washington Science Teachers Association conference to present information about the Program in Human Biology and to talk with teachers about their top diverse students. This will help to develop a network of colleagues among K-12 teachers for recruitment purposes.
- 3. The Human Biology Program will use Facebook and/or other social media tools to reach outward and address specifically the diversity aspects of the Human Biology major to reach potential students from underrepresented groups.
- 4. As often as possible, we will post job opportunities in the Program in Human Biology in WSU's Office of Financial Aid Spanish website (available on both campuses).
- 5. We will work with Marcela Pattinson to discuss the Program in Human Biology on her Spanish-language radio show, "WSU Conectándote!" ("Get Connected with WSU!"), which is carried on stations in Centralia, Skagit Valley, Seattle, and Yakima Valley. We will also contact radio programs hosted by stations that target specific underrepresented groups, such as the Spanish language radio program "Aquí en confianza" hosted by Sandra Maqueda on KXPA 1540 AM in Seattle and local radio stations in the Portland-Vancouver metropolitan area.
- 6. The Human Biology Program will identify a set of community colleges that have significant enrollments of ethnically and racially diverse students and work to have representatives visit these schools to develop faculty and student contacts.

The Program in Human Biology will investigate avenues to communicate with military veterans about the opportunities of our program.

Section IX. Faculty and Administrative Support

A) Administration and Management

The Program in Human Biology will be administered jointly by the Department of Anthropology and the School of Biological Sciences.

We recommend the appointment of a Director of the Program in Human Biology, who will be supervised jointly by the Chair of the Department of Anthropology and the Director of the School of Biological Sciences. The Director of the Program in Human Biology will be responsible for

administration of daily needs, program assessment, and strategic planning. We envision this Director will have a faculty position in the Department of Anthropology and/or School of Biological Sciences. The effort commitment of the Director to the Program in Human Biology should be expected to increase during the first years of its existence. By year five of the program, we anticipate that the duties of the Director will be roughly comparable to those currently held by the Associate Director the Undergraduate Program in the School of Biological Sciences, and similar compensation should be provided by the College of Arts and Sciences.

Oversight of the program in Vancouver will be provided by a faculty member in the Department of Anthropology or the School of Biological Sciences. The Vancouver program leader will work directly with the Director of the Program in Human Biology to ensure coordinated efforts related to planning, assessment, recruiting, etc.

We will establish a Human Biology Curriculum and Assessment Committee that will consist of three faculty from Anthropology and three faculty from Biological Sciences (and will include representation from both the Pullman and Vancouver campuses) to assist and advise the Director on needs that will include assessment activities and curriculum planning. One position on the Curriculum and Assessment Committee will be reserved for the Human Biology program leader in Vancouver.

The program will also require staff to accomplish program plans and paperwork for undergraduate majors. Funds will need to be provided to support the work of a part-time academic coordinator to accomplish these tasks. This coordinator could be centered either in the Department of Anthropology or School of Biological Sciences. During at least the first five years of the program, the academic coordinator tasks might be accomplished by increasing the appointment of existing staff in either Anthropology or Biological Sciences. Clerical support and academic advising in Vancouver will be provided by College of Arts and Sciences personnel.

B) Faculty

The faculty of the program will consist of all tenure track and clinical faculty of the Department of Anthropology (Table 5) and the School of Biological Sciences (Table 6). The administrative and support staff for the program will consist of those staff currently in the Department of Anthropology and the School of Biological Sciences, and selected staff in the College of Arts and Sciences on the Vancouver campus (Table 7).

Table 5. Faculty Committed to Human Biology in the Department of Anthropology							
PULLMAN CAMPUS							
Name	Rank	Status	% Effort in Program				
Kohler, Tim	Regents' Professor	T	1.5%				
Duff, Andrew	Professor	T	3%				
Mageo, Jeannette	Professor	T	3%				
Quinlan, Robert	Professor	T	3%				
Blackwell, Aaron	Associate Professor	T	3%				
Cassaniti, Julia	Associate Professor	T	3%				
Grier, Colin	Associate Professor	T	3%				
Meehan, Courtney	Associate Professor	T	3%				

Premo, Luke	Associate Professor	T	3%
Quinlan, Marsha	Associate Professor	T	3%
Pisor, Anne	Assistant Professor	T	3%
Thornton, Erin	Assistant Professor	T	3%
Tushingham, Shannon	Assistant Professor	T	1.5%
Total Pullman FTE Facu	lty in Program:		0.36
VANCOUVER CAMPUS	5		
Name	Rank	Status	% Effort in Program
Hagen, Edward	Professor	T	3%
Hewlett, Barry	Professor	T	3%
Weber, Steven	Professor	T	3%
Wilkinson, Clare	Associate Professor	T	3%
Bonnie Hewlett	Clinical Assistant Professor	N	3%
	Instructor	N	3%
Nichole Hess	THIS CLUCKOL		

Table 6. Faculty Committed to Human Biology Program in the School of Biological Sciences						
PULLMAN CAMPUS						
Name	Rank	Status	% Effort in Program			
Beerman, Kathy	Professor	T	3%			
Carter, Patrick	Professor	T	3%			
Cousins, Asaph	Professor	T	3%			
Evans, R. Dave	Professor	T	3%			
Gomulkiewicz, Richard	Professor	T	3%			
Hufford, Larry	Professor	T	0%			
Knoblauch, Michael	Professor	T	3%			
Roalson, Eric	Professor	T	3%			
Schwabl, Hubert	Professor	T	3%			
Skinner, Michael	Professor	T	3%			
Storfer, Andrew	Professor	T	3%			
Tegeder, Mechthild	Professor	T	3%			
Busch, Jeremiah	Associate Professor	T	3%			
Cavagnetto, Andy	Associate Professor	T	0.45%			
Dybdahl, Mark	Associate Professor	T	3%			
Hellmann, Hanjo	Associate Professor	T	3%			
Kelley, Joanna	Associate Professor	T	3%			
Lee, Ray	Associate Professor	T	3%			
McCubbin, Andrew	Associate Professor	T	3%			
Schwartz, Elissa	Associate Professor	T	3%			
Verrell, Paul	Associate Professor	T	3%			

Brunner, Jesse	Assistant Professor	T	3%
Cornejo, Omar	Assistant Professor	T	3%
Crespi, Erica	Assistant Professor	T	3%
Kunz, Hans-Henning	Assistant Professor	T	3%
Carloye, Lisa	Clinical Associate Professor	N	3%
Ankrah, Nii	Clinical Assistant Professor	N	3%
Johnson, Ed	Clinical Assistant Professor	N	3%
Monk, Daniela	Clinical Assistant Professor	N	3%
Ritchie, Sian	Clinical Assistant Professor	N	3%
Total Pullman FTE Fac	culty in Program:		0.845
VANCOUVER CAMPUS			
Bishop, John	Professor	T	10% (year 5)
Bollens, Stephen	Professor	T	0%
Portfors, Christine	Professor	T	0%
Rollwagen-Bollens,	Associate Professor	Т	10% (year 5)
Gretchen	Associate Professor	T	0%
Gretchen Schultz, Cheryl	Associate Professor Assistant Professor	T T	0% 10% (year 5)
Gretchen Schultz, Cheryl Piovia-Scott, Jonah		-	- FATE
Gretchen Schultz, Cheryl	Assistant Professor	T	10% (year 5)
Gretchen Schultz, Cheryl Piovia-Scott, Jonah Porter, Stephanie	Assistant Professor Assistant Professor	T T	10% (year 5) 10% (year 5)
Gretchen Schultz, Cheryl Piovia-Scott, Jonah Porter, Stephanie Mike Berger	Assistant Professor Assistant Professor Clinical Professor	T T N	10% (year 5) 10% (year 5) 10% (year 5)
Gretchen Schultz, Cheryl Piovia-Scott, Jonah Porter, Stephanie Mike Berger Wilmington, Deb	Assistant Professor Assistant Professor Clinical Professor Instructor	T T N	10% (year 5) 10% (year 5) 10% (year 5) 10% (year 5)

Table 7. Administrative and Support staff in the Department of Anthropology and School of Biological Sciences						
	<u>Pullman</u>					
Department of Anthr	opology		% Effort in			
<u>Name</u>	<u>Title</u>	Responsibilities	Program			
Kam Spelman	Academic Coordinator	Program support	5% (year 5)			
Jo Bonner	Office Assistant	Program support	2% (year 5)			
Erin Collins	Finance/Budget Manager	Program support	2% (year 5)			
Annette Bednar	Manager	Program support	2% (year 5)			
School of Biological S	<u>ciences</u>		O/ Effort in			
<u>Name</u>	<u>Title</u>	Responsibilities	<u>% Effort in</u> <u>Program</u>			
TBD	Academic Coordinator	Scheduling and program coordination	5% (year 5)			
Kara McClanahan	Instructional Lab Supervisor	Lab support	8% (year 5)			

Ed Johnson	Clinical Assistant Professor	Lab support for physiology labs that involve living animals	2% (year 5)	
New Name Not Yet Appointed	<u>Title</u> Director	Responsibilities Oversight & planning; instruction	% Effort in Program 11% (year 5)	
TBD (year 3)	Program assistant	Clerical support	10% (year 5)	
TBD	Fiscal specialist	Budget management	5% (year 5)	
TBD	Advisor	Academic advising	20% (year 5)	
College of Arts and Scie	<u>Vancouve</u>	<u> </u>	8	
College of Arts and Scie	ences		% Effort in	
<u>Name</u>	<u>Title</u>	Responsibilities	<u>Program</u>	
Not Yet Appointed	Program Leader	Oversight & planning; instruction	10% (year 5)	
Emily Earhart	Academic Coordinator	Academic Advising	15% (year 5)	
Josh Olson	Technician	Lab support	8% (year 5)	
Various	Program Assistant	Clerical support	8% (year 5)	
Min Kuang	Fiscal Analyst	Budget management	8% (year 5)	

Section X. Facilities

A) Teaching and Research

The Program in Human Biology is not anticipated to require any new teaching or research facilities, or to have any upfront costs to equip new laboratories or facilities. Because the program will consist of faculty in the Department of Anthropology and the School of Biological Sciences, and will use existing courses to achieve the goals of the degree, we do not anticipate that new faculty will be hired specifically for the program at its inception. We do not anticipate needs for research laboratories or office space for faculty assigned only to the Program in Human Biology. No new tenure-line faculty are needed to offer the Human Biology major in Vancouver.

Because some majors in Human Biology are anticipated to transition from existing degrees where these students are already enrolled in most of the science courses associated with Human Biology, we project that most courses to be used in the program have the capacity to meet enrollment needs. With the projected increase in newly recruited students per year in the first five years, the upper division courses have the capacity to meet enrollment needs in existing sections.

Human Biology majors in Vancouver are likely to come initially from related majors offered on campus. However, the program is expected increasingly to attract new students to the campus. For the first three years, new enrollments can be absorbed into existing course sections.

Selected courses on both campuses will be impacted by the increased enrollment from Human Biology and may require additional laboratory and lecture sections to be taught in about three

years after the inception of the program. In Pullman, both Anthropology 260 and Biology 251 are heavily enrolled and would likely need additional laboratory sections. Biology 106 may be one of the most impacted courses on both campuses. Vancouver may need to add an additional laboratory section for this course in Year 3 of the major. In Pullman, recent enrollment increases have filled Biology 106 to capacity in the one lecture section of the course that is offered in fall and spring semesters (summer session continues to have enrollment capacity). To better facilitate enrollment in Biology 106 to meet needs of recent enrollment increases and also the addition of Human Biology, we recommend that an additional lecture section of the course be taught each fall semester in Pullman. In Pullman the addition of new laboratory sections in courses such as Anthropology 260, Biology 106, and Biology 251 will require additional teaching assistants and funding to support these students. In Vancouver, Biology 354 is currently close to capacity and its enrollment will likely increase with the addition of Human Biology.

A potential impact of the Program in Human Biology may be that the frequency at which some courses are offered currently would need to increase. For example, some courses may need to shift from being offered only in alternate years to being offered every year to accommodate student needs as the number of student majors increases, or that effort assigned in Tables 5-7 may need to be redistributed to other faculty and staff. This change would likely require that additional faculty be hired to accommodate the increased teaching need. We anticipate this need may be realized after the first three years of the program.

B) Library

As an interdisciplinary major, Human Biology, can be adequately served by existing library resources that facilitate teaching need in core disciplines of the new major—biology and anthropology—and the supplemental disciplines including environmental science, human health, psychology, and sociology. Please see attached letter of support from the libraries on the Pullman and Vancouver campuses (Appendix B) that indicates the libraries will not need to acquire new serials, monographs, media, technology, or personnel to support the Human Biology degree.

Section XI. Finances

The program will generate revenues through tuition and course fees paid by students. Costs of the program are estimated in Table 8 for Pullman and Table 9 for Vancouver. These tables assume no salary increases for faculty or staff during the five years (as we were advised to assume by the University's Budget Office). At full enrollment on the Pullman campus, estimated to be 50 students in year five. We estimate the Program in Human Biology will generate \$187,500 in Pullman in year five, using the average of current revenue shared to the College of Arts and Sciences for Sciences (\$4000/FTE) and Liberal Arts (\$3500 FTE), or \$3750 per FTE, above the established baseline. There is no baseline for the Human Biology degree; thus, we are assuming a zero baseline in these revenue calculations. For Vancouver, with a different tuition revenue model, we have used the figure of \$7633/FTE (calculated from \$8980 [operating revenue only portion of tuition] less central financial aid, student services and institutional funding of 15% [8980*.85] =\$7633/FTE). In year 5 at Vancouver, the estimated revenue from tuition is \$228,990 for the 30 FTE students.

Table 8. Pullman Financial Data Human Biology WSU Pullman 7/28/2018									
num	an Biolog	1st	2nd	5th	1st Academi c	2nd Academi c	5th Academi c		
		FTE	FTE	FTE	Year	Year	Year		
Total Student HDC					8		50		
Total Student AAFTE				¥.	8	17 lent values Table 1↑	50		
Personnel	Annual	- 15-9):8-0×	*** ** **		70				
Faculty	rate	↓Insert en	nployee FT title↓	E by job	↓Insert a	nnual saları title↓	ies by job		
Professor, Anthropology	129,313	0.015	0.015	0.015	1,940	1,940	1,940		
Professor, Anthropology	92,524	0.03	0.03	0.03	2,776	2,776	2,776		
Professor, Anthropology	89,057	0.03	0.03	0.03	2,672	2,672	2,672		
Professor, Anthropology	85,536	0.03	0.03	0.03	2,566	2,566	2,566		
Associate Professor, Anthropology	77,000	0.03	0.03	0.03	2,310	2,310	2,310		
Associate Professor, Anthropology	73,977	0.03	0.03	0.03	2,219	2,219	2,219		
Associate Professor, Anthropology	76,007	0.03	0.03	0.03	2,280	2,280	2,28		
Associate Professor, Anthropology	81,362	0.03	0.03	0.03	2,441	2,441	2,44		
Associate Professor, Anthropology	71,118	0.03	0.03	0.03	2,134	2,134	2,134		
Associate Professor, Anthropology	72,187	0.03	0.03	0.03	2,166	2,166	2,16		
Assistant Professor, Anthopology	64,000	0.03	0.03	0.03	1,920	1,920	1,920		
Assistant Professor, Anthopology	67,097	0.015	0.015	0.015	1,006	1,006	1,000		
Assistant Professor, Anthopology	66,660	0.03	0.03	0.03	2,000	2,000	2,00		
Professor, SBS	84,776	0.03	0.03	0.03	2,543	2,543	2,54		
Professor, SBS	97,945	0.03	0.03	0.03	2,938	2,938	2,93		
Professor, SBS	99,317	0.03	0.03	0.03	2,980	2,980	2,98		
Professor, SBS	100,221	0.03	0.03	0.03	3,007		3,00		
Professor, SBS	97,672	0.03	0.03	0.03			2,93		
Professor, SBS	103,680	0	0	0	0				
Professor, SBS	104,718	0.03	0.03	0.03			3,142		
Professor, SBS	99,258	0.03	0.03	0.03	85 str. of territories		2,978		
Professor, SBS	89,324	0.03	0.03	0.03		2,680	2,680		
Professor, SBS	166,544	0.03	0.03	0.03			4,996		
Professor, SBS	110,270	0.03	0.03	0.03			3,308		
Professor, SBS	133,519	0.03	0.03	0.03			4,000		
Associate Professor, SBS	80,934	0.03	0.03	0.03			2,428		
Associate Professor, SBS	86,570	0.005	0.005	0.005		390	390		
Associate Professor, SBS	72,271	0.03	0.03	0.03			2,168		
Associate Professor, SBS	87,964	0.03	0.03	0.03			2,639		

								74
Associate Professor, SBS	3	82,592	0.03	0.03	0.03	2,478	2,478	2,478
Associate Professor, SBS	6	79,404	0.03	0.03	0.03	2,382	2,382	2,382
Associate Professor, SBS	6	77,478	0.015	0.015	0.015	1,162	1,162	1,162
Associate Professor, SBS	6	73,037	0.03	0.03	0.03	2,191	2,191	2,191
Associate Professor, SBS	3	73,209	0.03	0.03	0.03	2,196	2,196	2,196
Assistant Professor, SBS		76,815	0.03	0.03	0.03	2,304	2,304	2,304
Assistant Professor, SBS		80,156	0.03	0.03	0.03	2,405	2,405	2,405
Assistant Professor, SBS		89,408	0.03	0.03	0.03	2,682	2,682	2,682
Assistant Professor, SBS		81,096	0.03	0.03	0.03	2,433	2,433	2,433
Clinical Associate Profes	sor, SBS	61,183	0.03	0.03	0.03	1,835	1,835	1,835
Clinical Assistant Profess	or, SBS	54,944	0.03	0.03	0.03	1,648	1,648	1,648
Clinical Assistant Profess	or, SBS	45,492	0.03	0.03	0.03	1,365	1,365	1,365
Clinical Assistant Profess	or, SBS	49486	0.03	0.03	0.03	1,485	1,485	1,485
Clinical Assistant Profess	or, SBS	58,808	0.03	0.03	0.03	1,764	1,764	1,764
	Subtotal		1.19	1.19	1.19	99,892	99,892	99,892
Exempt								.50
Manager		70,700	0.02	0.02	0.02	1,414	1,414	1,414
Academic Coordinator		45,000	0.02	0.03	0.05	900	1,350	2,250
	Subtotal	-	0.04	0.05	0.07	2,314	2,764	3,664
Classified								*
Instructional Lab Tech		54,170	0.02	0.04	0.08	1,083	2,167	4,334
Academic Advising		45,000	0.01	0.02	0.20	450	900	9,000
Lab Support		60,656	0.01	0.01	0.02	607	607	1,213
Program Coordinator		41,232	0.01	0.01	0.05	412	412	2,062
Program Assistant (new)		32,000	0.01	0.02	0.10	320	640	3,200
Office Assistant III		27,486	0.01	0.02	0.02	275	550	550
Fiscal Specialist 1 (new)		42,000	0.01	0.02	0.05	420	840	2,100
Fiscal Tech 2		45,540	0.02	0.02	0.04	911	640	1,822
	Subtotal	_	0.10	0.16	0.56	4,478	6,755	24,280
Graduate						70 4 3655 366		
Teaching Assistants		34,930	0.50	1.00	3.00	17,465	34,930	104,790
, caciming instruction	Subtotal		0.50	1.00	3.00	17,465	34,930	104,790
Total Personnel		-	1.83	2.40	4.82	124,149	144,341	232,625
Total Total Mon		=	1.00	2.10		,	7 1 1,0 11	202,020
Benefits						Insert bene be	efits based enefit rates,	
Faculty						29,268	29,268	29,268
Exempt						789	943	1,249
Classified						2,140	3,229	11,606
Graduate						2,288	4,576	13,727
čii								

Total Benefits	ភ	34,486	38,015	55,85
Link to current benefits model rates				
Goods and Services		0	0	ļ
Travel		1,500	1,500	4,000
Equipment (Instructional)	_	0	0	(
Total Direct Costs		160,134	183,856	292,476
Total Indirect Costs 35%	_	86,226	98,999	157,487
Total Costs		246,360	282,856	449,963
One-Time Costs	User inputs one-time costs→	0	0	į
Recurring Costs	Formula calculates recurring costs→	246,360	282,856	449,963
Total Costs	7 9	246,360	282,856	449,96
Calculated total cost per student AAFTE: Calculated direct cost per student AAFTE:		30,795 20,017	16,639 10,815	8,999 5,850
Revenue				
Internal Departmental /Area Reallocation		130,134	120,106	104,976
Enrollment Funding (estimated at \$3750/AAFTE	·)	30,000	63,750	187,500
New State Funds		0	0	(
WSU Allocation (Institutional reallocation)		0	0	(
Indirect Allocation (Central reallocation for support	ort services)	86,226	98,999	157,487
Other <>	_	0	0	(
Total Revenue	-	246,360	282,856	449,963
			TRUE sts must eq	TRUE ual total
*Note on Year "N": Please replace the letter "N" with the program to reach full enrollment.	he year in which you expect	To achieve	revenue↑	

Total Student HDC		WSU Vand			1st	0	
otal Student HDC		1st	2nd	5th		2nd Academi c	5th Academ c
Total Student HDC		FTE	FTE	FTE	Year	Year	Year
					5	12	4(
Total Student AAFTE					3.75 †Enrollm	9 ent values Table 1↑	30 linked to
Personnel	Annual						
Faculty	rate	↓Insert emp	oloyee FTL title↓	E by job	↓Insert a	nnual saları title↓	ies by job
Professor, Anthropology (.80 FTE)	76,109	0.03	0.03	0.03	2,283	2,283	2,283
Professor, Anthropology	79,713	0.03	0.03	0.03	2,391	2,391	2,391
Professor, Anthropology	80,545	0.03	0.03	0.03	2,416	2,416	2,416
Associate Professor, Anthropology	72,837	0.03	0.03	0.03	2,185	2,185	2,18
Clinical Assistant Professor,	64.064	0.00	0.00	0.00	4 0 4 4	4 0 4 4	4 0 4
Anthropology Instructor, Anthropology	61,364	0.03	0.03	0.03	1,841	1,841	1,84
Assistant Professor, Psychology	50,043	0.03	0.03	0.03	1,501	1,501	1,50
Assistant Professor, Psychology	72,837	0.015	0.03	0.1	1,093	2,185	7,284
Professor, SBS	72,630	0.015		0.1	1,089	2,179	7,263
	89,118 144,76	0	0	0.1	0	0	8,912
Professor, SBS	9	0	0	0	0	0	(
Professor, SBS	129,75 3	0	0	0	0	0	(
Associate Professor, SBS	79,101	0	0	0	0	0	,
Associate Professor, SBS	86,400	0.015	0.03	0.1	1,296	2,592	8,640
Assistant Professor, SBS	80,514	0.015	0.03	0.1	1,208	2,415	8,05
Assistant Professor, SBS	80,199	0.015	0.03	0.1	1,203	2,406	8,020
Clinical Professor, SBS	52,236	0.015	0.03	0.1	784	1,567	5,224
Instructor, SBS	45,126	0.02	0.04	0.1	903	CASSOCIAL SOCI	4,513
Instructor, SBS	47,259	0.02	0.04	0.1	945	E	4,726
Instructor, SBS	45,243	0.02	0.04	0.1	905	1,810	4,524
Instructor, Psych	49,095	0.02	0.04	0.1	982	1,964	4,910
Clinical Asst. Professor, Chem	49,104	0.02	0.04	0.1	982	1,964	4,910
Adjunct	28,200		0.04	0.1	564	1,128	2,820
Subtot	T.	0.39	0.60	1.48		36,524	
Exempt							
Academic Coordinator	46,260	0.03	0.05	0.15	1,388	2,082	6,939
Subtot	tal	0.03	0.05	0.15	1,388	2,082	6,939

T							
Instructional Lab Tech	37,680	0.02	0.03	0.08	565	1,130	3,014
Clerical	35,050	0.02	0.03	0.08	701	1,052	2,804
Fiscal analyst	32,100_	0.02	0.03	0.08	642	963	2,568
	Subtotal	0.06	0.09	0.24	1908	3145	8386
<u>Graduate</u>							
Teaching Assistants	34,930	0.50	1.00	1.50	17,465	34,930	52,395
<u></u>	Subtotal _	0.50	1.00	1.50	17,465	34,930	52,395
Total Personnel	e -	0.98	1.74	3.37	45,332	76,680	160,135
					Unont hon	ofito boood	on alleron
Benefits				83	∫Insert ben be	enis based enefit rates,	
Faculty					7,199	10,701	27,077
Exempt					473	710	2,366
Classified					912	1,503	4,009
Graduate				<u> </u>	2,288	4,576	6,864
Total Benefits					10,873	17,490	40,316
Link to current benefits model	rates						
Goods and Services					5,000	5,000	5,000
Travel					1,000	1,000	1,000
Equipment (Instructional)				_	5,000	5,000	5,000
Total Direct Costs				~	67,205	105,171	211,451
Total Indirect Costs	35%			_	36,187	56,631	113,858
Total Costs				<u> </u>	103,392	161,801	325,309
					1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935 - 1935		
One-Time Costs		User inputs	one-time	costs→	2,000	0	0
Recurring Costs		Formula ca		ecurring costs→	101,392	161,801	325,309
Total Costs				00313 /_	DOWNSTRUM ACTIVISTICAL	161,801	ADMINISTRAÇÃO DOSE DE
Total Costs				=	103,332	101,001	323,309
Coloulated total aget now	atudant AAETE				27 574	17.079	40.044
Calculated total cost per s					27,571	17,978 11,686	10,844 7,048
Calculated direct cost per	Student AAFTE.				17,921	11,000	7,046
Revenue Internal Departmental /Area	ſ						
Reallocation					49,490		
Enrollment Funding					28,624	68,697	228,990
New State Funds					0	0	0
WSU Allocation (Institutional reallocation)	11				0	0	0
Indirect Allocation (Central i	reallocation for supr	ort services)**		25,278	93,104	96,319
Other <wsu fu<="" td="" vancouver=""><td>5.0</td><td></td><td>in and a second second</td><td></td><td></td><td>(F)(F)(********************************</td><td>,-,-</td></wsu>	5.0		in and a second			(F)(F)(********************************	,-,-
Total Revenue				2	103,392	161,801	325,309
10. 1 10. 01100				-	,	,	2_0,000

TRUE TRUE TRUE

**By Year 5, tuition revenue will allow us to redirect most indirect costs to other campus areas

↑Total costs must equal total revenue↑

*Note on Year "N": Please replace the letter "N" with the year in which you expect the program to reach full enrollment.

Section XII. External Reviews

Potential external reviewers for the Program in Human Biology at WSU include the following individuals:

Klaus Kaltoff, Professor of Molecular Cell and Developmental Biology Department of Molecular Cell and Developmental Biology University of Texas at Austin - ICMB 1 University Station A6700 205 W. 24th St.
Austin, TX 78712-1095 kkaltoff@mail.utexas.edu

Katherine Preston, Associate Director, Program in Human Biology Program in Human Biology Stanford University 450 Serra Mall, Building 20, Room 22F Stanford, CA 94305-2160 kpreston@stanford.edu

Lawrence M. Schell, Professor of Anthropology Department of Anthropology University at Albany Arts & Sciences Room 116 1400 Washington Avenue Albany, New York 12222 518-442-4714 Imschell@albany.edu

Andrea Wiley, Professor of Anthropology and Director, Human Biology Department of Anthropology Indiana University Student Building 130 701 E. Kirkwood Avenue Bloomington, IN 47405-7100 wileya@indiana.edu

APPENDIX A

Statement from Chair of Human Development (E-mailed letter)

From: To: Hill, Laura Griner

Subject:

Duff, Andrea RE: For our call

Date:

Wednesday, October 19, 2016 4:31:46 PM

Hi Andrew,

The Human Biology major sounds great, and I don't see any significant overlap or competition with our major in Human Development. Your proposed emphasis on biology, physiology, and ecology is rarely a primary interest of our majors, and although some of our courses touch on those topics, they are not a primary focus in any of our classes. I wish you luck with the proposal; it will be a good addition to the WSU undergraduate offerings.

Best wishes,

Laura

Laura G. Hill

Washington State University Professor and Chair, Human Development Prevention Science Graduate Faculty

Lahnton Tower 501. Fullman WA 99164-4852 P: (509) 335-8478

laurah) @wsu.ecu

APPENDIX B

Statement of Library Support

We are writing to state that the existing collections and services of the WSU Libraries are able to fully support the proposed Program in Human Biology as put forward by the School of Biological Sciences and the Department of Anthropology. Because the program mainly uses existing courses from the life, physical, and social sciences and the humanities (courses already supported by the libraries), any impact of the new program on WSU Libraries' collections, services and personnel should be minimal and existing personnel and services can support the program.

The focus of this program is well in keeping with areas of research and teaching in the biological sciences and in anthropology currently supported by the Libraries' collection policies (http://www.libraries.wsu.edu/sites/default/files/cd-biological-sciences.docx, http://www.libraries.wsu.edu/sites/default/files/cd-anthropology.docx). Again, because of the program's focus and emphasis on classes already being offered at WSU, existing library collections – both physical and digital – are currently able to support the program's research and teaching without additional funding.

As stated above because the program mainly uses existing courses, the impact on the WSU Vancouver Library will be minimal. Most access to journals and all access to databases needed to support this program are licensed system-wide so that Vancouver students and faculty have immediate access to the needed electronic resources. WSU and the other members of the Orbis-Cascade Alliance (NW consortium of academic libraries) have courier and electronic delivery programs in place to provide timely access to materials not owned by the Vancouver Library. The Vancouver Library has an active library liaison program and has librarians already designated to provide support in Biology and Anthropology.

Should students take WSU Online classes to fulfill program requirements in Human Biology, those students would have access to databases in the WSU Libraries collections as well as to book delivery and other library services available to all WSU Online students (for more information, see the Library Services for WSU Global Campus website, here: http://libguides.libraries.wsu.edu/global).

The WSU Libraries are currently well able to support the proposed BA in Human Biology, and we wish to convey our thanks and appreciation to Larry Hufford of the School of Biological Sciences and to Andrew Duff of the Department of Anthropology for their mindful consultation with the Libraries during the process of proposing this program.

Erica Carlson Nicol Librarian for Anthropology Holland Library 361B Washington State University, Pullman 509.335.8614 eacarlson@wsu.edu Betty Galbraith Science Librarian Owen Science Library 509.335.7930 bettyg@wsu.edu Karen Diller Library Director WSU Vancouver Library 360.546.9179 diller@wsu.edu

APPENDIX C

Letter in Support of Human Biology degree, College of Arts and Sciences, Vancouver



February 22, 2018

Letter of Support for the Human Biology Degree

On behalf of the College of Arts and Sciences at WSU Vancouver, I'm writing to endorse the creation of a B.A. in Human Biology on the Vancouver and Pullman campuses. As the proposal describes, this new interdisciplinary major will be unique in the Pacific Northwest and offer our students a range of employment options in the rapidly expanding and increasingly diversified health care industry. Health care is a thriving sector of the Vancouver economy, where most of our students live and work. In addition to its benefits for students, this degree is appealing from a resource standpoint because it draws almost exclusively from existing courses.

The B.A. in Human Biology is an excellent fit for the Vancouver campus. WSU Vancouver currently offers undergraduate degrees in biology and anthropology, two of the core areas of the program. Biology is among the most popular programs on campus, with almost 300 majors. The General Science degree is not offered in Vancouver, so we expect that Human Biology will provide a new and distinctive option for students interested in exploring links between the biological and social sciences. This broad-based approach will also appeal to our many pre-health students, as it is consistent with national efforts to enhance the behavioral and social science content of health education. The interdisciplinary nature of Human Biology also makes this program a good value for the campus and our students. Degrees that span several disciplines and offer multiple ways to satisfy requirements provide flexibility and choice for students, especially those who are balancing school schedules with work and/or family commitments. The program's reliance on courses that are already offered through existing campus programs enables us to enhance our curriculum and provide a new and unique degree in a cost-effective way.

In sum, CAS at WSU Vancouver fully endorses the proposal to create a B.A. in Human Biology at WSU. The proposal has the strong support of WSU Vancouver faculty in the School of Biological Sciences and the Department of Anthropology, as well as the full support of campus leadership.

Sincerely,

Amy S. Wharton

Director and Associate Dean, College of Arts and Sciences

Professor of Sociology

APPENDIX D

Letter in Support of Human Biology Degree, College of Arts and Sciences, Pullman



College of

Arts and Sciences

MEMORANDUM

TO: Andrew Duff, Chair, Department of Anthropology

Patrick Carter, Director, School of Biological Sciences

FROM: Larry Hufford, Interim Dean

College of Arts and Sciences

DATE: July 25, 2018

SUBJECT: Support for Interdisciplinary Degree in Human Biology

I offer my support for the proposed new degree in Human Biology. This joint effort between the Department of Anthropology and the School of Biological Sciences provides an exemplary model for collaborative, interdisciplinary efforts that will create exciting new learning and post-graduation opportunities for Washington State University students. Interdisciplinary degrees such as Human Biology have the potential to attract new students to Washington State University and to provide them with education and training for careers that will address significant challenges that lie ahead for human populations.

Ly Any-d

To further the goals of the proposed program, the College of Arts and Sciences will commit to support the degree with \$9,000 annually for three years upon degree approval. These funds may be used to support a Human Biology degree director, who will also have responsibility for coordinating program assessment, support student advising for the degree, administrative and clerical support of the degree, and travel between Pullman and Vancouver for coordinating degree implementation, course offerings, planning and assessment. If growth of the degree program warrants additional funding in the first three years, this will be granted. Following the three-year commitment, the financial needs of the program will be reassessed, and future commitments to support the degree will be contingent on the degree's success at attracting students.

Interdisciplinary collaborations, training, and degree offerings are consistent with the strategic plans of the College of Arts and Sciences and University. The College is pleased to support this endeavor to position WSU to contribute to the economic health and vitality of Washington State and to enhance opportunities for our students.

Human Biology (120 Hours)

Completion of the Human Biology major requires a minimum of 20 credits of coursework in both Anthropology (ANTH) and Biology.

First Year

That Ican	
First Term	Hours
ANTH 203 [DIVR]	3
BIOLOGY 106 [BSCI]	4
CHEM 101 or 105 [PSCI]	4
ENGLISH 101 [WRTG]	3
Second Term	Hours
BIOLOGY 107	4
CHEM 102 or 106	4
HISTORY 105 [ROOT]	3
STAT 212 [QUAN]	4
Second Year	
First Term	Hours
ANTH 260	4
Arts [ARTS]	3
Communication [COMM] or Written Communication [WRTG]	3
Social Sciences [SSCI]	3
Major Elective ^{1,2}	3
Second Term	Hours
Arts [ARTS], Humanities [HUM], or Social Sciences [SSCI] ³	3
BIOLOGY 301	4
Human Behavior Requirement ⁴	3
Science and Society Requirement ⁵	3
Major Elective ^{1,2}	3
Complete Writing Portfolio	
Third Year	
First Term	Hours
Genetics and Evolution Requirement ⁶	3
Human Behavior Requirement ⁴	3
Humanities [HUM]	3

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Foreign Language ⁷ , if needed and/or Major Electives ^{1,2}	6
Second Term	Hours
Foreign Language ⁷ , if needed, and/or Major Electives ^{1,2}	9
Genetics and Evolution Requirement ⁶	3
Writing in the Major [M] course ⁸	2-4

Fourth Year

First Term	Hours
Major Electives ^{1,2}	7
Human Cultural Diversity Requirement ⁹	3
Integrative Capstone Course [CAPS] ¹⁰	3 or 4
Writing in the Major [M] course ⁸	2-4
Second Term	Hours
Major Electives ^{1,2} and/or Electives ¹¹	13
Complete School of Biological Sciences Exit Survey	

Footnotes

- Major Electives (18 credits) approved courses include: ANTH 301, 303, 304, 305, 330, 331, 340 [M], 380, 404, 405, 495, 498, 499; BIOLOGY 251 or 353, 315, 321 [M], 333, 340 [M], 354, 372, 476, 491, 495, 499; H D 220; MBIOS 303, 305, 405, 446; PSYCH 320, 361. 363; and any ANTH or BIOLOGY course listed in the Science and Society, Genetics and Evolution, Human Behavior, and Human Cultural Diversity modules that were not taken to satisfy the requirement in those areas.
- ² A maximum of 4 credits of course work that are graded S,F (ANTH 498, 499; BIOLOGY 491, 495, 499) may be used toward fulfilling Major Electives.
- ³ An additional [ARTS], [HUM], or [SSCI] is required by the College of Arts and Sciences.
- ⁴ Human Behavior Requirement (6 credits) approved courses include: ANTH 268, 381, 466; BIOLOGY 307, 438; PSYCH 230, 321, 324, 372.
- ⁵ Science and Society Requirement (3 credits) approved courses include: ANTH 309; BIOLOGY 330; PHIL 350, 365, 370; SOC 331, 332; SOE 390, 402, 444.
- ⁶ Genetics and Evolution Requirement (6 credits) approved courses include: ANTH 302, 463, 469; BIOLOGY 335, no more than one from BIOLOGY 395, 403, or 405; MBIOS 423.
- ⁷ Two years of high school foreign language or at least two semesters of college-level foreign language are required by the College of Arts and Sciences for graduation.
- ⁸ [M] courses must be chosen from ANTH or BIOLOGY.
- ⁹ Human Cultural Diversity Requirement (3 credits) approved courses include: ANTH 201, 307, 316, 320, 327.
- ¹⁰ Integrated Capstone [CAPS] course must be chosen from either ANTH 464, 473 [M], 490 [M], BIOLOGY 401, 408, 473 [M], 483 [M].
- ¹¹ Electives must include sufficient 300-400 level coursework to meet the University requirement of 40 upper division credits.

ACTION ITEM #1

Rename the Department of Educational Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of Educational Leadership and Sport Management (Daniel J. Bernardo)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Rename the Department of Educational Leadership Sport Studies and

Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of Educational

Leadership and Sport Management

PROPOSED: That the Board of Regents rename the Department of Educational

Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the

Department of Educational Leadership and Sport Management

SUBMITTED BY: Daniel J. Bernardo, Provost and Executive Vice President

SUPPORTING INFORMATION:

The College of Education is requesting the opportunity to rename the Department of Educational Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of Educational Leadership and Sport Management.

The Department of Educational Leadership, Sport Studies, and Educational/Counseling Psychology (ELSSECP) houses four distinct disciplines: (1) Educational Leadership, (2) Sport Management, (3) Kinesiology [includes sport science and athletic training], and (4) Educational Psychology. These four disciplines are administratively located in a single department as a consequence of downsizing within the college and across the university over many years. The disciplines are somewhat disparate and don't share a common educational mission, pedagogy, or research foci.

The current college administrative structure includes one department chair and program coordinators for all disciplines. The challenge with this structure is twofold. One, faculty don't feel fully represented by a department chair that does not affiliate with their discipline. Two, it is an extremely difficult challenge for a single faculty member to serve as the department chair in a manner that properly supports each of the faculty groups. To learn the history, background, current trends, and disciplinary nuances is simply too great a task for one individual to do well. Moreover, the size of the current department means that the department chair is focused on personnel matters more than would ordinarily be the case. This in turn takes the chair away from their own scholarship. These challenges are common knowledge among faculty and as a consequence, faculty who could be considered for the chair position are simply unwilling to do it, given the current structure.

The College of Education is proposing a new department, Department of Educational Leadership and Sport Management, while maintaining ELSSECP. The new department would house Educational Leadership and Sport Management while the current department, ELSSECP, would house Kinesiology and Educational Psychology.

The college anticipates that the chair will have their disciplinary affiliation from one of the two programs in the department. This will be true for both departments. In addition, the college will eliminate lead program coordinators for all four programs across both of these departments. Instead, for the program with a department chair that is not from their discipline and program, an assistant chair will be created. The assistant chair position will be maintained in both departments and both assistant chairs will be members of the college leadership team. In the event that no faculty member is available from either program within a department, an individual outside of the department will be sought to fill the chair role. In addition, both programs will have assistant chairs.

The advantages are fourfold:

- One, faculty will feel better represented.
- Two, the department chair will have a more reasonable administrative workload.
- Three, the department chair will be able to maintain their scholarly program.
- Four, the two departments will be in a position to generate some intellectual innovation. Sport Management and Educational Leadership share organizational theory as a major component of the curriculum. For the other department, Kinesiology and Educational Psychology share similar research models, methods, and processes. The new departmental arrangement will allow for greater collaborative efforts, which heretofore, have been lost in a large department in which individual faculty have been left to vie for their own position and resources.

The Counseling Psychology program also exists within the department but is being phased out so was not included in the list above. Counseling Psychology would stay within the current department with Kinesiology and Educational Psychology until complete phaseout, August 2021.

The attached proposal was reviewed carefully and has support from the Provost's Office. This recommendation was passed by the Faculty Senate on January 24, 2019.

ATTACHMENT: Attachment A – Memorandum of Understanding

Memorandum of Understanding (MOU) between the Provost and the Faculty Senate regarding the Creation, Movement, Renaming or Elimination of Academic Programs, Departments, and Colleges

Background

The present MOU was formulated because the University has no policies that directly govern the creation, movement, renaming or elimination of colleges, departments, or programs. Recent restructuring of colleges, departments, and academic programs has revealed that such policies would be useful when administrative units are changed. Although the structure of administrative units does not fall within the Faculty Senate's formal jurisdiction, the faculty will be consulted because it has an interest in changes in such units.

This MOU describes a process of consultation between the faculty and the Provost that can be used for creating, moving, renaming or eliminating an academic program, department, or college. The process described here applies only to changes in administrative structure. It does not apply to curricular changes. Curricular issues related to changes in administrative structure will go through the normal Faculty Senate approval process. Throughout this document, the term "department" means "department and/or school," following the usage in the *Faculty Manual*, and an "academic program" is defined by the *Faculty Manual* as an interdepartmental set of faculty that have an individual budget, an administrative officer, and a set of courses that lead to a degree.

This MOU was originally agreed to by the Faculty Senate as a whole on 30 January 2014. This revision has been made to include creation of and changes to academic programs.

Process for Creation of a New Academic Program, Department, or College

The process for creating a new academic program, department, or college begins with obtaining pre-approval from the Provost. This request for pre-approval should emanate from the dean of the college proposing the new academic program or department. Next, a Notice of Intent to create such a unit should be filed with the Provost's Office. A form, attached to this MOU, contains a set of questions that should be addressed in this Notice of Intent.

If the Provost decides that the Notice is not worthy of consideration, the process stops and the Provost informs those who submitted the Notice of his or her decision. If the Provost decides that the Notice is worthy of consideration, (s)he sends that Notice to the Executive Secretary of the Faculty Senate. The Provost, in consultation with the Faculty Senate Executive Committee, will then decide whether the Notice should receive full consideration by the Faculty Senate.

If the decision is positive, the proposal will be examined by, at least, the Faculty Senate Steering Committee and the Faculty Affairs Committee. Other Faculty Senate committees and, potentially, the entire Faculty Senate and/or the entire faculty, may be involved as determined by the Faculty Senate Steering Committee. The Faculty Senate Executive Committee will summarize the results of the Faculty Senate deliberations and will send recommendations concerning the creation of the unit to the Provost by the last day of the semester following the semester in which the Faculty Senate received the Notice.

The Notice of Intent to Create a Department includes the question of whether the department should also serve as a tenure unit. A tenure unit is the unit within which tenure is held by tenured faculty members at the University. Inclusion of this question and a requirement for justification recognizes that some, but probably not all, newly formed departments should also serve as tenure units.

Process for Movement of an Academic Program, Department, or College across Campuses or Administrative Structures

This process is identical to that for creation of an academic program, department, or college except that the questions involved in the Notice of Intent differ somewhat from those involved in the Notice of Intent to Create an Academic Program, Department, or College (see the attached form).

Process for Renaming an Academic Program, Department, or College

This process is identical to that for creation of an academic program, department, or college except that the questions involved in the Notice of Intent differ somewhat from those involved in the Notice of Intent to Create an Academic Program, Department, or College (see the attached form).

Process for Eliminating an Academic Program, Department, or College

Because it has been effective in the past, the description of unit discontinuation in Section III.E.3.b of the *Faculty Manual* will be used as the process for eliminating a program, department, or college with the further stipulation that this process will begin as described under "Process for Creation of a New Program, Department, or College" [i.e., with pre-approval by the Provost and then a filing of a Notice of Intent to Eliminate an Academic Program, Department, or College with the Provost's Office (see the attached form)].

Conclusion

This MOU may be terminated by a vote of the Faculty Senate or by the Provost. Both parties are required to provide 60 calendar days' notice (excluding the period between the end of the Spring semester and the beginning of the Fall semester) before termination is effective. Notice by the Provost must be given to the Executive Secretary of the Faculty Senate.

Signatures,

Juenth MeDonald/ Chair, Faculty Senate

Date

Daniel J. Bernardo

Provost and Executive Vice President

August 13, 2018

Date

Notice of Intent to Create an Academic Program, Department, or College

Proposed name of unit	Proposed campus(es)
Department of Educational Leadership and Sport Management	WSU Pullman
Unit Type (select one)	If academic program or department, where will unit be housed?
☐ Academic Program	College of Education
✓ Department	
☐ College	
Justification for new unit. If a department, indicating justify	te whether it will serve as a tenure unit, and
The Department of Educational Leadership,	
List of existing units that will be eliminated if unit	is created. If none, enter "None"
None	
If academic program or department, list faculty w list academic units that will be members of the co	g ·
Calderone, Shannon	
Describe process used to consult faculty affected	by creation of the proposed new unit
The department has had a series of meetings	
Describe process used to consult other academic unit	c units affected by creation of the proposed new
The topic of creating another department was	
List any and all objections raised during consultary provide responses to each	tions to creation of the proposed new unit, and
No objections were raised.	
Proposed budget	
\$1,109,800 excl state funded fringe benefits	

ne"
Date submitted
9/10/18
Date signed
Date signed
9/10/18

Submit completed form to Office of the Provost and Executive Vice President at provost.deg.changes@wsu.edu .

Notice of Intent to Rename an Academic Program, Department, or College

Name of unit	
Department of Educational Leadership, Sport	
Proposed new name of unit	
Department of Kinesiology and Educational Psyc	
Justification for proposed name change	
To accurately reflect remaining departmental	
Describe process used to arrive at new name, inclu potentially affected units	ding consultations with faculty and other
1. Anonymous survey of rating of names,	
List any and all objections raised during consultatio provide responses to each. If none, enter "None"	ns to proposed new name, and
No objections were raised.	
Desired effective date (semester, calendar year) Fall 2019	
Name of person submitting this Notice	Date submitted
Michael S. Trevisan	9/10/18
Electronic signature of dean of sponsoring college	Date signed
Michael S. Trevisan	9/10/18

Submit completed form to Office of the Provost and Executive Vice President at provost.deg.changes@wsu.edu .

Proposed Departments	Discipline	Programs	Degrees	Faculty
Kinesiology and Educational Psychology	Educational Psychology	1. Educational Psychology	1. MA in Educational Psychology 2. PhD in Educational Psychology	Sola Adesope Kira Carbonneau Shenghai Dai Robert Dainelson Brian French Chad Gotch Jennifer Lebeau Zoe Higheagle Strong Mike Trevisan
	Kinesiology	Sport Science Athletic Training	 BS in Kinesiology, Major in Sport Science BS in Sports Medicine (part of the MAT degree) Master's in Athletic Training 	Robert Catena Christopher Connolly Anne Cox Tami Goetz Kasee Hildenbrand Kimberly Holmstrom Phillip Morgan Katy Pietz Judy Schultz Sarah Ullrich-French
	Counseling Psychology (Will phase out by 8/2021)	1. Counseling Psychology	1. Ph.D. in Counseling Psychology	Brian McNeill Phyllis Erdman Hsin-Ya Liao
Educational Leadership and Sport Management	Educational Leadership	1. Educational Leadership	1. Ed. M in Educational Leadership 2. MA in Educational Leadership 3. EdD in Educational Leadership 4. PhD in Educational Leadership	Shannon Calderone Kathleen Cowin Glenys Hill Kristin Huggins Sharon Kruse Teena McDonald Tom Opstad Paul Pitre Katherine Rodela
	Sport Management	1. Sport Management	 BA in Sport Management MA in Sport Management 	Tammy Crawford Hank Evans Scott Jedlicka Tae Ho Kim Chris Lebens Simon Licen Yong Chae Ree John Wong

ACTION ITEM #2

Establish the Center for Arts and Humanities (Daniel J. Bernardo)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Establishment of the Center for Arts and Humanities

PROPOSED: That the Board of Regents establish the Center for Arts and Humanities

SUBMITTED BY: Daniel J. Bernardo, Provost and Executive Vice President

SUPPORTING INFORMATION:

The Center for the Arts and Humanities will serve as an organizing point for creative and scholarly activity (research) and public engagement (service) in the arts and humanities, with the further potential to support innovative teaching at both the undergraduate and graduate levels. Its work and contributions are expected to engage not only those faculty and students formally associated with arts and humanities units but also those faculty who independently express artistic and/ or humanistic interests. Given this integrated range of aims and its particularly outward-facing and collaborative emphasis, a center is the most appropriate designation for this proposed unit.

By creating a Center for the Arts and Humanities WSU will catalyze new patterns of inquiry among current arts and humanities faculty, providing a framework for more collaborative and outward-facing work. In particular it will concentrate on larger-scale interdisciplinary interest areas that draw upon but necessarily extend beyond the scope of individual departments. Its establishment will confirm WSU's commitment to the arts and humanities as areas of serious intellectual inquiry, one that is consonant with our continuing obligation as a landgrant institution to the creation and extension of new knowledge to the wider public.

Nationwide more than 120 institutions have some form of arts/humanities center or institute. More importantly, such centers are characteristic of high-performing comprehensive research universities. Of the 42 public universities identified as "Top 25" in the Arizona State University's Measuring University Performance list (a key source of "Drive to 25" Metrics), 70% have such a center. Of the actual top 25, 80% have such a center, and those that do not are most frequently

more specialized technical institutions. More immediately, in the PAC-12, 9 of 12 PAC-12 universities have formal arts/humanities centers. Two that do not-Arizona and UCLA-have a stand-alone College of Humanities that coordinates several arts- or humanities-based centers. WSU is the only PAC-12 institution to have neither an arts/humanities center nor an independent college of the arts and humanities.

By themselves, of course, the presence of these centers at other institutions does not necessarily oblige the creation of a similar center at WSU. Such centers do testify compellingly, however, to the widespread recognition among our aspirational peers that today's greatest challenges are not simply scientific nor technical. Rather, they are also questions of values, beliefs, history, aesthetics, and culture, all of which are fundamentally artistic and humanistic areas of inquiry. A failure to invest appropriately in the arts and humanities thus threatens the capacity of any institution-WSU included-to effectively understand, engage, and solve our world's most pressing and complex problems.

At its core, the Center proposes to pursue a fundamental transformation of arts and humanities research at WSU. Working in concert with academic departments, which will remain centers of more specialized, field-specific inquiry, the Center will advance a broader agenda, one that crosses traditional scholarly boundaries, encourages innovation, and advocates for the vital contribution of the arts and humanities to the public good.

With this commitment serving as its guiding principle, the Center will pursue the following primary goals:

- Expand WSU's capacity for foundational research in the arts and humanities
- Nurture cross- and interdisciplinary connection and collaboration
- Increase the public visibility and outreach of WSU arts and humanities faculty
- Advance WSU's commitment to diversity, inclusion, and community engagement
- Catalyze WSU's engagement with emergent fields of humanistic and artistic knowledge

The complete proposal for the Center for the Arts and Humanities is attached. This proposal was reviewed carefully and has support from the Provost's Office. This recommendation was passed by the Faculty Senate on January 24, 2019.

ATTACHMENT: Attachment A – WSU Center for the Arts and Humanities (Proposal)

WSU Center for the Arts and Humanities (Proposal)

Submitted by Todd Butler, Associate Professor and Chair (English) on behalf of the Center for the Arts and Humanities Planning Group butlert@wsu.edu, 335-2639

[Note: This Center was provisionally approved by the Research and Arts Committee on April 23, 2018. This submission represents the full proposal required under that process within 90 days of approval.]

Rationale

The Center for the Arts and Humanities will serve as an organizing point for creative and scholarly activity (research) and public engagement (service) in the arts and humanities, with the further potential to support innovative teaching at both the undergraduate and graduate levels. Its work and contributions are expected to engage not only those faculty and students formally associated with arts and humanities units but also those faculty who independently express artistic and/or humanistic interests. Given this integrated range of aims and its particularly outward-facing and collaborative emphasis, a center is the most appropriate designation for this proposed unit.

Benefit

By creating a Center for the Arts and Humanities WSU will catalyze new patterns of inquiry among current arts and humanities faculty, providing a framework for more collaborative and outward-facing work. In particular it will concentrate on larger-scale interdisciplinary interest areas that draw upon but necessarily extend beyond the scope of individual departments. Its establishment will confirm WSU's commitment to the arts and humanities as areas of serious intellectual inquiry, one that is consonant with our continuing obligation as a land-grant institution to the creation and extension of new knowledge to the wider public.

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By themselves, of course, the presence of these centers at other institutions does not necessarily oblige the creation of a similar center at WSU. Such centers do testify compellingly, however, to the widespread recognition among our aspirational peers that today's greatest challenges are not simply scientific nor technical. Rather, they are also questions of values, beliefs, history, aesthetics, and culture, all of which are fundamentally artistic and humanistic areas of inquiry. A failure to invest appropriately in the arts and humanities thus threatens the capacity of any institution—WSU included—to effectively understand, engage, and solve our world's most pressing and complex problems.

Mission, Purpose and Goals

At its core, the Center proposes to pursue a fundamental transformation of arts and humanities research at WSU. Working in concert with academic departments, which will remain centers of more specialized, field-specific inquiry, the Center will advance a broader agenda, one that crosses traditional scholarly boundaries, encourages innovation, and advocates for the vital contribution of the arts and humanities to the public good.

With this commitment serving as its guiding principle, the Center will pursue the following primary goals:

- Expand WSU's capacity for foundational research in the arts and humanities
- Nurture cross- and interdisciplinary connection and collaboration
- Increase the public visibility and outreach of WSU arts and humanities faculty
- Advance WSU's commitment to diversity, inclusion, and community engagement
- Catalyze WSU's engagement with emergent fields of humanistic and artistic knowledge

Nature and Scope of Activity

As the above goals suggest, the CAH's primary focus, especially in its initial stages of development, will be to increase the scholarly and creative preeminence of WSU faculty initiatives in the arts and humanities. At the same time, we will foster greater connections between interested faculty in order to create new networks of activities that extend beyond current department "silos."

Pursuing all these goals within the diversity of fields and methodologies in the arts and humanities requires a support model that is **targeted**, **flexible**, **and accessible** to a wide range of faculty. In addition, when taken as a whole, the support model should assist faculty in moving from initial inquiry into increasingly complex and long-term projects.

The Center will thus pursue an "incubator approach" to catalyzing scholarship, creativity, and engagement, one which encourages an initially wide base of supported projects while at the same time identifying and advancing the most promising and impactful work. Doing so offers the greatest potential for promoting and sustaining work that can generate significant professional recognition, public impact, and, where appropriate, external funding from individual donors and private, state, and federal agencies.

The Center incubator is envisioned at present as a multi-stage model, one in which each stage offers opportunity for further development tied to the achievement of specific benchmarks:

Catalyst Grants: The Center will make available on a rolling basis a series of small-scale Catalyst
Grants designed to encourage and support networks of faculty and students who gather for reading,
planning, or study around a particular theme or area of interest. Catalyst Grants may also support
symposia, visiting artists or scholars, or other one-time faculty initiatives that offer the opportunity to
develop new nodes of discussion and collaboration. Supplemental funds will be made available for
networks that integrate community or public partners.

- Cluster Initiatives: Competitive, larger-scale funding will enable the expansion of faculty networks into concentrated creative and scholarly initiatives. Centered on a multi-disciplinary area of inquiry such as environmental humanities or race and social justice, these initiatives will bring faculty together for sustained, collaborative work in key areas of the arts and humanities. Particular attention will be paid to supporting "proof of concept" efforts designed to generate either foundational partnerships with external constituencies or the baseline research necessary to develop competitive external funding applications.
- Individual Fellowships: Recognizing that much work in the arts and humanities remains highly individualized, the Center will also provide competitive individual fellowships for faculty projects possessing significant scholarly, creative, or public impact. This support will be aligned with a work plan leading directly to the completion of a major scholarly/creative project or high-level external grants and engagement. These fellowships will also extend the collaborative and outward-facing commitments of the Center through monthly fellows meetings and the expectation of a public lecture.

Staging support in this fashion will help develop a **culture of collaboration** while preserving more significant funding for those projects that have demonstrated the leadership and intellectual potential necessary for achieving significant impact. By supporting multiple stages of discovery and providing a scaffold for development, this model will also encourage the pursuit of more complex, projects whose ambition could yield WSU an **increase in AAU-recognized prestigious awards**.

Working with both academic departments and the Graduate School, the Center will also advance graduate and undergraduate research and education. The Center will provide complementary support and in its later stages coordinate training opportunities that will cross disciplinary boundaries and encourage a public-service mindset within the next generation of researchers, scholars, and practitioners in the arts and humanities. Again, foundational work in this area has already begun. In a recent proposal to the NEH's "NextGen Ph.D." program, Dr. Todd Butler (English) has identified the Center as an organizing entity for a multi-unit initiative that will bring together humanities faculty with counterparts in CAHNRS/Extension, the Medical School, and the Graduate School, as well as current graduate students and alumni, for discussions aimed at developing a national model for a "21st-century land grant Humanities Ph.D." that would offer graduate students opportunities to engage directly with underserved communities state-wide.

In addition to the potential for students to be integrated into this and other Center-sponsored projects, the CAH will offer more immediate opportunities that will directly support graduate training and research:

- Summer Support: While WSU graduate students are generally supported via academic-year assistantships, the lack of summer funding remains a serious barrier to timely academic progress. The Center thus plans to offer a series of competitive summer fellowships designed to advance cutting-edge projects through targeted travel, research, and stipendiary support. One fellowship—the "Public Humanities Fellow"—will be reserved for students pursuing work that envisions the direct engagement with or application to non-academic audiences.
- "In-Ac" Assistantship: Administrative and outreach support for the Center will initially be
 provided through the work of a graduate assistant, who will coordinate speakers, events, and

publicity. Serving in this role will offer students the opportunity to connect with WSU and visiting faculty, expand their own skill sets, and envision and pursue non-faculty positions within the academy.

As the Center develops, it may also serve as the locus for graduate training in areas such as writing for publication, team-teaching (perhaps via a Center-sponsored graduate seminar), or qualitative statistics that would be either difficult or redundant for academic departments to offer independently. With its emphasis on interdisciplinary and public work, the Center will also be particularly well-positioned to support new models of graduate and undergraduate education such as certificates and interdisciplinary programs.

Relationship to Existing Centers and Related Units

While the majority of WSU's existing centers are focused primarily (if not exclusively) on the sciences or social sciences, two units will serve as important partners for the CAH. The ultimate aim would be to foster a differentiated yet integrated ecosystem for arts and humanities support across WSU's campuses.

The Center for Digital Scholarship and Curation (CDSC), a joint project of the WSU Libraries and the College of Arts and Sciences, possesses extensive expertise in creating digital tools, projects, public programming, and educational opportunities both WSU and the publics it serves. The availability of this expertise will enable participating CAH faculty to discover, learn, and produce new outlets for their work. During AY18-19, for example, one faculty member submitted a six-figure grant proposal to the NEH's "Dialogues on War" program that envisioned working with both the CAH and CDSC to develop a state-wide program of guided public conversations regarding the experience of women veterans both during their service and their reintegration into civilian life. Though unfunded in this initial submission, recently-received internal support will enable the faculty member to develop this work further and likely submit it again (a fact that also demonstrates the necessity of the Center's incubator role).

As this project suggests, the CDSC offers technical facilities (such as high-end workstations) and training resources (such as faculty/student workshops in digital technologies) that the CAH does not seek to duplicate but rather to support and help grow. In particular, we foresee that our collaboration, as well as the research funding the CAH can provide, will encourage a greater number of faculty—some of whom might not initially be "digitally inclined"—to connect with the resources and expertise offered by the CDSC.

The WSU Museum of Art similarly offers a opportunities for mutually beneficial partnerships, especially in the areas of education and public outreach. In addition to being a locus for the Fine Arts on the Pullman campus, the Museum has strong local and state-wide partnerships that could help faculty pursue more outward-facing approaches to their scholarship. At the same time, the Museum may provide an ideal locus for more public programming (such as exhibits, speakers, or symposia) that faculty might integrate into CAH-supported work.

Review and Assessment

Demonstrating return on investment requires a **rigorous and sustained assessment plan** concentrating on not only individual programs but also the Center's overall operations. This plan will include both qualitative

and quantitative metrics, as well as evaluations of both traditional scholarship and creative activity and broader indices of public impact. In addition to initial work plans, all recipients of significant Center support will be required to submit final and, in the case of multi-year clusters, intermediate progress reports. Overall Center assessment efforts will also consider the following sources and categories of data:

Productivity: Center staff will maintain records of scholarly and creative output of participating faculty, paying particular attention to the number of publications, shows, and grant applications as well as the national and/or international visibility of this work.

Routes to Impact: Especially in the formative stages of a project, impact (whether scholarly or public) can be difficult to predict. Retrospective assessment can be similarly challenging in the case of longer-term projects. To manage these challenges, faculty will work with Center staff to develop "Routes to Impact" plans, building into each project at the outset a conscious consideration of how their research and creative work will extend into both the academy and the wider community.

Public Engagement: Center staff will also track measures of public engagement, including attendance, print and social media presence, and where appropriate changes in the capacity of target populations to participate in and support other arts and humanities-related projects.

The Center director will report to internal stakeholders the results of these activities and assessment efforts on an annual basis. As the Center develops, this reporting process will also provide the basis for externally-focused annual reports which themselves will become fundraising mechanisms. In year four (or at another mutually agreed upon point) the Center will undergo an external review led by individuals from similar centers at peer institutions.

Administration and Membership

Operational and planning activities will be supervised by a center director in coordination with members of the CAH Faculty Board. Fiscal administration will be handled by CAS fiscal personnel in coordination with the Office of Research, while day-to-day administrative tasks—which should be limited in the start-up period—will be handled by the graduate assistant detailed above.

Meeting at least once a semester, and more frequently as appropriate, the Faculty Board will evaluate funding proposals, plan programming, and monitor the overall administration of the Center. The board will be comprised of representatives appointed by chairs of WSU's primary arts and humanities schools/departments (English; Fine Arts; History; Languages, Race, and Culture [DFLC/CCGRS]; Music; and PPPA [Philosophy]). Approximately three seats will be held open for any individual faculty member—including those from non-arts/humanities units—expressing an interest in supporting the work of the CAH. These members will be selected by the departmentally-appointed members identified above. Representatives from the WSU Libraries and the Office of Research will similarly serve in *ex officio* capacities. Faculty members will serve two-year staggered terms, and particular attention will be paid to ensuring representation from WSU's multiple campuses.

As a joint project of the College of Arts and Sciences and the Office of Research, the CAH's director will be selected by the Dean of CAS after consultation with the Vice President of Research. The CAH Director, who will serve a renewable three-year term, is expected to be a tenured faculty member in a CAS arts or humanities department who possesses a record of creative and/or scholarly accomplishment, administrative leadership, and interdisciplinary activity at WSU. The Dean of CAS and VP of Research have proposed that the initial Director will be Dr. Todd Butler, Associate Professor of English.

Additional key faculty who have actively participated in the most recent design of the CAH and will continue in an advisory capacity until the CAH and its board structure is formally approved include the following (CVs attached):

School of Design and Construction: Ayad Rahmani

Education: A. G. Rud English: William Hamlin Fine Arts: Squeak Meisel

History: Sue Peabody (Vancouver), Jesse Spohnholz, Matthew Sutton

Libraries: Trevor Bond

Music: Dean Luethi, Lori Wiest

Office of Research: Geeta Dutta, Becky James

Financial Support and University Resources

Testifying to the broad support for the Center's vision and activities, this proposal is accompanied by letters of commitment from CAS, the Office of Research, the Graduate School, the Libraries, and the President's Office. These are multi-year commitments designed to sustain a significant pace of activity during the initial three years of the Center's existence.

A Note on Fiscal Responsibility

Recognizing that its initial years will run parallel to a general budgetary retrenchment at WSU, the Center will operate on a lean resource and staffing model. The bulk of the financial commitments below represent either 17A/gift funds not subject to budget reductions or, in the case of funding from the Office of Research, the redirection of funds already having been sequestered for arts and humanities use. By committing these funds to the management of the CAH, the Office of Research will continue its support of individual faculty while simultaneously boosting a more ambitious vision for the arts and humanities. The proposed director (Butler) has also agreed in the initial year to waive any stipend and course release from CAS. Together these measures will ensure that the bulk of the Center's resources will flow directly to faculty and programming across WSU rather than be consumed by administrative expenses.

Budgetary Support

While the specific distribution of some research elements (such as the ratio of small-scale collaborative grants to larger projects) will depend in part on the number and type of faculty applications, the following represents a general overview of the projected annual budget and sources:

Director Compensation	8,000	CAS
Graduate Assistantship	15,000	Graduate School, President's Office
Catalyst Grants	8,000	Office of Research
Cluster Initiatives	20,000	Office of Research
Summer Graduate Fellowships	9,000	Office of Research, Graduate School
Humanities Fellowships	40,000	Office of Research
External Programming Support	15,000	Libraries, President's Office

Estimated Annual Budget

115,000

Funding and other University Resource Needs

As detailed in the accompanying support letters, the foundational funding for the Center has already been identified and committed. Initial meeting space has also been offered to the Center by WSU Libraries, which will help facilitate monthly faculty fellow discussions, advisory board meetings, and—where not otherwise specified by grantees—meetings of research groups to be supported by the Center. Especially for the latter, locating within the Libraries will encourage cross-collaboration with other units such as the CDSC (4th floor Terrell). Individual fellowship work will continue to be conducted in existing faculty offices and facilities. Given the potential variety of offerings, space for public programming (exhibits, lectures, etc.) will initially be secured on a case-by-case basis from such partners as the Museum of Art and the WSU Honors College.

As the Center grows in its work and visibility, it will at some point likely require a small amount of dedicated, publicly available space that would include 1-2 staff offices and a reservable meeting and collaboration area. Such space would also provide a locus for center activity and donor interest.

Private philanthropy is expected to be a key element of long-term support for the Center. Three of the 9 PAC-12 centers have been formally named by donors, and the others report receiving significant development support for their inception and ongoing operations. It would also be likely that ongoing support from either central administration or units such as the Office of Research, CAS, and others would be necessary, though lean staffing model and the Center's "modular" approach to faculty support (i.e. a varied series and number of granting opportunities) should allow the Center to adapt to future budget uncertainties without unduly impacting core operations.



College of Arts and Sciences

October 19, 2017

To the Humanities Planning Group,

Thank you for your continuing efforts to develop a Center for the Arts and Humanities at Washington State University. Having reviewed your revised proposal, I find it well worth the College of Arts and Sciences' continuing support. In particular, your renewed focus on the university's land-grant mission, as well as your emphasis on collaborative and transformative work, will help make the Center a vital locus for scholarship and creative activity at WSU.

On behalf of the College, I am thus willing to commit the following resources to support the proposed center, each beginning in AY18-19 and extending for an additional two academic years after that. The College of Arts and Sciences will provide a summer stipend of \$8000 to the director to support the year-round leadership of the Center, and where appropriate will provide funding to the director's home department to accommodate the shifts in workload expectations that will necessarily accompany this leadership role. At the same time, I am committed to working with you to identify additional resources to support diversity-related and public-engagement initiatives. I will also direct the College's Development team to provide lead assistance in any pursuit of philanthropic support for the Center.

This support is contingent upon formal approval of your proposal by the Faculty Senate. I also expect that—as detailed in your proposal—the Center will continue to operate as a partnership between CAS and the Office of Research, with the Center's director being nominated by the Dean of the College of Arts and Sciences in conjunction with the Vice President of Research. For this initial period, after consultation with the Office of Research, I would request that Dr. Todd Butler (English) continue his leadership of your group as Director.

Thank you again for your continued efforts—I look forward to continued success in the years to come.

Sincerely,

Daryll B. DeWald, Dean

College of Arts and Sciences



Office of Research

March 9, 2018

To the Humanities Planning Group,

Thank you for your continuing efforts to develop a Center for the Arts and Humanities at Washington State University. On behalf of the Office of Research (OR) I am happy to continue our commitment to this shared initiative, as its aim of advancing the scholarly and creative activity of WSU faculty and graduate students is at the core of our mission.

As such, beginning in AY18-19 the Office of Research will assign to the Center the responsibility for directing the \$75,000 in research support funding currently allocated to Arts & Humanities Grant Program. These funds will support the Center's Catalyst Grants, Cluster Initiatives, and Arts & Humanities Fellowship. Presuming that the Center continues working with OR to support faculty research consonant with our shared missions, this funding will also be extended for an additional two academic years following that date.

While day-to-day management of these funds will be handled by the College of Arts and Sciences (CAS), we expect that—as detailed in your proposal—the Center will continue to operate as a partnership between CAS and the Office of Research. As such, we would request that Dr. Geeta Dutta, Director, Office of Research Advancement and Partnerships, serve as our formal liaison to the Center, and that you continue to work with other staff as appropriate.

We look forward to working with you to make the Center a sustained success.

Sincerely,

Dr. Christopher J. Keane Vice President for Research



Graduate School

July 2, 2018

TO:

Dr. Butler, Associate Professor and Chair

FROM:

Dr. Lisa M. Gloss, Interim Dean of the Graduate School

RE:

Center for the Arts and Humanities

COMMITMENT#:

562

Dear Dr. Butler,

Thank you for sharing your proposal for a Center for the Arts and Humanities. I am genuinely excited about the possibilities of the proposal, especially the focus on interdisciplinary research and scholarship, and I am happy to provide support.

As interim Dean of the Graduate School, I am particularly excited by the possible impacts on graduate education opportunities. Your willingness to support the next generation of arts and humanities scholars and artists is commendable, as is your goal to integrate graduate students into the programming and administration of the Center. This vision matches the Graduate School's commitment to ensuring that all WSU students are well-prepared to make an impact on their academic fields as well as the wider public we serve.

I am happy to commit to the following elements of support, beginning in AY18-19 and extending for an additional two academic years after that.

• Based on a 50/50 match from the Center, we will provide scholarship funds to support the summer "Public Humanities Fellow" identified in your proposal. Specifically, the Graduate School will provide a \$1500 scholarship from the Glenn Terrell Presidential Graudate Fellowship fund. Applications for these scholarships should be sent directly to the Graduate School for review and approval. To be eligible for this scholarship, the student must be currently enrolled and in good academic standing in a graduate program in the arts, humanities and social sciences. Students with a cumulative GPA of ≥ 3.5 will be given preference.



Graduate School

- The Graduate School will entertain one nomination from the Center for the following scholarships, to provide summer support for a Center fellow:
 - o Richard R. and Constance M. Albrecth Scholarship (\$1,500)
 - o Charles Allen Master's Thesis Award (\$1,000)
 - Arnold and Julia Greenwell Memorial Scholarship for Social Sciencs and Humanities (\$1,000)

Generally, nominations for these scholarships are vetted and submitted via the academic colleges. This support allows the Center to submit a nomination for a Center fellow directly to the Graduate School, independent of the competition within a given college. The nominated student must meet all of the eligibility criteria of the scholarships, as detailed at:

https://gradschool.wsu.edu/scholarships-fellowships-awards/

The nominees from the Center will compete for the scholarship against all other students nominated by the colleges.

• The Graduate School will provide an annual tuition waiver (Fall and Spring semesters only) for the Center's graduate assistant. This waiver will provide flexibility to the Center with respect to the funding sources that are identified to support this GA during the academic year.

As the Center grows, the Graduate School is willing to consider extension of this commitment beyond the initial three-year period, as well as work with the Center to identify other modes of support. This extension or expansion of support is dependent on the completion and review of the program assessment you have outlined in your proposal.

I look forward to a productive partnership between the Graduate School and the Center for the Arts and Humanities in the advancement of graduate education at WSU.

Sincerely.

Dr. Lisa M. Gloss

Interim Dean of the Graduate School





March 12, 2018

Dear Dr. Butler,

Thank you for meeting with us recently to discuss the proposed Center for the Arts and Humanities. As one of Washington State University's central resources for scholarly and creative work in the arts and humanities, the Libraries is pleased to support your efforts.

In particular, we are willing to provide initial space within Holland/Terrell Library for the Center's scholarly functions and fellows meetings. We are also willing to contribute \$5,000 per year for the next three years to support the Center's effort to bring highly visible and engaged arts and humanities programming to the WSU community.

Expenditure of these funds should be coordinated with WSU Libraries via Dr. Trevor Bond, Associate Dean for Digital Initiatives and Special Collections. We appreciate your willingness to involve Dr. Bond in your initial conversations and to provide him with a continuing role in developing the Center and its activities. We also appreciate your continuing willingness to work in partnership with existing Libraries initiatives such as the Center for Digital Scholarship and Curation and to support the CDSC's role as one of WSU's primary outlets for digital scholarship and public engagement.

We look forward to working with you in the years to come.

Sincerely,

Jay Starratt

Dean of Libraries

May 14, 2018

Dr. Todd Butler Associate Professor and Chair English Department Avery 202E Pullman, WA 99164-5020

Dear Dr. Butler,

Thank you for your group's continuing efforts to develop a Center for the Arts and Humanities at Washington State University. WSU's "Drive to 25" requires a comprehensive effort to advance scholarly and creative work across our institution, and the Center offers a significant opportunity to move us forward this while at the same time extending this commitment to the wider public.

To support the proposed Center I am thus willing to commit a total of \$25,000 annually for a three-year period beginning in AY18-19. As we have discussed, I expect that the majority of this funding will be paired with the Graduate School's tuition waiver to support the graduate assistantship that will assist the Center's operations. The remainder may be used for any public programming that will help advance the profile of the arts and humanities at WSU.

The continuance of this support is contingent upon its appropriate use, as well as your efforts to secure provisional and formal approval for the Center. I appreciate in particular the proposal's willingness to regularly assess the Center's productivity, and I would welcome the regular submission of such assessments to my office.

Thank you again for your continued efforts—I look forward to continued success in the years to come.

Sincerely,

Dr. Kirk Schulz

President

INFORMATION ITEM #1

Faculty Manual Changes Approved by the President Under Delegated Authority (Daniel J. Bernardo)

Changes to the Faculty Manual

The Faculty Senate recommended approval for the following changes to the Faculty Manual.

- Section III.G.3.4 Privileges of Emeritus Rank
 - o A redline copy of the change as presented to the Faculty Senate is attached.
- Section I.B.1 Faculty Structure and Section V.C.1 Titles
 - o The change will modify sections 1.B.1. and V.C.1. to evolve the faculty track and appointment definitions and more appropriately match descriptions of work for the faculty. The modifications in each section are extensive and therefore will replace the entirety of the named sections. The suggested changes are attached.

The recommendation was passed by the Faculty Senate on February 21, 2019 and April 11, 2019.

DRAFT: FAC proposal Section III.G.3.4 Revision

III G. Emeritus Faculty Appointment

1. Eligibility

Emeritus rank is granted in recognition of service to Washington State University.

To be eligible, faculty must be either age sixty or older with ten or more years of service at the University or have completed twenty-five (25) or more years of service to the University, AND have held an eligible non-tenure or tenure track rank at Washington State University for a period of at least five (5) years prior to leaving the University.

Upon retirement, the chair or director will inform Human Resource Services to assign the eligible retiring faculty members ranks to emeritus faculty rank. Human Resource Services will note this designation on the retirement Personnel Action Form (PAF), if the assignment has occurred by the time the form is initiated.

2. Notification of Granting of Emeritus Rank

A letter of recognition will be sent by the provost to each faculty retiree named to an emeritus rank.

3. Privileges of Emeritus Rank

The Emeritus rank shall entail continued campus courtesies including the options to

- 1) use library and recreational facilities;
- 2) receive publications sent to active faculty and members of the Alumni Association;
- 3) participate in contract, grant, and other scholarly endeavors;
- 4) negotiate with academic chairs or directors for office space, laboratory space, and computer (retain internet and e-mail @wsu.edu privileges, e-mail, and other cloud services available to faculty at large) and facility access as available;
- 5) participate in academic convocations, commencements and other academic endeavors; and
- 6) request that their names be retained in the University catalog until their death.

1. Tenure Track Faculty

Tenure track faculty may hold probationary or tenured contracts.

a. Academic Faculty

Faculty who have significant responsibilities in the following areas: (1) research/scholarship and/or creative activity, (2) teaching, and (3) academic service. In some units, tenure-track "academic faculty" may also play a significant role in the important missions of clinical service/practice and/or community outreach (e.g., extension). Importantly, a faculty member in the tenure track is expected to establish and maintain a record of productivity and achievement in research/scholarship and/or creative activity. Faculty in this track are also expected to meet the expectations of their college and department regarding the quantity and quality of their teaching, academic service, and (if applicable) clinical service/practice. As with all tracks, a tenure track faculty member must always be assessed in accordance with their appointment (e.g., expectations relative to research/scholarship and/or creative activity must be concordant with the percentage of the faculty member's appointment assigned to these areas).

Appointments are as assistant professor, associate professor, or professor. A terminal degree is normally required. Alternative credentials will be approved in consultation with unit faculty, by the administrative head, and by the provost or chancellor. A faculty member hired as an assistant professor who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and an appointment from the lecturer designation until they finish their degree.

b. Library Faculty

Faculty whose primary responsibilities center on library services for the university community, research, scholarship and service.

Appointments are as librarian 2, librarian 3, or librarian 4. A terminal degree is normally required. Alternative credentials will be approved in consultation with unit faculty, by the administrative head, and by the provost or chancellor. A faculty member hired as a librarian 2 who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and an appointment from the lecturer designation until they finish their degree.

c. Extension Faculty

Extension faculty are responsible for extending the research and knowledge bases of Washington State University to communities of place and practice across the state. Extension faculty in the tenure track are expected to establish and maintain a record of productivity and achievement in research/scholarship and/or creative activity.

Appointments are as assistant professor, associate professor, or professor.

A terminal degree is normally required. Alternative credentials will be approved in consultation with unit faculty, by the administrative head, and by the provost or chancellor. A faculty member hired as an assistant professor who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and an appointment from the lecturer designation until they finish their degree.

V C. Tracks and Appointments

1. Career Track Faculty

Career track faculty may hold continuous, one (1) to five (5) year fixed term (with or without a rolling horizon), or contingent contracts. The responsibilities for career track faculty should fall into one of the following designations.

Career track *appointments* must include a specified sub-track title in the appointment (e.g., *clinical* assistant professor, *research* associate professor, *teaching* professor).

All career track appointments should align with current Washington Administrative Code Regulations (WAC250-61-100).

Appropriate department-specific *working titles* for each of the appointments within the career-track do not have to include the track or sub-track designation and may be determined by each college. For example, colleges may elect that working titles be listed simply as assistant professor, associate professor, or professor, with no mention of tenure track versus career track, or sub-track. All working titles should be listed in the college's tenure and promotion guidelines.

a. Academic Faculty

1. Clinical Sub-track

Faculty whose primary responsibilities are clinical practice and/or the supervision and clinic-based instruction of professional students, interns, residents, and/or fellows. Many, but not all, will also have significant expectations in one or more of the following areas: (a) research/scholarship and/or creative activity, (b) teaching, (c) outreach, (d) educational leadership e) administration, or (f) academic service. For example, these faculty may also play a role in the pre-clinical/pre-clerkship phases of the professional curriculum and/or perform clinical research. Promotion in this sub-track is based on significant achievement and/or a national/international recognition for excellence in clinical practice, teaching, educational leadership, and/or scholarship. As with all tracks, a career track, clinical sub-track faculty member must always be assessed in accordance with their appointment (e.g., expectations relative to research/scholarship and/or creative activity must be concordant with the percentage of the faculty member's percent appointment assigned to these missions).

Appointments are as clinical assistant professor, clinical associate professor, or clinical professor.

2. Research Sub-track

Faculty in non-tenure track research appointments who predominantly conduct research/scholarship and/or creative activity and who may serve as principal or co-principal investigators on grants or contracts administered by the university. Typically, the institution has made a commitment of office and research space. Start-up funds and salary may be provided. However, departments and colleges may expect these faculty members to provide all or

significant portions of their own salary through extramural funding. The terms for start-up, space, and salary will generally be negotiated during the hiring process, although those terms can be renegotiated by the institution and/or the faculty member. In general, these faculty will have no significant teaching or service expectations unless those responsibilities are negotiated and commensurate funding support is provided. Promotion in this sub-track is typically based on traditional measures of research/scholarship, i.e., publication, extramural funding, and national/international reputation.

Appointments are as research assistant professor, research associate professor, or research professor.

3. Scholar Sub-track

Faculty who have significant responsibilities in at least 2 of the following areas: (a) teaching, (b) student advising, (c) research/scholarship, (d) creative activity, (e) outreach, (f) practice, (g) educational leadership, (h) administration, or (i) academic service. Most faculty in this sub-track will have a significant teaching and/or student advising responsibility. However, carrying a large teaching and/or advising load and receiving good student ratings is not sufficient for promotion in this sub-track. Applicants for promotion are expected to demonstrate a scholarly approach to teaching, evidence of teaching effectiveness, and achievement/recognition in one or more of the additional areas (e.g., research/scholarship, educational leadership, outreach, etc.).

Appointments are as scholarly assistant professor, scholarly associate professor, or scholarly professor.

4. Teaching Sub-track

Most commonly faculty whose primary responsibility is teaching and/or student advising and have little to no additional expectations in research/scholarship and/or creative activity, leadership, or academic service. Faculty with a teaching appointment will often have large teaching commitments, according to their appointment and contract. In some colleges, teaching may involve teaching in a clinical setting. Promotion criteria will be determined by the department and college but should include evidence of teaching effectiveness and innovation.

Appointments are as teaching assistant professor, teaching associate professor, or teaching professor.

b. Library Faculty

Career track faculty whose primary responsibilities center on library services for the university community, research, scholarship and service. The duties of career track library faculty may be more specialized than that of tenure track faculty.

Appointments are as librarian 2.

c. Extension Faculty

Career track extension faculty are responsible for extending the research and knowledge bases of Washington State University to communities of place and practice across the state.

Appointments are as career track faculty with designated sub-track as clinical, research, scholarly, or teaching sub-track and rank of assistant, associate, or professor.

2. Short-Term Faculty

Short-term faculty may hold one semester to three (3) year fixed term or contingent contracts. The equivalent of a master's degree or higher is normally required. Alternative credentials will be approved in consultation with unit faculty, by the administrative head, and by the provost or chancellor. The responsibilities and appointments for short-term faculty fall into one of the following designations:

a. Lecturer:

Lecturer implies the appointment is non-permanent or part time and is typically a short-term teaching contract. A lecturer's primary responsibility is teaching, including in a clinical setting. These appointments can be renewed indefinitely at the discretion of the University.

b. Visiting Faculty

Fixed term appointees who are faculty members or professionals from another institution for purposes of teaching, collaboration or research. They are normally expected to return to their own institutions at the expiration of the appointment and are appointed as visiting faculty. Whenever a department plans to employ or host a foreign professor, researcher, or scholar, it is important to contact the Office of International Programs regarding arrangements for the appropriate immigration status.

c. Adjunct Faculty

Faculty who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct faculty provide various types of service/teaching within individual colleges according to established criteria and may serve on graduate committees. They are appointed as adjunct faculty.

d. Adjoint Faculty

Faculty who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjoint faculty provide various types of research/scholarship and/or creative activity within individual colleges according to established criteria and may serve on and cochair graduate committees. They are appointed as adjoint faculty.

e. Affiliate Faculty

Affiliate faculty are comparable to an adjunct appointment except that the person is already a WSU employee (faculty, administrative professional) and has been invited to serve in a faculty role in a program other than the one paying their salary. They are appointed as affiliate faculty.

f. Research associate

Faculty in short-term appointments who support the research being conducted at the University. Appointments may also include research/scholarship and/or creative activity, teaching, administration, outreach or service.

g. Postdoctoral research associate

Postdoctoral research associates are persons who have earned a doctorate and are employed temporarily to support research.

INFORMATION ITEM #2

Degree Extensions to the Global Campus Approved by the President Under Delegated Authority (Daniel J. Bernardo)

Bachelor of Arts in Anthropology to Global Campus

The purpose of the online Anthropology major is to better serve "degree completers" (individuals who have completed some college courses at Washington State University or elsewhere, and now wish to return to school), as well as non-traditional students from diverse backgrounds. In addition, because implementing the Anthropology major will involve increasing the variety of Anthropology courses offered, the major will be useful not only for those students interested in majoring in Anthropology, but also for students in other majors seeking electives or needing to fulfil UCORE requirements, or those pursuing a General Studies-Social Sciences degree.

Because the Anthropology major can be completed in two years, it is an ideal major for degree completers, those with some college yet no degree, including those who are already employed and need a college degree to improve their career trajectory.

Providing access to the WSU Anthropology degree via the Global Campus is consistent with the core mission of the WSU strategic plan in that it provides expanded access to a transformational undergraduate experience, to personalized student services and extended learning opportunities, and to world-class faculty.

The attached proposal was reviewed and approved by the Faculty Senate on March 7, 2019.

Bachelor of Science in Biology to Global Campus

Offering the Bachelor of Science in Biology online is part of fulfilling the WSU Land Grant Mission, extending any degree the University offers at a distance to benefit the citizens of the state and beyond. Delivering the degree online, asynchronously, provides access to qualified place-bound and/or time-constrained individuals state-wide, nationally, and internationally. Additionally, having this option available online (and hence the availability online of upper level courses including the degree Capstone course) will enable a growing number of students who initially rook courses on any of the WSU campuses but who did not complete their degree for varying reasons, to finish their degree in Biology and successfully graduate from WSU.

By extending the Bachelor of Science in Biology to the Global Campus, students will be able to access the award-winning faculty and scholarship offered by the WSU School of Biological Sciences, enjoying a truly transformational student experience at a distance.

The mission of the School of Biological Sciences is to advance and convey fundamental biological knowledge about how organisms function, interact, and evolve in a changing world - information that is critical to confront pressing problems facing our society. Understanding the complexity of life has been one of humanity's greatest quests. The School of Biological Sciences offers courses and research experiences to help students understand diverse aspects of life, ranging from molecular and cellular biology to physiology, ecology, and evolution. The biology major is built around core courses in introductory biology, cell biology, ecology, evolution, and genetics. We will offer the general option of our current biology major through Global Campus. The general option provides students with the greatest flexibility to shape their own programs of study.

The biology major provides students with background and skills that arc necessary for a wide variety of jobs, ranging from biotechnology industry to health care to resource management This major provides students with the coursework and knowledge to later pursue professional studies in medical, veterinary, and physical therapy schools. Similarly, the major provides students with the stepping stones essential for entry into graduate schools to obtain M.S. or Ph.D. degrees. The curriculum to be available online will create opportunities in particular for students interested in careers in health care. Health care is expected to provide about 28% of all new jobs in Washington over the next five years, and the availability of a BS in Biology through online courses will create opportunities for place-bound students to prepare for these jobs.

The attached proposal was reviewed and approved by the Faculty Senate on March 7, 2019.

Bachelor of Arts in English to Global Campus

Consistent with WSU's fundamental land-grant mission of access and extending knowledge—a mission the Department of English has also adopted as the core of its next strategic plan, the online English major will enable the department to better serve both "degree completers" (individuals who have completed some college courses at WSU or elsewhere, and now wish to return to school) as well as nontraditional students from diverse backgrounds. In addition, because implementing the English major will involve increasing the variety of English courses offered online, the major will be useful not only for those students interested in majoring in English, but also for students in other majors seeking electives and UCORE courses.

By focusing its initial offering on its option in Rhetoric and Professional Writing, the English department has selected a curriculum immediately beneficial to these students. As detailed in this proposal's "Planning" section, training in professional and technical writing is in high demand, especially within Washington and the greater Pacific Northwest. Just as importantly, these skills are directly applicable to a wide variety of careers in business, public service, law, and education.

Together these factors address key elements of WSU's Drive to 25 (6-year completion rate, placement rate of graduates) and Grand Challenges (Advancing Opportunity and Equity). As noted above, extending the English degree to the Global Campus also upholds the land grant mission of WSU by extending the world class faculty and scholarship of the English department to a broad audience, state-wide and beyond, who may be unable to pursue a degree otherwise.

The attached proposal was reviewed and approved by the Faculty Senate on March 28, 2019.

Revise d 18-009

Proposal to Extend Anthropology BA to Global Campus

Degree Title:	Bachelor of Arts, Anthropology	
Academic Program:	Anthropology	
Academic Plan:	Anthropology	
Number of Credits:	[120]	
Department(s) or Program(s):	Anthropology	
College(s):	College of Arts and Sciences	
Campus(es):	Global	
Method of Instructional Delivery:	Online	

Contact Name:	Andrew Duff	Email Address:	duff@wsu.edu	
Contact Phone:	509-335-3871	*Proposed start date:	Fall 2019	

^{*}Proposed Start Date: Approval must be received from the Northwest Commission on Colleges and Universities before the program may be advertised or recruited for. Financial aid may not be available until the program has been approved by the Department of Education subsequent to NWCCU approval.

The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Name:	Andrew Duff	Date:	
Everett Chancellor:		Date:	
Spokane Chancellor:		Date:	
Tri-Cities VCAA:		Date:	
Vancouver VCAA:		Date:	
Dean:		Date:	
VP Global Campus:	David Cillay	Date:	6/22/18
Comments:	,		
Provost Office Sign:		Date:	
Comments:			

	For Registrar's Office Us	se Only:	
Code:	New CIP Code:	Date:	

Revised: 7.27.17

Send completed form to: provost.deg.changes@wsu.edu

This template asks you to answer the array of questions about your proposed program that are important to your department, your college, the Faculty Senate, the State of Washington, accreditors and other external stakeholders.

By placing all proposals in a similar format, this template provides a common standard for comparison, ensuring that all potential programs can be evaluated in an equitable fashion. It can be used to determine whether or not a program is feasible within the university's academic and financial situation, and if it will have the resources to further the University's objective of providing high quality education and scholarship.

This template is also a framework to think about the viability of your ideas. It can thus be a tool for strengthening both your proposal and the resulting program itself, since a program that is starved for either students or resources from its inception is not likely to become a high quality program.

Here are some of the things to consider as you complete the template:

What are the aspirations for the reputation of this program – local, regional, national? What will it take to make that a reality?

Who are you trying to attract with this new program? Will it bring new students to the university, better meet the needs of current students in the department, or draw students away from other departments?

How strong is the demand for education of this kind, and in what specific careers will someone who receives such an education find meaningful employment? How many students do you need to attract to break even, and can both the market and WSU's capacity support this number?

Providing good answers to hard questions maximizes the likelihood that a new program will not just win acceptance by the Faculty Senate and administration, but will ultimately be successful in attracting students and placing graduates. The analyses in the Demand, Financial and Library workbooks will assist you in creating a persuasive proposal. The findings in each area, and their basis or justification, should be summarized in the proposal itself.

Proposal

Mission and Core Themes (Strategic Goals):

Provide a clear statement of the nature and purposes of the degree in the context of WSU's mission and core themes (strategic plan).

The purpose of the online Anthropology major is to better serve "degree completers" (individuals who have completed some college courses at WSU or elsewhere, and now wish to return to school), as well as nontraditional students from diverse backgrounds. In addition, because implementing the Anthropology major will involve increasing the variety of Anthropology courses offered, the major will be useful not only for those students interested in majoring in Anthropology, but also for students in other majors seeking electives or needing to fulfil UCORE requirements, or those pursuing a General Studies-Social Sciences degree.

Because the Anthropology major can be completed in two years, it is an ideal major for degree completers, those with some college yet no degree, including those who are already employed and need a college degree to improve their career trajectory.

Providing access to the WSU Anthropology degree via the Global Campus is consistent with the core mission of the WSU strategic plan in that it provides expanded access to a transformational undergraduate experience, to personalized student services and extended learning opportunities, and to world-class faculty.

Educational Offerings:

Describe the degree program, including the total number of credits required. Provide the four-year degree plan (undergraduate) or appropriate plan of study (graduate and professional).

Please note that all courses for the degree must be approved before the degree will be reviewed by the Catalog Subcommittee.

Anthropologists ask and attempt to address the most basic questions about the nature of culture, its evolutionary history, and human variability by studying the interactions between our biological and our learned cultural heritages; we use this knowledge to better understand both our past and present. Through world class research, our goal is to pursue an understanding of the complex human condition in all of its diversity. The Department of Anthropology at Washington State University informs the public, students, and the profession about anthropological insights and contributes to understanding critical aspects of the human condition.

Anthropology is the study of the human condition from a biological, cultural, social and political perspectives, from the earliest times to the present day, with a focus on four main sub-fields: Archaeology, Cultural Anthropology, Linguistic Anthropology and Biological Anthropology. Undergraduate majors are required to gain a background in all four of these major subfields. Courses familiarize students with current issues in human evolution, linguistics, the prehistoric development of culture, and central components of culture. Anthropologists, in addition to doing basic research about aspects of the human condition, are important contributors to management projects that deal with heritage management, landscape development, human impact studies, cultural resource

use, crime scene investigations, program implementation and internationalization projects. Additionally, anthropologists investigate the unwritten human past that accounts for over 99% of all human existence.

The anthropology BA available online will allow place-bound students the same opportunity to earn a B.A. as students who are not place-bound. In addition the program gives access to students who prefer the convenience of the Global Campus without having to relocate to Pullman or Vancouver to complete a degree from the Department of Anthropology. The degree is designed to meet the needs of aspiring and working professionals and adult learners, as well as students entering college directly from high school. It will also provide opportunities for working professionals to refresh and update their skills and for those seeking to change careers. It offers all the opportunity to raise their credentials to WSU standards.

See Exhibit A for four-year degree plan.

See Exhibit B for advising check sheet for the degree.

See Exhibit C for new course development and delivery schedule.

Provide descriptive information regarding (the) method(s) of instructional delivery (percent face-to-face, hybrid, distance, and/or competency-based).

This degree will be delivered 100% online, asynchronously via the Global Campus LMS infrastructure.

Assessment of Student Learning and Student Achievement

* For graduate programs, please contact the Graduate School before completing this section.

Please provide a list and description of expected student learning outcomes.

Goal 1: Creative and Critical Reasoning

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Demonstrate an understanding of the broad field of anthropology and the types of questions and data used in pursuit of the goals of anthropology (WSU UCORE:
- 1, 3 and 7)
- b) Formulate a reasonable question for their own research (WSU UCORE: 1 and 3)
- c) Select data and analytical techniques appropriate to the question being asked (WSU UCORE: 1, 2, and 3)
- d) Demonstrate an understanding of both subjective and objective components for different types of anthropological data, data collection, and data analysis (WSU UCORE: 1, 2, 3, 6 and 7)

- e) Formulate a reasonable interpretation based on the data and analytical techniques they used (WSU UCORE: 1, 2, and 3)
- f) Effectively consider how subjective and objective aspects of data identification, collection, and analysis may have shaped their interpretations (WSU UCORE: 1, 2, 4 and 7)

Goal 2: Information and Data Gathering

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Understand the strengths and weaknesses of on-line data and its use (WSU UCORE: 1 and 4)
- b) Demonstrate an understanding of the different types of traditionally published data and the strengths and weaknesses of such data (WSU UCORE: 1, 3 and 4)
- c) Adequately cite information and ideas gathered for their research (WSU UCORE: 4 and 5)

Goal 3: Communication Skills

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Write a clear and concise thesis statement defining their research topic (WSU UCORE: 1, 5 and 7)
- b) Write an adequate contextual statement for their research topic (WSU UCORE: 1, 5 and 7)
- c) Present a clear statement of their research methods (WSU UCORE: 5, 4 and 7)
- d) Write a well-reasoned interpretation of their analysis (WSU UCORE: 1, 4, 5 and 7)
- e) Write a unifying conclusion statement (WSU UCORE: 1, 5, and 7)

Goal 4: Intercultural Perspectives

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Demonstrate an understanding of the character and universality of ethnocentrism (WSU UCORE: 1, 6, and 7)
- b) Demonstrate an understanding of the strengths and limitations of the concept of cultural relativism (WSU UCORE: 1, 6 and 7)
- c) Demonstrate an understanding of the character and differences between the cultural constructs of race, gender, and ethnicity (WSU UCORE: 1, 6 and 7)
- d) Demonstrate an understanding of the time frame relevant to the development human biological and cultural diversity (WSU UCORE: 1, 3, 6 and 7)

For undergraduate programs, provide the department's plan for assessing student learning outcomes. Describe briefly how information on student learning will be

collected and incorporated into existing processes for evaluating student learning in the department. Please attach the plan and a curriculum matrix.

The assessment plan for the Global Campus degree is the same as that for the degrees in Pullman and Vancouver (Assessment plan, including curriculum map, attached as Exhibit D). The curriculum map and assessment plan have been approved by the full faculty. The assessment plan includes direct and indirect measures administered at the intermediate and senior levels. All assessment instruments, results, and reports are available to faculty on our department faculty sharepoint site.

The assessment plan narrative is presented below, and is also present, with curriculum map and rubric, as Exhibit D.

Please indicate as appropriate:

\times	Assessment of this program will be incorporated into the existing
ass	sessment plan forPullman and Vancouver. Please attach a copy of the
exi	isting plan (EXHIBIT D).

 \square A draft assessment plan is attached.

 \square A curriculum matrix is attached.

Planning:

Describe plans and include descriptions which provide evidence of:

1. The need for the change

According to a 2017 EAB market research report, the national demand for bachelor's level anthropology professionals had increased 42% over the last three years. However, regional employer demand decreased in the same period. Therefore, offering the program online allows WSU to reach a demand nationally that would not be found locally.

The American Anthropological Association web site (www.americananthro.org) notes that "anthropologists can be found in corporations, all levels of government, educational institutions and non-profit associations. Anthropologists work in disaster areas, including Ground Zero in New York and the Gulf Coast in the aftermath of hurricane Katrina.

Today there are four main career paths for anthropology graduates:

Academic Careers

On campuses, in departments of anthropology, and in research laboratories, anthropologists teach and conduct research. They spend a great deal of time preparing for classes, writing lectures, grading papers, working with individual students, composing scholarly articles, and writing books.

A number of academic anthropologists find careers in other departments or university programs, such as schools of medicine, epidemiology, public health, ethnic studies, cultural studies, community or area studies, linguistics, education, ecology, cognitive psychology and neural science.

Corporate and Business Careers

Many corporations look explicitly for anthropologists, recognizing the utility of their perspective on a corporate team. A corporate anthropologist working in market research might conduct targeted focus groups to examine consumer preference patterns not readily apparent through statistical or survey methods. These anthropologists use their research skills to talk to consumers and users of technology to find out how products and services could be improved to better meet the needs of consumers.

Government Careers

State and local governmental organizations use anthropologists in planning, research and managerial capacities. Contract archaeology is a growing occupation with state and federal legislative mandates to assess cultural resources affected by government funded projects. Forensic anthropologists, in careers glamorized by Hollywood and popular novels, not only work with police departments to help identify mysterious or unknown remains but also work in university and museum settings.

The federal government is one of the largest employers of anthropologists outside of academia. Possible career paths include: international development, cultural resource management, the legislative branch, forensic and physical anthropology, natural resource management, and defense and security sectors.

Non-profit and Community-based Careers

Non-governmental organizations, such as international health organizations and development banks employ anthropologists to help design and implement a wide variety of programs. However, these aren't the only opportunities available.

Many anthropologists work in local, community-based settings for non-profit agencies. Sometimes, they work through community-based research organizations like the Institute for Community Research. Other times, they might work for established organizations in a community like the YMCA, local schools, or environmental organizations.

In response to a survey by the American Anthropological Association's Committee on Practicing, Applied and Public Interest Anthropology (CoPAPIA)*, respondents provided the following responses to describe their post-graduate employment:

Education/Outreach Administration/Management

Archaeology Ethnography/Cultural Anthropology

Cultural Resource Management (CRM) Evaluation/Assessment

Historic Preservation Health (international/public health)

Museum/Curation/Project Design Environment and Natural Resources

Community Development Business

Advocacy (human rights/social justice) Tourism/Heritage

Human/Social Services Healthcare Management/Services/Deliver

Computers/Software Management Consulting/Organizational

Development/Information Technology Development/Training

Design (products and/or services) Social Impact Assessment

International Development/Affairs Market Research

Forensics Law/Criminal Justice/Law Enforcement

Mass Communication Humanitarian Efforts"

The Global Campus will utilize these descriptors to encourage enrollment in the marketing campaigns, aligning student interest with a degree pathway that best suits them.

2. The student population to be served

Provide realistic justification for the projected FTE.

How can transfer students articulate smoothly into the program and complete it with approximately the same number of total credits as students who enter WSU as freshmen?

Please describe specific efforts planned to recruit and retain students who are persons of color, disabled, or whose gender is underrepresented in this discipline. WSU Global Campus programs typically appeal to those students who might not be able to attend a four-year program on the Pullman campus, but still want an accredited degree offered by a Tier 1 Research University with an excellent reputation.

As described above, the Anthropology major is particularly useful for "degree completers" - students who have completed one or two years of college and are returning to school in order to improve their career options. Anthropology is an ideal major for these students because it is intrinsically interesting, it contributes to a range of useful skillsets, and the requirements can be met in two years, thus helping students complete their degree in a timely manner. Because most Global Campus students enter the program having already completed some college courses, they are looking for majors that can be completed efficiently. The Anthropology major meets that need. Students who take advantage of the direct transfer agreement guidelines and articulation agreements will be able to transfer seamlessly from a two-year program without relocating to Eastern Washington. WSU Global Campus has been accommodating transfer students and former students who are at varying levels along the transfer continuum since its inception. The program is also designed to appeal to working professionals and adult learners who may already work in other fields but wish to refresh and update their skills.

We would also highlight that students seeking to earn their degrees entirely via Global Campus can do so, including completion of required UCORE BSCI and PSCI lab courses. In fact, Anth 260, a required course for the degree, is a 4-credit BSCI with a lab, a course likely attractive to students pursuing other majors. There are other BSCI and PSCI lab courses offered by Biology and the School of the Environment.

Through world class research and instruction the anthropology department at Washington State University seeks to inform the public, students, and the profession on these aspects of human diversity. Many of our students go on to make careers in one of the sub-disciplines of anthropology (biological anthropology, archaeology, cultural anthropology, and linguistics). However, many of our students that did not later pursue careers in anthropology tell us that their experiences here greatly enriched their perspectives on life and learning in other fields. Our goal is to continue to pursue an understanding of, and to foster, a holistic sense of the complex human condition in all of its diversity.

WSU Global Campus is focusing on digital marketing to generate awareness and promote all new degrees broadly across social media platforms and other digital access points. Specifically, the goal of the marketing effort is to meet target enrollment goals that enable the degree to reach a sustainable level of enrollments. Recruitment efforts for the online major will diverge substantially from those on the Pullman campus. Because Pullman students are encouraged to identify a major early (before they even arrive on campus), they are typically routed into particular departments and assigned advisors within specific departments without ever hearing about what the Anthropology major has to offer (the department is working on strategies to better communicate with Pullman-based students). In contrast, the Global Campus and the College of Arts and Sciences will specifically market the Anthropology major to prospective students - providing information to students about the Anthropology major that Pullman freshman typically lack. We expect that these marketing efforts in conjunction with the characteristics of the major (allowing for timely completion, inherent interest, and career prospects) will result in a number of students choosing the Anthropology major.

In addition, WSU Global Campus ensures that all courses and programs meet ADA requirements for access to individuals with disabilities.

3. Procedures used in arriving at the decision to change (e.g., consultation with advisory boards, input from industry or employers, commissioned studies, faculty task force, etc.).

The Anthropology Department already offers several of the Anthropology courses necessary to serve the major, and many of these courses also provide UCORE and elective options for other majors. There are 5 core courses yet to be developed, and the department will be able to serve the additional majors with a relatively low initial investment. However, as enrollments increase, the department intends to use additional funds to support a tenure-track faculty line(s) through the funding generated by online students and courses.

The Faculty of the Anthropology Department and the Dean of the College of Arts and Sciences agree that the degree can be supported for online delivery, and they are prepared to engage fully in the development and delivery of the online degree.

4. Organizational arrangements required within the institution to accommodate the change.

The Global Campus is prepared to fully support course development, student services, advising, recruiting, marketing, and faculty development within their existing infrastructure. The Anthropology Department is prepared to engage faculty at WSU Vancouver and Tri Cities in the instruction of online courses as appropriate and as instructional loads require.

Likewise, the Anthropology Department is prepared to manage assessment, instruction, innovation, and coordination of the online degree in concert with their existing campus-based degree. The Anthropology department is already offering a number of online courses during the academic year.

5. Lay out a three-year timetable for implementation, including hiring plans,			
partnership contracts if needed, facilities modification, recruiting, and other			
eleme	elements of implementation. Provide dates for each step.		
2018-	Course development (see course development schedule, Exhibit D)		
2019	Begin offering courses supporting the online major		
	Marketing/recruitment		
2019-	Hire instructors or clinical faculty as needed		
2020	Continue marketing/recruitment		
12	Course update according to schedule		
2020-	Monitor enrollment in individual courses; revise frequency of offerings as		
2021	indicated		
	Begin assessment		
	Continue marketing		
Course update according to schedule			

Budget:

Attach the Financial Worksheet with five-year FTE, revenue and expenditure projections. Fully account for costs such as staff support, training, library, facilities and so on.

Please describe the funding picture narratively, including funding sources, department, college and/or campus commitments, investments already made, one-time costs, facilities costs (labs, classrooms, offices, telecom etc.) and library costs.

The Anthropology department has been offering online courses for a number of years and currently has capacity to accommodate new majors within those existing courses. Offering the online major has required developing several new courses, and will require us to offer an average of three-to-four new courses via the Global campus each term during the academic year, and will also require administrative oversight. To meet this increased need, the department will hire instructors for the first 2-3 years to cover increased teaching needs, after which point the additional FTE revenue from the major should permit anthropology to invest in additional tenure-line faculty. Additionally, the department will add TA lines as necessary to accommodate growth and support faculty in an incremental way as enrollments increase.

6 new courses are required to be taught for the degree in year one. These courses are currently not offered online, but are critical for the degree and have been requested in a rotation by the Global Campus advisors.

Anth 203: DIVR UCORE designation, and popular with non-majors on campus. May fill with non-majors online as well and as a blended offering.

Anth 230: Offering in Spring because the on-campus version is taught in Fall – will blend with Pullman students to help ensure enrollments are robust enough to fund instruction.

Anth 260: BSCI UCORE designation, and popular with non-majors on campus. BSCI UCORE courses are popular on the global campus due to low numbers of them available each semester.

Anth 331: SSCI UCORE designation, and popular with non-majors on campus. May fill with non-majors online as well. Could blend to ensure adequate enrollments. Supports the AIS minor and the AIS Certificate as well. Anth 390 and 490 are majors-only courses and 490 is a capstone.

The Dean of CAS is committed to funding the additional personnel and benefits for those personnel required to launch the degree, with the expectation that enrollments will cover the majority of expenses associated with the launch of the new degree. (Exhibit E)

Student Services:

Describe the capacity of student support services to accommodate the change at this location. Include a description of admissions, financial aid, advising, library, tutoring and other services specific to this request.

The Global Campus provides comprehensive student services, often in collaboration and cooperation with the centralized units, to ensure student success. Included are dedicated recruiters and advisors, transfer credit evaluation, career counseling, financial aid, e-tutoring, student involvement, and tech support for online students. The Global Campus is also skilled in working with students to match their goals with the programs and services offered by WSU.

Additionally, WSU Global Campus personnel are the experts on adult and contemporary distance learners, and provide specialized services to meet the needs of these unique students.

WSU Global Campus creates opportunities for meaningful student engagement through unique student involvement activities offered virtually and face-to-face. The Global Campus encourages and mentors students into research opportunities and creates pathways for students to transition into graduate school.

Describe the implications of the change for services to the rest of the student body.

Adding online courses and creating access to a new degree program adds opportunity and options for student success, potential for better time-to-degree outcomes, and flexibility that accommodates students' needs. The extension of several courses for the anthropology major to the Global Campus will permit access to these courses for majors in Pullman or Vancouver who experience schedule conflicts or other events that threaten to prolong degree completion; the option of access to these courses may help students experiencing such unforeseen events on track for timely degree completion, a positive benefit.

We do anticipate that some students that are currently enrolled in the online Social Sciences degree may choose to switch to the Anthropology degree.

However, our numbers on the fiscal worksheet are indicating new enrollments, not transfers, which may be more.

Physical Facilities and Equipment:

Outline the provision/s made for physical facilities and equipment at the proposed location that will support the program and its projected growth. Include videoconferencing and other technologies that support course delivery as well as classrooms, labs, and office space.

None. All online courses are fully supported by AOI and the Global Campus through the Learning Management System.

Library and Information Resources:

Using the Library Analysis form, describe the availability and adequacy of library and information resources for this degree, degree level, and location. Note plans to address gaps.

Students have access to all required curriculum as determined by the faculty and no new resources are expected to be required through the library to support this degree. A letter of support from the Libraries is attached to this proposal. (Exhibit F)

Faculty:

List the educational and professional qualifications of the faculty relative to their individual teaching assignments.

List the anticipated sources or plans to secure qualified faculty and staff.

All faculty teaching online are held to the same qualifications as faculty on the Pullman campus. Deans and Directors are directly responsible for the hiring of all teaching faculty and ensure credentials are appropriate for the program, and will hire using normal hiring processes.

Impact on Other Locations/Programs:

Briefly describe any impacts on other WSU programs and locations, and how you came to these conclusions (who was consulted?). If there are potential adverse impacts, describe how these will be addressed. Consider such things as: reallocation of faculty time, reallocation of AMS courses, impact of blended courses, internal competition, "cannibalization" of other programs, curricular effects for other degrees, effects on recruitment markets for other campuses. Indicate how such problems will be addressed for each campus or department affected.

We anticipate very few impacts on other WSU programs or locations.

The Anthropology department has faculty and a major in Pullman and Vancouver. Because the primary market for the online major is placebound students, and because of the policy which prohibits non-global campus students from enrolling in global campus courses in Fall and Spring semesters, the online program is unlikely to attract large numbers of Vancouver- and Pullman-based students during the academic year. We have found that during the summer, students are increasingly taking courses online rather than face-to-face. This trend has had impacts on Pullman and Vancouver summer enrollments. Both campuses recognize that the addition of the online major increases the need for us to coordinate offerings across the Pullman, Vancouver, and Global campuses, and we are putting in place procedures for doing so in a systematic way. We anticipate that the addition of the online major will allow us to use our resources more efficiently in order to serve students on the three campuses, and instruction may originate from any campus which houses Anthropology faculty.

We anticipate that the needs associated with new online enrollment will be met with the addition of a clinical faculty member and with the existing capacity in courses currently being offered. Therefore, the addition of the online major should not affect faculty teaching loads or the ability to offer courses on the Pullman/Vancouver campuses.

Sustainability

What are the plans for continuing the program past 5 years if the goals for enrollment are not met, or other circumstances prevent the execution of the plan described here?

All new online degree programs will be evaluated continuously for enrollment and financial metrics. Under-performing degrees will be discontinued once the college, department, and Global Campus have explored all reasonable efforts to increase enrollments and revenue through marketing, partnerships, and innovation. However, prior to sunsetting (phasing out a degree for non-enrollment performance) a degree, need for the courses that are provided online will also be analyzed to ensure little to no impact on other departments and programs that rely on those courses.

Any discontinued degree will include an appropriate teach-out plan and students will be supported to graduation.

External Reviews

If this program is new to the Washington State University system, please provide the names and addresses of 2-3 external experts from similar institutions who could be contacted to provide reviews of this program.

Name

Contact Information (email, phone, address)

N/A

Attachments:

- oximes Four-Year Degree Plan (undergraduate); curriculum overview (graduate and professional)
- □ Curriculum Map (undergraduate)
- □ Letters of financial commitment
- ☐ Contracts or MOUs if applicable

Send to: provost.deg.changes@wsu.edu

EXHIBIT A Four Year Degree Plan

Anthropology (120 Hours)

A minimum of 34 hours in anthropology courses are required. Grades of C- or higher are required for all anthropology courses. No required course can be taken pass, fail.

First Year

First Term	Hours
ANTH 203 [DIVR]	3
Biological Sciences [BSCI] with lab or SCIENCE 101 [SCI] ¹	4
Communication [COMM] or Written Communication [WRTG]	3
ENGLISH 101 [WRTG]	3
Foreign Language, if necessary, or Elective ²	3 or 4
Second Term	Hours
ANTH 260	4
Foreign Language, if necessary, or Elective ²	3 or 4
HISTORY 105 [ROOT]	3
Quantitative Reasoning [QUAN] ³	3 or 4
Second Year	

First Term	Hours
ANTH 230	3
Creative & Professional Arts [ARTS]	3
Physical Sciences [PSCI] with lab or SCIENCE 102 [SCI] ¹	4
Social Sciences [SSCI]	3
Electives	3
Second Term	Hours
ANTH Electives ⁴	6
Creative & Professional Arts [ARTS], Humanities [HUM], or Social Sciences [SSCI]	3
Electives	6
Complete Writing Portfolio	

Third Year

First Term	Hours
ANTH 390 [M]	3
ANTH Elective ⁴	3
Humanities [HUM]	3
Electives	6
Second Term	Hours
300-400-level Electives ⁵	9
ANTH Electives ⁴	6
Consider study abroad or summer field school	

Fourth Year

First Term	Hours
300-400-level Electives ⁵	12
ANTH Elective ⁴	3
Second Term	Hours
300-400-level Electives ⁵	9
ANTH 490 [CAPS] [M]	3
Electives	3

Footnotes

¹ To meet University and College of Arts and Sciences requirements, students must take a [BSCI] course with lab and [PSCI] course with lab or SCIENCE 101 [SCI] and SCIENCE 102 [SCI]. SCIENCE 101 [SCI] is offered Fall semester and is a prerequisite for SCIENCE 102 [SCI]. SCIENCE 102 [SCI] is offered Spring semester.

² Two years of one foreign language from high school or one year at college required.

³ STAT 212 preferred.

⁴ 18 hours of ANTH courses required. Minimum of 3 hours credit from each of the following areas: Archeology: ANTH 300, 330, 331, 334, 336, 340, 370, 430 [M]; Biological: ANTH 268, 380, 463, 465; Cultural: ANTH 300, 303, 306, 307, 309, 316, 320, 327, 402, 404, 405, 417, 418; Linguistics: ANTH 350, 450.

⁵ Concentrating electives beginning in the junior year in one subarea of anthropology or in a minor discipline in consultation with the adviser is recommended.

EXHIBIT B Advising Worksheet

	pology Department Have a C- Higher to Sa		
Course	Grade	Credits	
Anth 203 [DIVR]		3	
Anth 230		3	
Anth 260 [BSCI]		4	
Anth 390 [M]		3	
Anth 490 [M]		3	
	Cultural Requiremen	it	
Course	Grade	Credits	
	nth 418, Anth 419, Ant	nth 401, Anth 402, Anth 404, A h 428, Anth 494, Anth 495	Anth
	Linguistics Require	ment	
Course	Grade	Credits	
Choose One from this list Anth 350, Anth 450			
	Biological Require	ment	
Course	Grade	Credits	
Choose One from this list: Anth 268, Anth 380, Anth		65, Anth 466, Anth 473	
	Archaeology Requir	ement	
Course	Grade	Credits	
Choose One from this list: Anth 300, Anth 330, Anth Anth 336, Anth 340, Anth	331, Anth 334,	30	
	Anth Elective Requir	rement	
Course	Grade	Credits	

		/1	
Any Anth Course, Any Level			

EXHIBIT C

Tentative schedule academic 2018/19 (proposal review) and degree years 1 (19/20) & 2 (20/21), including summer

Dept	Course	Campus	Fall 18	Spr 19	Sum 19	Fall 19	Spr 20	Sum 20	Fall 20	Spr 21	Sum 21
Anth	203	Pul			X	X		X	X		
Anth	230	Pul		X			X			X	
Anth	260	Pul					X			X	
Anth	268	Pul	X		X	X		X	X		X
Anth	302	Pul	X	X	X	X		X	X		X
Anth	316	vc (after AY 2018- 2019)	X	X	X	X	X	X	X	X	X
Anth	320	Pul	X	X	X	X		X	X		X
Anth	327	Pul		X			X			X	
Anth	331	Pul				X			X		
Anth	350	vc (after AY 2018- 2019)	X	X	X	X	X	X	X	х	X
Anth	390	Pul				X			X	0.000	
Anth	404	Pul	X	X	X	X	X	X	X	X	X
Anth	405	Pul		X			X			X	
Anth	418	Pul	X	X	X	X	X	X	X	X	X
Anth	490	Pul				0100	X			X	

EXHIBIT D

Assessment Plan for Anthropology

Undergraduate Program Assessment Plan for BA in Anthropology

Overview

Washington State University's Department of Anthropology offers the Bachelor of Arts degree on the Pullman and Vancouver campuses. The Department of Anthropology's undergraduate curriculum assessment team consists of the department chair, the program coordinator, and the department's undergraduate assessment committee. The undergraduate assessment committee consists of faculty who regularly teach the Anth 390 and Anth 490, the two courses in which we conduct assessment, from both the Pullman and Vancouver campuses.

Anthropology as their major, generally as they start their junior year. Anth 490 is our majors- only Capstone course, taken as students near graduation as seniors. As courses required of all anthropology majors, our only courses restricted to anthropology students, and both designated "M" (writing in the major) courses, assessment of materials for these two courses serves as the basis of our direct assessment measures, and these courses are also where we collect our indirect assessment measures related to the anthropology BA degree for both campuses. We assess 100% of the students in each offering of these courses. These assessments allow us to measure our effectiveness in training students and to seek their feedback about their educational career within the Department of Anthropology.

Faculty Assessment Coordinator: Andrew Duff (Professor & Chair)

Faculty Committee for Assessment: Our Undergraduate Assessment Committee, chaired by the assessment coordinator, consists of the faculty members who regularly offer the two classes (Anth 390 & Anth 490) in which assignments are assessed. This includes members on both the Vancouver and Pullman campuses.

Faculty Participation: Faculty who offer Anth 390 or Anth 490 contribute assessment data from these courses each year. Results are normally shared with the faculty twice a year.

Campuses Currently Offering this Degree: Pullman & Vancouver

Department Undergraduate Program Assessment Plan

Calendar of Assessment Activities

Fall
☐ Aug/Sept – Confirm members of Undergraduate Assessment Committee for current
year on each campus [Assessment Coordinator; Program Coordinator]
☐ Sept – Share findings from previous year's annual assessment report with Assessment
Committee [Assessment Coordinator, Assessment Committee]
☐ Sept/Oct – Share findings from previous year's annual assessment report with faculty
at faculty meeting [Assessment Coordinator & Assessment Committee]
☐ Oct/Nov – Distribute assessment rubric to faculty offering Anth 390 and/or Anth 490,
reminder to schedule indirect measure activity [Program Coordinator]
☐ Nov/Dec – Distribute Exit Survey to graduating seniors [ProgramCoordinator]
□ Dec - Collect assessment data from course instructors [ProgramCoordinator]

Spring
☐ Jan/Feb – Analyze and summarize Fall assessment data, share with and provide data
to Assessment Committee [Assessment Coordinator].
☐ Feb/Mar – Share findings from previous term's assessment and any
insights/recommendations with faculty at faculty meeting [Assessment Coordinator &
Assessment Committee]
☐ March/April – Distribute assessment rubric to faculty offering Anth 390 and/or Anth
490, reminder to schedule indirect measure activity [Program Coordinator]
☐ late April/May – Collect assessment data from course instructors [Program
Coordinator]
☐ late April/May — Distribute Exit Survey to graduating seniors [Program Coordinator]
☐ May – Analyze & summarize academic year's data [Assessment Coordinator].
☐ May – Prepare annual program assessment report for WSU/ATL, and maintain
archive. [Assessment Coordinator; Program Coordinator]

SLOs

c

Undergraduate Learning Goals and Outcomes

Goal 1: Creative and Critical Reasoning

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Demonstrate an understanding of the broad field of anthropology and the types of questions and data used in pursuit of the goals of anthropology (WSU UCORE: 1, 3 and 7)
- b) Formulate a reasonable question for their own research (WSU UCORE: 1 and 3)
- c) Select data and analytical techniques appropriate to the question being asked (WSUUCORE: 1, 2, and 3)
- d) Demonstrate an understanding of both subjective and objective components for different types of anthropological data, data collection, and data analysis (WSU UCORE: 1, 2, 3, 6 and 7)
- e) Formulate a reasonable interpretation based on the data and analytical techniques they used (WSU UCORE: 1, 2, and 3)
- f) Effectively consider how subjective and objective aspects of data identification, collection, and analysis may have shaped their interpretations (WSU UCORE: 1, 2, 4 and 7)

Goal 2: Information and Data Gathering

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Understand the strengths and weaknesses of on-line data and its use (WSU UCORE: 1 and 4)
- b) Demonstrate an understanding of the different types of traditionally published data and the strengths and weaknesses of such data (WSU UCORE: 1, 3 and 4)
- c) Adequately cite information and ideas gathered for their research (WSU UCORE: 4 and 5)

Goal 3: Communication Skills

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Write a clear and concise thesis statement defining their research topic (WSU UCORE: 1, 5 and 7)
- b) Write an adequate contextual statement for their research topic (WSU UCORE: 1, 5 and 7)
- c) Present a clear statement of their research methods (WSU UCORE: 5, 4 and 7)
- d) Write a well-reasoned interpretation of their analysis (WSU UCORE: 1, 4, 5 and 7)
- e) Write a unifying conclusion statement (WSU UCORE: 1, 5, and 7)

Goal 4: Intercultural Perspectives

All undergraduate students completing a Bachelor of Arts Degree in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a) Demonstrate an understanding of the character and universality of ethnocentrism (WSU UCORE: 1, 6, and 7)
- b) Demonstrate an understanding of the strengths and limitations of the concept of cultural relativism (WSU UCORE: 1, 6 and 7)
- c) Demonstrate an understanding of the character and differences between the cultural constructs of race, gender, and ethnicity (WSU UCORE: 1, 6 and 7)
- d) Demonstrate an understanding of the time frame relevant to the development human biological and cultural diversity (WSU UCORE: 1, 3, 6 and 7)

CURRICULUM MAP (attached at end)

CURRENT YEAR MEASURES and LOGISTICS

Our plan is to assess Anth 390 and Anth 490, using direct and indirect measures, each time these courses are offered. At present, both classes are offered each semester on the Pullman campus (excluding summer). In Vancouver, Anth 390 is offered during the spring semester and Anth 490 is offered during the fall semester. All students in each class are assessed on a major written or presented work with our direct assessment rubric, and are individually identified in the tabulations. This permits us to have both aggregate measures of student performance across cohorts, but also permits us the ability to assess if and how particular students are performing across their degree.

1) Anth 390 History of Anthropological Thought [M]: Anth 390 is taken during the student's junior year. The assessment results are used as a benchmark to compare student development throughout the progression of the Anthropology program. The following assessments are used to determine student development as it pertains to the department learning goals.

Rubric (Direct Measure)

Our revised rubric is used to assess student work on the final paper or presentation by the course instructor. All students enrolled in the course are assessed. The results are tabulated by the Program Coordinator and provided to the Department Chair.

Class Discussion (Indirect Measure)

Approaching the final day of instruction in Anth 390, a full class discussion is facilitated by the course instructor. This discussion covers such topics as:

- 1) General comments regarding what is good about the program and what is not;
- General comments regarding curriculum structure/course organization as experienced by the students to date;
- 3) What could be added for subject matter;
- 4) Other general comments/recommendations for the program.
- 2) Anth 490 Integrative Themes in Anthropology [M, CAPS]: Anth 490, our senior capstone course, is taken during the final year of a student's enrollment at Washington State University. The assessment results are used in conjunction with the data generated by Anth 390 to determine student development throughout the Anthropology program. The following assessments are used to determine student development as it pertains to the department learning goals.

Rubric (Direct Measure)

Our revised rubric is used to assess student work on the final paper or presentation by the course instructor. All students enrolled in the course are assessed. The results are tabulated by the Program Coordinator and provided to the Department Chair.

Class discussion (Indirect Measure)

Approaching the final day of instruction in Anth 490, a full class discussion is facilitated by the course instructor. This discussion covers such topics as:

- 1) General comments regarding what is good about the program and what is not;
- 2) General comments regarding curriculum structure/course organization as experienced by the students;
- 3) What could be added for subject matter;
- 4) Other general comments/recommendations for the program.

Exit Interview/Survey (Indirect Measure)

All Anthropology majors in Anth 490 are asked to complete an exit interview/survey.

The Department Chair is predominantly responsible for overseeing program assessment and also serves as the Assessment Coordinator. The Department Chair is advised and supported by the Undergraduate Assessment Committee, the Program Coordinator, the College of Arts and Sciences assessment representative, and the Office of Assessment of Teaching and Learning (OATL) staff. Assessment reports are prepared by the Department Chair/Assessment Coordinator and are submitted to OATL annually. Report findings are shared with the Assessment Committee, and any recommendations for curriculum change are circulated to department faculty, for discussion and/or vote, at faculty meetings twice annually.

DIRECT ASSESSMENT RUBRIC (attached at end)

Anthropology Curriculum Map Undergraduate Program

ŧ		499	×	Σ	Σ	Σ	Σ
Most Common Anth		498	Σ	M	Σ	Σ	Σ
Com	ves	201	В		В		В
Most	Electives	101	В		В		В
ing r res		490	Σ	M		Σ	Σ
Writing in the Major Courses	M	390	M	M			Σ
Most Common Linguistic	ives	450	M	M			M
Most Common Linguisti	Electives	350	D				D
		418	D		M		M
ği	6	405	D	M	M		Σ
ropolo	-	404	D			D	D
Anthi		327			Σ		M
Most Common Cultural Anthropology		320			D		D
non C		316		D	D		D
Com	ives	309	_	D	D		D
Most	Electives	302		D	D		D
non		465	D			Σ	Μ
Most Common Biological Anthropology	tives	380		D		D	D
Mos Biole Anth	Electives	268	Ω .		<u> </u>		D
logy	3	370		Q		***	D
Most Common Archaeology		340		D	D		D
mon A		334		D			D
t Com	Electives	331	Ω	Q		100,000,000,000	D
Mos	Elec	330		D	D		Q .
	ses	260	В			В	В
	Core Courses	230	М				В
	Core	203	В		В		В
		Anth Program Goals	Creative and Critical Reasoning	Effective Communication	Gaining Awareness and Understanding of Different Intercultural Perspectives	Information and Data Gathering and Analysis	Knowledge of the Four Fields of Anthropology

^{*}NOTES: B = basic mastery; D = developing mastery; M = mastery at senior level

Suggested Timeline and Sequencing of Courses for Anth Major:

Fall: ANTH 390 and 1 Arch/Cult/Bio Elective Spring: 2 - Arch/Cult/Bio/Ling Electives	Fall: 2 - Arch/Cult/Bio/Ling Electives Spring: ANTH 490
3rd Year: Fall: A	4th Year: Fall: 2 Spring
ANTH 203 / 230	ANTH 203 / 230 / 260 ANTH 203 / 230 / 260
1st Year:	2nd Year: Fall: Spring:

	Absent/Inadequate (0)	12000	(6)	-
	(a) annihannin (annani	Dasic (1)	Developing (2)	Advanced (3)
Framing of paper:	Thesis unclear, does not	Focus of paper vague,	Thesis clear, information	Clear and well-articulated
research or topic	situate paper's aims,	disjointed presentation,	and/or argument	statement that defines
statement/introductory	meanders or rambles	topics mentioned but	outlined, intent conveyed	both the paper's topic and
paragraph		clear direction lacking		its goals, noting additional
				relevant points
Anthropologically-	Fails to identify, address	Identifies and reiterates	Applies anthropological	Explains why the research
relevant content	or integrate	basic anthropological	concepts appropriately,	topic/question is
	anthropological concepts	concepts and ideas,	describes how they	important, evaluates and
	and ideas	limited integration of	inform the topic, some	clearly integrates how
T T		concepts with body of	reflection on alternatives	they articulate with larger
1		paper		anthropological issue(s) or
				concept(s)
Information and Data	Sources absent—	Identifies limited sources,	Appropriate sources and	Appropriate sources, with
Gathering	argument relies on	unable to accurately	generally accurate source	complete and accurate
	assertions, anecdotes	credit ideas and	attribution, execution	credit, makes appropriate
	and/or opinions, claims	distinguish these from	may contain errors of	distinctions between
	unsupported	their own	format and/or precision	quotes, specific and
				general referencing, and
				paraphrasing
Effective Critical	Limited or no argument,	Information is presented	Grapples with	Provides a balanced and
Analysis/Information	analysis, or evaluation	uncritically, limited	materials/ideas, able to	considered assessment of
Assessment		reflection, rote reiteration	use information to	information, reflective
		of material	support an argument,	and/or original ideas
			may favor one	clear, debates strengths
			interpretive line and	and weaknesses
Integrating core	Absent or so poorly	Evident or acknowledged	Support argument	Integrated throughout
intercultural	developed/articulated	though given limited	through document	+ho manor
perspectives:	that they do not inform	consideration, and/or are	integration limited or	nrovide insight denth
understanding	the paper	not integral to the	insights cursory	and subtlety to argument
ethnocentrism,		analysis.	0	critically analyzed and/or
relativism, cultural				evaluated
constructs, biological and cultural diversity				

EXHIBIT E

Letter of Financial Support from Dean of CAS



College of Arts and Sciences

MEMORANDUM

TO:

Andrew Duff, Chair

Department of Anthropology

Cc:

Nancy Lira, Area Finance Officer

College of Arts and Sciences

FROM:

Matthew L. Jockers, Dean,

College of Arts and Sciences

DATE:

August 10, 2018

SUBJECT:

Support for Bachelor of Arts in Anthropology through Global Campus

I offer my strong support for the proposal submitted by the Department of Anthropology to launch online the Bachelor of Arts degree in Anthropology through the Global Campus.

The College of Arts and Sciences is committed to provide funding that will support oversight of the online program, development of new and updated courses, and the teaching of online courses for the major in Anthropology. Financial commitments from the college will include the following:

- Up to \$15,000 in year one and up to \$30,000 in years two and three in ongoing or new funds will be provided in the first three years for instructional support to teach courses for the online major; however, if warranted by greater than expected enrollments additional funds for instructional support will be provided.
- Up to \$4500/course for the development of courses, including design and implementation, that will support the online major. We currently provide these funds through application to the College on a course-by-course basis.

All new online degree programs will be evaluated annually for effectiveness in meeting learning outcomes and for achieving sustainable enrollments. At the end of three years, we will review with the Department of Anthropology and Global Campus the success of the online major in meeting learning and enrollment goals to evaluate renewal of our commitment to instructional support.

I thank you and the faculty of the Department of Anthropology for your commitment to providing educational opportunities that meet the needs of diverse students, especially for students who may not be able to access one of our physical campuses.

EXHIBIT F

Statement of Library Support

I am writing to state that the existing collections and services of the WSU Libraries can fully support the proposed extension of the Bachelor of Arts degree in Anthropology to the WSU Global Campus. As the extension offers WSU Global students access to courses that already exist and are supported by the libraries, the impact of the on WSU Libraries' collections, services and personnel should be minimal.

Supporting the expansion of the Anthropology BA to the Global Campus is strongly in line with the WSU Libraries' mission and values (http://libraries.wsu.edu/about/mission), collection development policies (http://www.libraries.wsu.edu/sites/default/files/cd-anthropology.docx), and information literacy teaching initiatives. Almost all online library resources used by anthropology students are already available to students on all WSU campuses, including the Global Campus. The current library journal and database subscriptions that support anthropology students on the Pullman and Vancouver campuses will support anthropology students on the Global Campus.

Looking toward the future, acquiring certain kinds of content in online formats, such as streaming video and eBooks, is generally more expensive than purchasing resources for physical library collections. However, these kinds of resources are becoming more expected and desired by students on the physical WSU campuses as well as by Global Campus students. In the case of a WSU Global Anthropology BA program, the WSU Libraries can effectively support the proposed courses and research. The Libraries will continue to grow their collections of online materials, and Global Campus students may also make use of items in the WSU Libraries physical collections.

The Libraries have a well-established service in place for mailing print books and physical media items to WSU Global students who need them (for more information, see the Library Services for WSU Global Campus website, here: http://libguides.libraries.wsu.edu/global). While offering the Anthropology BA through the WSU Global Campus may involve some increased demand for these services, the increase would be minor and should not result in any negative impact on existing personnel and services.

The WSU Libraries can soundly support the expansion of the Anthropology BA to the Global Campus, and I would like wish to convey my thanks and appreciation to Andrew Duff of the Department of Anthropology and Kelly Newell of Academic Outreach and Innovation for their mindful consultation with the Libraries during the process of proposing this expansion.

Erica Carlson Nicol Librarian for Anthropology Terrell Library 120M Washington State University, Pullman 509.335.8614 eacarlson@wsu.edu

Use Table 1 t Students	Year 1	Year 2	Year 3	Year 4	Year 5	Year N*
Headcount	10	20	30	40	50	50
AAFTE	6	12	18	24	30	30
ZALIE		12	10	24	30	30
*Note on Year "N".		the letter "N" พ	ith the year in	which you expe	ct the	
program to reach	full enrollment.					
Use the FTE C	Calculator be	low to conv	ert Headco	unt to Annu	al Average	FTE
for each year	represented.		,			
	FTE	Calculator				
Credit Hours	Fall	Spring	Total			
Per Student	Headcount	Headcount	Headcount	otal Credits		
20			0	0		
19			0	0		
18			0	0		
17			0	0		
16			0	0		
15			0	0		
14			0	0		
13			0	0		
12			0	0		
11			0	0		
10		A. A. S.	0	0		
9	50	50	100	900		
8			0	0		
7			0	0		
6			0	0		
5			0	0		
4			0	0		
3			0	0		
2			0	0		
Total	50	50	100	900		
Divide by 2 to g	et annual ave	erage		2		
Annual average				450		
Divide by 15 for underg		students. Enter 15	5 or 10 >	15		
Annual average				30		

				Anthro	pology				
				11/16/					
							4	0 1	E.O.
				1st	2nd	Nth*	1st Academic	2nd Academic	5th Academic
				FTE	FTE	FTE	Year	Year	Year
Total Stu	dent HDC						10	20	5
Total Stu	dent AAFTE						6	12	3
Personn	el			99948		X 100	↑Enrollmei	nt values linked t	o Table 1↑
	<u>Faculty</u>			↓Insert ei	mployee FTE by je	ob title	∐nsert a	nnual salaries by	iob title l
	Instructor			0.60	0.60	*	30,000	30,000	
	TT Faculty					1.00			65,00
	Faculty coordinator			0.00	0.00	0.00	-		15,000
		Subtotal		0.60	0.60	1.00	30,000	30,000	80,000
	Exempt	Odbiotai		0.00	0.00	1.00	30,000	30,000	00,000
	<insert job="" title=""></insert>			0.00	0.00	0.00	-	-	-
		Subtotal	-	0.00	0.00	0.00	-	-	-
	Classified								
	<insert job="" title=""></insert>			0.00	0.00	0.00	-	:-:	-
		Subtotal	8-13-1	0.00	0.00	0.00	1.70	-	-
	<u>Graduate</u>								
	TA			100%	100%	100%	14,306	14,306	14,306
	TA			0%	0%	0%	-	-	
		Subtotal	_	1.00	1.00	1.00	14,306	14,306	14,306
	Total Personnel		_	1.60	1.60	2.00	44,306	44,306	94,306
Benefits									
Denents	Faculty						8,610	based on curren	
	Exempt						0,010	8,610	22,960
	Classified						-	-	-
	Graduate						1,063	1,063	2,263
	Total Benefits					-	9,673	9,673	25,22
	Link to current benefits mo	del rates				-	3,073	9,073	20,22
	nd Services						13,500	1,500	1,500
Travel	nt (laptops, cameras, software	.1					4 000	4 000	4 000
Lquipine	Total Direct Costs	•)				-	1,000	1,000	1,000
	Total Indirect Costs		35%			-	68,479 29,066	56,479 29,066	122,029
	Total Costs		00 /6			-	97,545	85,545	64,36 186,39
	Total Costs					=	97,545	05,545	100,39
	One-Time Costs (Course de	ev)			User inputs	one-time costs →	14,500	2,500	2,500
	Recurring Costs			Fo	rmula calculates i	recurring costs→ _	83,045	83,045	183,891
	Total Costs					_	97,545	85,545	186,391
			0-	1(-4(4-4-)			40.000		
					ost per studen cost per stude		16,258 11,413	7,129 4,707	6,213 4,068
Revenue			0.0	iouiuteu un cot	oost per stade	MAAI IL.	11,413	4,101	4,000
	Internal Departmental /Area R	eallocation					38,479	(3,520.66)	(27,970.66
	Enrollment Funding						30,000	60,000	150,000
	New State Funds						#	2	12
	WSU Allocation (Institutional re	eallocation)					-	-	
	Indirect Allocation (Central rea	llocation for	support se	ervices)			29,066	29,066	64,362
	Other <insert description=""> Total Revenue</insert>						97,545	95 545	196 204
						-	91,040	85,545	186,391
							TDUE	TDUE	TOUR
							TRUE	TRUE must equal total	TRUE

Proposal to Extend Biology BS to Global Campus

Degree Title:	Bachelor of Science, Biology			
Academic Program:	Biology			
Academic Plan:	Biology			
Number of Credits:	[120]			
Department(s) or Program(s):	School of Biological Sciences			
College(s):	College of Arts and Sciences			
Campus(es):	Global			
Method of Instructional Delivery:	Online/Hybrid			

Contact Name:	Patrick Carter	Email Address:	pacarter@wsu.edu
Contact Phone:	509-335-3511	*Proposed start date:	Fall 2019

^{*}Proposed Start Date: Approval must be received from the Northwest Commission on Colleges and Universities before the program may be advertised or recruited for. Financial aid may not be available until the program has been approved by the Department of Education subsequent to NWCCU approval.

The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Name: Patrick A. Carter		Date:	10 October 2018	
Everett		Date:		
Chancellor:	1			
Spokane		Date:		
Chancellor:		Dutter	1	
ME III 2 21 2 1 1 1 2 1 1 1 2 1 1 1 2 1 1 1 2 1 1 1 2 1 1 1 2 1				
Tri-Cities VCAA:		Date:		
Vancouver		Date:		
VCAA:				
Dean:	Matthew L. Jockers	Date:	10/11/18	
	1			
VP Global		Date:		
Campus:				

Provost Office Sign:		Date:	
Comments:			
	For Registrar's Office U	Jse Only:	

Revised, 7.27.17

Send completed form to: provost.deg.changes@wsu.edu

This template asks you to answer the array of questions about your proposed program that are important to your department, your college, the Faculty Senate, the State of Washington, accreditors and other external stakeholders.

By placing all proposals in a similar format, this template provides a common standard for comparison, ensuring that all potential programs can be evaluated in an equitable fashion. It can be used to determine whether or not a program is feasible within the University's academic and financial situation, and if it will have the resources to further the University's objective of providing high quality education and scholarship.

This template is also a framework to think about the viability of your ideas. It can thus be a tool for strengthening both your proposal and the resulting program itself, since a program that is starved for either students or resources from its inception is not likely to become a high quality program.

Here are some of the things to consider as you complete the template:

What are the aspirations for the reputation of this program – local, regional, national? What will it take to make that a reality?

Who are you trying to attract with this new program? Will it bring new students to the university, better meet the needs of current students in the department, or draw students away from other departments?

How strong is the demand for education of this kind, and in what specific careers will someone who receives such an education find meaningful employment?

How many students do you need to attract to break even, and can both the market and WSU's capacity support this number?

Providing good answers to hard questions maximizes the likelihood that a new program will not just win acceptance by the Faculty Senate and administration, but will ultimately be successful in attracting students and placing graduates. The analyses in the Demand, Financial and Library workbooks will assist you in creating a persuasive proposal. The findings in each area, and their basis or justification, should be summarized in the proposal itself.

Proposal

Mission and Core Themes (Strategic Goals):

Provide a clear statement of the nature and purposes of the degree in the context of WSU's mission and core themes (strategic plan).

Offering the Bachelor of Science in Biology online is part of fulfilling the WSU Land Grant Mission, extending any degree the University offers at a distance to benefit the citizens of the state and beyond. Delivering the degree online, asynchronously, provides access to qualified place-bound and/or time-constrained individuals state-wide, nationally, and internationally. Additionally, having this option available online (and hence the availability online of upper level courses including the degree Capstone course) will enable a growing number of students who initially took courses on any of the WSU campuses but who did not complete their degree for varying reasons, to finish their degree in Biology and successfully graduate from WSU.

By extending the Bachelor of Science in Biology to the Global Campus, students will be able to access the award-winning faculty and scholarship offered by the WSU School of Biological Sciences, enjoying a truly transformational student experience at a distance.

The mission of the School of Biological Sciences is to advance and convey fundamental biological knowledge about how organisms function, interact, and evolve in a changing world—information that is critical to confront pressing problems facing our society. Understanding the complexity of life has been one of humanity's greatest quests. The School of Biological Sciences offers courses and research experiences to help students understand diverse aspects of life, ranging from molecular and cellular biology to physiology, ecology, and evolution. The biology major is built around core courses in introductory biology, cell biology, ecology, evolution, and genetics. We will offer the general option of our current biology major through Global Campus. The general option provides students with the greatest flexibility to shape their own programs of study.

The biology major provides students with background and skills that are necessary for a wide variety of jobs, ranging from biotechnology industry to health care to resource management. This major provides students with the coursework and knowledge to later pursue professional studies in medical, veterinary, and physical therapy schools. Similarly, the major provides students with the stepping stones essential for entry into graduate schools to obtain M.S. or Ph.D. degrees. The curriculum to be available online will create opportunities in particular for students interested in careers in health care. Health care is expected to provide about 28% of all new jobs in Washington over the next five years, and the availability of a BS in Biology through online courses will create opportunities for place-bound students to prepare for these jobs.

Educational Offerings:

Describe the degree program, including the total number of credits required. Provide the four-year degree plan (undergraduate) or appropriate plan of study (graduate and professional). Please note that all courses for the degree must be approved before the degree will be reviewed by the Catalog Subcommittee.

See Exhibit A for four-year degree plan.

See Exhibit B for advising check sheet for the degree.

See Exhibit C for new course development and delivery schedule.

Provide descriptive information regarding (the) method(s) of instructional delivery (percent face-to-face, hybrid, distance, and/or competency-based).

This degree will be delivered primarily online, asynchronously via the Global Campus LMS infrastructure.

Students will access most courses via online delivery. However, students will be required to transfer credits from community colleges or other universities to satisfy introductory laboratory science courses, such as Biology 106-107, Chemistry 105, 106, and 345, Physics 101-102. In addition, one elective in-depth laboratory course (Biol 251) that requires students meet once or twice per semester to engage in hands-on learning experiences will be available for students who would like that experience.

Assessment of Student Learning and Student Achievement

* For graduate programs, please contact the Graduate School before completing this section.

Please provide a list and description of expected student learning outcomes. Learning Outcomes

We expect each undergraduate student who has a major in biology to have achieved the following outcomes at the time they graduate with a B.S. from our program:

- 1. Mastery of fundamental biological concepts and an ability to integrate this conceptual knowledge across different subfields within the discipline.
- 2. Use critical thinking and scientific skills to analyze and solve biological problems.
- 3. Effectively communicate biological problems and solutions to the scientific community and the public at large in writing and in oral discussion.
- 4. Ability to formulate logical hypotheses, to test hypotheses using quantitative and other appropriate methods involving collection and analysis of data, and to make valid inferences from experimental results.
- 5. Identify and access the central body of knowledge in biology or zoology through utilization of a wide range of methods for researching the primary literature.
- 6. Use scientific literacy and knowledge of biology or zoology to analyze contemporary social, cultural, and environmental issues to make informed rational decisions.

For undergraduate programs, provide the department's plan for assessing student learning outcomes. Describe briefly how information on student learning will be collected and incorporated into existing processes for evaluating student learning in the department. Please attach the plan and a curriculum matrix.

Assessment efforts in the School of Biological Sciences are coordinated by the Associate Director for the undergraduate program and supervised by the unit Director. We have a clinical faculty member who has a background in education (Dr. Sian Ritchie) assigned to analyze and summarize assessment data each year. Our Undergraduate Program Committee, which is chaired by the Associate Director, has an assessment subcommittee, composed of members from the Pullman, Vancouver and Tri-Cities campuses, that evaluates assessment data results and consults on report preparation. Assessment reports are prepared by the Associate Director for the undergraduate program. Assessment methods and data are discussed at faculty meetings with faculty at large. All faculty are encouraged to participate in assessment efforts in their courses.

Assessment of online courses will be handled in the same manner as for face-to-face courses. Data on student achievement in learning outcomes from online courses will be reported with data from face-to-face courses on each of our campuses at which we offer degrees.

Please indicate as appropriate:

- Assessment of this program will be incorporated into the existing assessment plan for the School of Biological Sciences. Please attach a copy of the existing plan.
- \square A draft assessment plan is attached.
- ☐ A curriculum matrix is attached.

Planning:

Describe plans and include descriptions which provide evidence of:

1. The need for the change

CNN reports that biology majors can use their degrees in a number of disciplines, including genetics, medical research, and ecology. A general biologist starts out at \$38,896, while a biochemist makes slightly more at \$43,961.

Many students utilize the biology degree as a foundation for advanced degrees. For example, biology degrees often serve as a preliminary step toward professional training for health careers, including medical, dental, and physical therapy schools. Students with an interest in nursing and pharmacy schools may want a biology degree prior to entry into those professional programs. With WSU's College of Medicine and other health profession training programs on the Spokane campus, this proposed extension of the biology degree to the Global Campus will serve as a potential feeder program for citizens of Washington and more generally provide another avenue for students to gain access to training for health professions.

Additionally, the Global Campus commissioned a report from the market research firm EAB to identify the top 30 degrees that WSU should offer online, and Biology was listed as one of those top 30 degrees. According to this report, "Institutions nationwide conferred 109,896 "biological and biomedical sciences" bachelor's degrees in academic year 2014-15, 67 percent more than in 2004-05" indicating significant growth.

Exact enrollment projections are extremely difficult to determine with complete accuracy, especially for online programs where very few students are full time. We arrive at enrollment goals and projections through a series of analyses that includes market demand research (Emsi and EAB), historical trends in similar majors, on-campus enrollment trends, and analysis

employment demand for graduates of this major. Though we don't expect a completely linear trajectory of enrollment growth as outlined here, the numbers provided in the budget approximate our best projections of enrollments over time.

2. The student population to be served

Provide realistic justification for the projected FTE.

How can transfer students articulate smoothly into the program and complete it with approximately the same number of total credits as students who enter WSU as freshmen? Please describe specific efforts planned to recruit and retain students who are persons of color, disabled, or whose gender is underrepresented in this discipline.

WSU Global Campus programs typically appeal to those students who might not be able to attend a four-year program on a WSU campus, but still want an accredited degree offered by a Tier I Research University with an excellent reputation.

Many of the students interested in the program at a distance are likely first-generation college students, which will be a significant step toward achieving a more diverse group of WSU students. Students who are place-bound for different reasons, including financial constraints, family situations or even disabilities would have the option of obtaining a WSU degree without moving to Pullman, Vancouver or the Tri-Cities. The Global Campus serves rural and urban students alike, and promotes a diverse, inclusive, and community-based model that appeals to students from multiple underserved communities.

WSU Global Campus is focusing on digital marketing to generate awareness and promote all new degrees broadly across social media platforms and other digital access points. Specifically, the goal of the marketing effort is to meet target enrollment goals that enable the degree to reach a sustainable level of enrollments.

In addition, WSU Global Campus ensures that all courses and programs meet ADA requirements for access to individuals with disabilities.

Students who take advantage of the direct transfer agreement guidelines and articulation agreements will be able to transfer seamlessly from a two-year program without relocating to an area with a WSU campus. WSU Global Campus has been accommodating transfer students and former students who are at varying levels along the transfer continuum since its inception. The program is also designed to appeal to working professionals and adult learners who may already work in other fields but wish to refresh and update their skills.

3. Procedures used in arriving at the decision to change (e.g., consultation with advisory boards, input from industry or employers, commissioned studies, faculty task force, etc.).

The School of Biological Sciences already offers multiple Biology courses online in support of current students and has been preparing to offer this major online for several years; therefore, relatively few courses need to be developed to support the major.

Additionally, based on market analysis data and commissioned studies from EAB and Emsi, there appears to be growing demand in the workforce for graduates with a Biology Degree, and this modality will make the degree available to individuals who have separated from the University, those who wish to complete a degree, those in rural and under-served communities, and those with time constraints and/or location constraints that would otherwise not have access to a physical campus. By offering the WSU Bachelor of Science in Biology online, students who might otherwise choose another online university will have the option of becoming part of the Cougar Nation.

The Faculty of The School of Biological Sciences and the Dean of the College of Arts and Sciences agree that the degree can be supported for online delivery, and they are prepared to engage fully in the development and delivery of the online degree.

4. Organizational arrangements required within the institution to accommodate the change.

The Global Campus is prepared to fully support course development, student services, advising, recruiting, marketing, and faculty development within their existing infrastructure.

Likewise, The School of Biological Sciences is prepared to manage assessment, instruction, innovation, and coordination of the online degree in concert with their existing campus-based degree.

5. Lay out a three-year timetable for implementation, including hiring plans, partnership contracts if needed, facilities modification, recruiting, and other elements of implementation. Provide dates for each step.

2018-2019	Course development (see course development schedule, Exhibit C) Marketing/recruitment
2019-2020	Begin offering the online major Hire clinical faculty Continue marketing/recruitment Course update according to schedule
2020-2021	Monitor enrollment in individual courses; revise frequency of offerings as indicated Monitor fees and review student feedback on lab classes to ensure fiscal soundness Begin assessment Continue marketing, assessing marketing effort to date and adjusting as necessary Course update according to schedule

Budget:

Attach the Financial Worksheet with five-year FTE, revenue and expenditure projections. Fully account for costs such as staff support, training, library, facilities and so on.

Please describe the funding picture narratively, including funding sources, department, college and/or campus commitments, investments already made, one-time costs, facilities costs (labs, classrooms, offices, telecom etc.) and library costs.

The budget requirements for the online degree are primarily course delivery and maintenance costs and secondarily course development costs because many courses have already been developed. On the Pullman campus, instructional costs that support the major are part of the ongoing funding that has been provided by the College of Arts and Sciences. On the Vancouver and Tri-Cities campuses, funding for these instructional costs will be recouped via the AAFTE return to the campus of instruction.

Pullman Campus

The College of Arts and Sciences committed funding to a new faculty line for a clinical assistant professor in 2015 to assist with teaching online courses to support the major through the Global Campus. A new faculty member was hired in this line, and he has been developing and teaching online courses. This faculty member, Dr. Nii Ankrah, is expected ultimately to teach at least two online courses each semester in support of the major. Other instructional faculty have also been teaching online courses that support the major, and we anticipate that blended sections of other courses taught by tenure track and clinical faculty will be offered in support of the major. Tenure track faculty will be given the option of teaching online or blended courses as part of their assignments.

Efforts from teaching assistants will likely be needed to facilitate the teaching of courses that are part of the online biology major. When the major reaches its maximum capacity, one or two half-time teaching assistants might be needed each semester to provide laboratory teaching and grading.

Competitive funds are available from the College of Arts and Sciences for course development that serves online majors. We have used these funds in the past to develop some of our current online courses, and we will continue to apply for funds for further course development in the future. The School of Biological Sciences also will support course development and maintenance by providing resources, including funding for courses.

New positions are required for one 0.50 FTE PhD TA during years 1 and 2 to support on-site laboratory experiences and assist instructors of record with grading. The college will provide internally reallocated funds to fund the graduate TA (currently = \$8,908). After year 2, if enrollment in courses warrants increased TA support, then a second half-time TA will be added to support laboratory experiences, grading, and other teaching support needs (current cost = \$18,529). This position would need to be funded by CAS through enrollment funding generated by the program or an area reallocation of funds.

The work of the academic coordinator and fiscal specialist will be absorbed by current staff and should not require additional funding to maintain. Should the volume of students necessitate additional help in this capacity, an additional coordinator will be added in year 5, supported by enrollments in the online degree.

Other costs related to course materials and student experiences in courses can be covered by course fees. Initially we will charge the same course lab fees that are charged for the on-

campus version of all courses. Each year, expenditures for the lab experiences will be analyzed to determine if the fees are adequate to cover expenses. Adjustments will be made as needed by applying through the proper channels for increased course fees.

The Dean of CAS has committed to the start-up funding needed to commence offering the degree online with the understanding that the degree will be self-sustaining within a few semesters.

Tuition will be charged at prevailing Global Campus rate. Enrollments are eligible for the undergraduate enrollment funding model. The degree will be marketed through the Global Campus as being predominantly online, requiring limited hands-on lab experiences. It is imperative that the degree program and tuition follow the Global Campus rates in order to maintain competitive advantage when compared with other online programs.

Student Services:

Describe the capacity of student support services to accommodate the change at this location. Include a description of admissions, financial aid, advising, library, tutoring and other services specific to this request.

The Global Campus provides comprehensive student services, often in collaboration and cooperation with the centralized units, to ensure student success. Included are dedicated recruiters and advisors, transfer credit evaluation, career counseling, financial aid, e-tutoring, student involvement, and tech support for online students. The Global Campus is also skilled in working with students to match their goals with the programs and services offered by WSU.

Additionally, WSU Global Campus personnel are the experts on adult and contemporary distance learners, and provide specialized services to meet the needs of these unique students.

WSU Global Campus creates opportunities for meaningful student engagement through unique student involvement activities offered virtually and face-to-face. The Global Campus encourages and mentors students into research opportunities and creates pathways for students to transition into graduate school.

Describe the implications of the change for services to the rest of the student body. Adding online courses and creating access to a new degree program adds opportunity and options for student success, potential for better time-to-degree outcomes, and flexibility that accommodates student's needs.

Physical Facilities and Equipment:

Outline the provision/s made for physical facilities and equipment at the proposed location that will support the program and its projected growth. Include videoconferencing and other technologies that support course delivery as well as classrooms, labs, and office space.

All online courses are fully supported by AOI and the Global Campus through the Learning Management System.

For those courses offered online that require a campus laboratory experience (currently there is only 1 <u>elective</u> course, Biol 251, that has this requirement and there are no plans to develop more), students will be required to attend weekend intensive laboratory sessions once or twice per semester on the WSU campus responsible for teaching that course and perhaps on other WSU campuses as well if area enrollment numbers indicate that doing so would be cost-effective. These labs will incur the same mandatory laboratory fees as the on-campus version of the course and the student will be responsible for any travel costs associated with attending an in-person laboratory experience at the appropriate campus. Biol 251 has already been taught multiple times on the Pullman campus with great success.

Library and Information Resources:

Using the Library Analysis form, describe the availability and adequacy of library and information resources for this degree, degree level, and location. Note plans to address gaps. Students have access to all required curriculum as determined by the faculty and no new resources are expected to be required through the library to support this degree. See attached letter of support from the WSU Libraries (Exhibit F).

Faculty:

List the educational and professional qualifications of the faculty relative to their individual teaching assignments.

List the anticipated sources or plans to secure qualified faculty and staff.

All faculty teaching online are held to the same qualifications as faculty who teach face-to-face on any of the WSU campuses. Deans and Directors are directly responsible for the hiring of all teaching faculty and ensure credentials are appropriate for the program.

Impact on Other Locations/Programs:

Briefly describe any impacts on other WSU programs and locations, and how you came to these conclusions (who was consulted?). If there are potential adverse impacts, describe how these will be addressed. Consider such things as: reallocation of faculty time, reallocation of AMS courses, impact of blended courses, internal competition, "cannibalization" of other programs, curricular effects for other degrees, effects on recruitment markets for other campuses. Indicate how such problems will be addressed for each campus or department affected.

We anticipate very few impacts on other WSU programs or on any of the campuses.

The School of Biological Sciences has faculty and a major in Pullman, Tri-Cities, and Vancouver. Accordingly, all SBS faculty on all three campuses discussed possible enrollment consequences for each of the campuses in both general faculty meetings and in the Undergraduate Program Committee (which has representatives from all three campuses). Because the primary market for the online major is place-bound students, and because of the policy that does not allow students enrolled on a physical campus to enroll in Global Campus courses in Spring and Fall semesters, the online program is unlikely to attract large numbers of campus-based students

during the academic year. We have found that during the summer, students are increasingly taking courses online rather than face-to-face. This trend has had impacts on summer enrollments on all campuses.

All campuses recognize that the addition of the online major increases the need for us to coordinate offerings across the WSU System, and we expect all three campuses to develop and teach online Biology classes that will contribute to the degree. We anticipate that the addition of the online major will allow us to use our resources more efficiently to serve our online students.

Sustainability

What are the plans for continuing the program past 5 years if the goals for enrollment are not met, or other circumstances prevent the execution of the plan described here?

All new online degree programs will be evaluated continuously for enrollment and financial metrics. Under-performing degrees will be sunsetted once the college, department, and Global Campus have explored all reasonable efforts to increase enrollments and revenue through marketing, partnerships, and innovation. However, prior to sunsetting a degree, need for the courses that are provided online will also be analyzed to ensure little to no impact on other departments and programs that rely on those courses.

Any sunsetted degree will include an appropriate teach-out plan and students will be supported to graduation.

External Reviews

If this program is new to the Washington State University system, please provide the names and addresses of 2-3 external experts from similar institutions who could be contacted to provide reviews of this program.

Name	Contact Information (email, phone, address)		
N/A			

Attachments:

- ⋈ Financial Worksheet
- □ Curriculum Map (undergraduate)
- □ Assessment Plan
- □ Letters of financial commitment
- ☐ Contracts or MOUs if applicable

Send to: provost.deg.changes@wsu.edu

EXHIBIT A

Four Year Degree Plan

Biology - General Option (120 Hours)

First Year	
First Term	Hours
BIOLOGY 106 [BSC1]	4
CHEM 105 [PSCI] ¹	4
Creative & Professional Arts [ARTS]	3
HISTORY 105 [ROOT]	3
Second Term	Hours
BIOLOGY 107	4
CHEM 106	4
ENGLISH 101 [WRTG]	3
MATH 140 [QUAN] or 171 [QUAN] ¹	4
Second Year	
First Term	Hours
BIOLOGY 301	4
CHEM 345	4
Communication [COMM] or Written Communication [WRTG]	3
Humanities [HUM]	3
Second Term	Hours
BIOLOGY 372 [M]	4
CHEM 370 or MBIOS 303	3 or 4
PHYSICS 101 or 201	4
Social Sciences [SSCI]	3
Complete Writing Portfolio	
Third Year	
First Term	Hours
Diversity [DIVR]	3
PHYSICS 102 or 202	4
Foreign Language, if needed, or Electives ²	4
Program Option Courses or Electives ³	5 or 6
Second Term	Hours
BIOLOGY 403 or 405	3
Creative & Professional Arts [ARTS], Humanities [HUM], or Social Sciences [SSCI]	3
Foreign Language, if needed, or Electives ²	3 or 4
Program Option Courses or Electives ³	6

Fourth Year

First Term	Hours
BIOLOGY 352	3
Program Option Courses or Electives ³	13
Second Term	Hours
Integrative Capstone [CAPS]	3
STAT 212, 412, or PSYCH 311	3 or 4
Program Option Courses or Electives ³	10
Complete School of Biological Sciences Exit Survey	

Footnotes

¹ MATH 106 may be taken as a pre-/co-requisite to CHEM 105 and other MATH courses. MATH 108 may also be needed.

² Two years of high school foreign language or at least two semesters of college-level foreign language are required by the College of Arts and Sciences for graduation.

³ Biology General Program option courses should be selected in consultation with a biology advisor and include coursework to fulfill the University requirement of 40 upper division credits. All biology majors must complete 21 semester credits of biological coursework including 15 upper-division credits, 6 of which must be a BIOLOGY subject (prefix) taken in residence at WSU. Approved courses include 200-400-level BIOLOGY courses except those used to fulfill core requirements (BIOLOGY 106, 107, 301, 372, 403, or 405), and any courses approved by advisor. A maximum of 4 credits of coursework graded S/F may be used toward fulfilling departmental requirements or program options and must be approved by advisor. Coursework must include a total of two BIOLOGY [M] courses.

EXHIBIT B

Advising Check Sheet

BACHELOR OF SCIENCE - BIOLOGY GENERAL OPTION

A Bachelor of Science degree from Washington State University requires a minimum of 120 total semester hours. At least 40 semester hours must be upper division coursework. A B.S. in Biology requires a minimum of 19 semester hours of core BIOLOGY courses (BIOLOGY 106, 107, 301, 372 and 405 or 403). An additional 21 semester hours of biological sciences coursework selected in consultation with your biology advisor is required.

The 21 semester hours must include 15 upper division credits, six of which must be BIOLOGY prefix taken in residence at WSU. [WSU defines "In Residence" as a course taken at any campus in the WSU system, including Pullman, the branch campuses, and the Global Campus.] An overall GPA of at least 2.0 must be maintained in all college and departmental requirements. Two courses must satisfy the "Writing in the Major" [M] requirement, **

Core Requirements:

Biology Requiremen	its;		Grade	General Biology Option Electives
BIOLOGY 106	General Biology	4 hrs.	45511152000720	A minimum of 15 credits of Biologi
BIOLOGY 107	General Biology	4 hrs.	Salar e da ressana de la composición	consultation with an advisor.
BIOLOGY 301	General Genetics	4 hrs.	Carried Company	
BIOLOGY 372 [M]	General Ecology	4 hrs.	No-thing with a series and	Courses in other departments at WS
BIOLOGY 405	Prin Org Evolution OR	Į.		electives and should be chosen in co
BIOLOGY 403	Evolutionary Biol	3 hrs.		advisor.
Calculus Requireme	nt:			
MATH 140	Math Life Science OR	4 hrs.		UCORE REQUIREMENTS (Including.
MATH 171	Calculus			OCORD REQUIREMENTS (Including
				[ROOT]Roots of Contemporar
Statistics Requireme	nt;			[COMM] Communication OR
STAT 212	Intro Stats OR	3-4 hrs.		[WRTG] Written Communication
STAT 412	Int Stat Meth Res I OR	87		[WRTG] Written Communication
PSYCH 311	Elem Stats			[QUAN] Quantitative Reasonin
				[SSCI]Inquiry in the Social S
Chemistry Requirem				
CHEM 105*	Chemistry I	4 hrs.		[ARTS]Inquiry in the Creative
CHEM 106*	Chemistry II	4 hrs.		[BSCH[PSCH[SCI]
CHEM 345	Organic I	4 hrs.		Inquiry in the Inquiry
Physics Requirement	<u>s:</u>			[DIVR]Diversity
PHYSICS 101* OR 201	Physics	4 hrs.		[CAPS]Integrative Capstone
PHYSICS 102* OR 202	Physics	4 hrs.	****	M Writing in the major (2
				Note: three, 3 credit (9 total credits) U
General Biology Or	tion Requirements:			major requirements.
				Foreign Language -
Cell Biology Require				Upper division (Mir
BIOL 352	Cells	3 hrs.		Minimum Total Cre
				Junior Writing Porti
				http://universitycollege.vsa.edu/units/vriting
Biochemistry Requir				t/juniorsyritingportfolio/guidelines/index.htm
CHEM 370	Chemical Biology OR			hybrania wirtingborrionov@diocituesyingex*utu
MBIOS 303	Int Biochemistry	3-4 hrs.		w.zn
				*Chemistry and Physics require a gra
				progress to the next level course.

General Biology Option Electives:

gical Science chosen in

SU may be suitable as consultation with your

[ROOT]	Roots of Contemporary Issues	(3)
[COMM]	Communication OR	
[WRTG]	Written Communication	(3)
[WRTG]	Written Communication	(3)
[QUAN]	Quantitative Reasoning	(3)
[SSCI]	Inquiry in the Social Sciences	(3)
[HUM]	Inquiry in the Humanities	(3)
[ARTS] _	Inquiry in the Creative & Professional Arts	(3)
[BSCI][PSCI]	[SCI]	
	Inquiry in the Inquiry in the Nat. Sciences	(7)
I I _	Inquiry in SSCI, HUM or ARTS (CAS)	(3)
[DIVR]	Diversity	(3)
[CAPS] _	Integrative Capstone	(3)
[M]	Writing in the major (2 courses)	
Note: three, 3	credit (9 total credits) UCORE courses may fo	Hill
major require	ements.	
	Foreign Language - 1 yr. OR 2 yrs. H.S.	
and the second	Upper division (Minimum 40 credits)	
	Minimum Total Credits (120)	
	Junior Writing Portfolio	
http://university	college.wsu.cdu/units/writingprogram/units/writingasse	ssmei
/juniorwritingpe	ortfolio/guidelines/index.html	

grade of C or better to

Fall 2017

^{**}All official requirements for each student's specific degree requirements are listed in the MyWSU advisement report. This sheet is meant to serve as a guide.

EXHIBIT C

Course	Title	Development term	Delivery term	Developer	Instructor
BIOL 333	Human Nutrition and Health	Fall 2018/Spring 2019	Summer 2019	Nii Ankrah	Nii Ankrah
Biol 354	Human Anatomy for Health Occupations	Summer 2019	Fall 2019	TBD at WSU-V	TBD
BIOL 3xx or 4xx	TBD	Summer 2019	TBD	TBD at WSU-TC	TBD

EXHIBIT D

SBS Assessment Plan

AY 17-18

1. Norming and revision of descriptors for major SLOs.

Having used the new department goals and SLOs for a year, the general definitions seem to be working, but the descriptors indicating different levels need work. Since we also need to normalize our expectations for each SLO, these related discussions will be combined for each outcome.

We will start with SLO #1 "Mastery of fundamental biological concepts and an ability to integrate this conceptual knowledge across different subfields within the discipline

-use the major concepts, principles and theories to account for biological phenomenon." We will organize a meeting involving all faculty who use this SLO in their class. We will use samples of student writing at different levels, plus examples of exams questions from classes at different levels, so that we can normalize the scoring across faculty.

2. Faculty involvement in assessment.

During AY 16-17 many faculty on the three campuses were actively involved in assessment. Our goal was to make assessment routine for everyone involved in teaching core classes, option requirement, capstones and common elective classes. In Pullman, out of 28 tenure track faculty, 21 have been asked to be involved in this process, and to date only a few have not provided data. Of the instructors and clinical faculty in Pullman (5) everyone has provided the requested data. From the Vancouver campus four out of the five faculty have provided data. Now our objective is to integrate Tri-Cities faculty into the process; we anticipate they will begin to participate further now that the biology major is in place there (as of fall 2016).

3. Collection of data from all capstone classes.

So far, we have only collected data from 1 capstone class, but we will start to collect data from all of this category to get better assessment of seniors.

4. Curriculum map discussions/ refinement:

When we examined a range of classes in 16/17 we found only a few that included oral communication (SLO #3) as one of the learning outcomes covered. We will survey all classes to determine how many include oral communication as one of the learning outcomes. Depending on the outcome of the survey we will discuss SLO# 3 (communication) in faculty meeting.

There are two core classes (biol 107, mbios 301), and two option requirements (mbios 303, chem 370) taught by other units. Meetings will be set up with the faculty teaching those classes to gauge which of our SLOs are covered in those classes. This will provide a more complete picture for our curriculum coverage map.

Time line

Aug 17

Survey of classes to determine which include SLO#3.

Contact faculty with courses used for SLO assessment.

Sept 17

Assessment committee meeting, and subsequent faculty meeting discussion to determine if action is required regarding oral communication (SLO#3).

Oct 17

Norming meeting re SLO #1.

December 17

Gather data from fall capstone and elective classes to extent revisions of the curriculum map. Senior exit surveys.

Jan/Feb 18

Assessment committee meeting- presentation and evaluation of revised descriptors for SLO#-1 after their use in fall classes.

Contact faculty with courses used for SLO assessment

May 18

Gather data from spring capstone and elective classes not yet included in the revisions of the curriculum map. Senior exit surveys.

Assessment report.

Exhibit E

Letter of Financial Commitment from the Dean



College of Arts and Sciences

MEMORANDUM

TO.

Patrick Carter, Director

School of Biological Sciences

Cc:

Nancy Lira, Area Finance Officer

College of Arts and Sciences

FROM:

Daryll B. DeWald, Dean Doungles Coloradol

College of Arts and Sciences

DATE:

September 25, 2017

SUBJECT:

Support for Biology Bachelor of Science degree through Global Campus

Dear Dr. Carter:

I offer my strong support for the proposal submitted by the School of Biological Sciences to launch online the Biology Bachelor of Science degree through the Global Campus.

The College of Arts and Sciences is committed to provide funding that will support oversight of the online program, development of new and updated courses, and the teaching of online courses for the major in Biology. The College will provide up to \$27,200 to support the appointment of a clinical assistant professor to meet those goals in the first year that the online major is offered and for three successive years if the growth of student majors meets the projection outlined in your proposal. This amount will increase up to \$40,800 if the number of majors in the online program meets the projected target of 75 students.

We are also committed to providing course development funds to the School of Biological Sciences that will support the design and Implementation of courses for your online major. Our current standard is to provide \$4500 for the development of courses for the online environment, and these funds will be available through application to the College on a course-by-course basis.

All new online degree programs will be evaluated annually for effectiveness in meeting learning outcomes and for achieving sustainable enrollments. At the end of five years, we will review with the School of Biological Sciences and Global Campus the success of the online major in meeting learning and enrollment goals to evaluate renewal of our commitment to the salary of the clinical assistant professor.

I thank you and the faculty of the School of Biological Sciences for your commitment to providing educational opportunities that meet the needs of diverse students, especially for students who may not be able to access one of our physical campuses.

Exhibit F Letter of Support: WSU Libraries

TO: Kelly Newell, Director, Program and Partner Development

FROM: Kim Andersen, Chair, Faculty Senate Library Committee

Jay Starratt, Dean of Libraries

RE: Extension of Existing Degrees to Global Campus

DATE: January 25, 2018

Although there is a formal process for new programs and degrees that collects information about the potential impact on Libraries, among other campus resources, when a degree is being extended to Global Campus students, the impact will be minimal.

Over 90% of our materials are already purchased or licensed in digital formats, including journals, e-books, and educational films. Approximately 95% of those materials are already available for the entire WSU system. Adding 60-125 students in a select handful of majors will not impact our ability to deliver content to the students.

With these current projections, we should also be able to handle the increased need for our human resources, such as requests for consultations with librarians, increase in article and book delivery requests and such. It is important to note, though, that we are in a cycle of cancelling resources and reducing materials each year to meet the inflationary costs of the journal packages, so long-term sustainable solutions are needed and are under discussion and development, and major program expansions could impact budgets and contracts more adversely.

The Faculty Senate Library Committee and the Libraries Administration is comfortable in supporting the proposal for Global Campus to extend into history, political science, English, sociology and biology, as outlined in your January 3, 2018 memo.

Please let us know if you need additional information from us.



		Use Table	BS Bio					
			10/26/					
			70.20			1.1	2-4	F#. *
			101	and	5th*	1st Academic	2nd Academic	5th*
			1st FTE	2nd FTE	FTE	Year	Year	Academic Year
Total Stud	lent HDC		111	112	- 112	10	25	7
	lent AAFTE					6	15	
						1 500401 5000	nt values linked to	
Personne	el	7/4/25						
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		Subtotal	1	1	1	27,200	27,200	40,80
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	Academic Coordinator		0%	0%	20%	-		9,20
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	Total Personnel		0.75	0.75	1.70	35,932	35,932	76,19
Benefits						Unsert benefits	based on curren	t hanafit rates
Denemes	Faculty					9,710	9,710	14,56
	Exempt					-	-	3,88
	Classified					-:	-	-
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	Total Benefits				-	10,573	10,573	20,2
	Link to current benefits	model rates			-			
		and the state of t						
Goods an	nd Services							4,50
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Equipmen	nt (laptops, cameras, softw	vare)				2,000	2,000	2,00
	Total Direct Costs					48,505	48,505	102,9
	Total Indirect Costs	35	%		_	26,118	26,118	53,0
	Total Costs					74,623	74,623	155,9
	Oue Time Coate (seven	a day)						1.50
	One-Time Costs (cours	e dev)	-		one-lime costs →	74 600	74.622	4,50
	Recurring Costs Total Costs		F	ormula calculates	recumng costs-	74,623 74,623	74,623 74,623	151,49 155,99
	Total Costs				=	74,023	74,023	100,93
			Calculated total	cast par studa	ot AAETE:	12,437	4,975	3,4
			Calculated direc			8,084	3,234	2,2
Revenue			Carculated unec	t cost per state	ent AAI TE.	0,004	0,204	2,2
vemic	Internal Departmental /Are	a Reallocation				24,504.77	(11,495.23)	(77,029.1
	Enrollment Funding	a reallocation				24,000	60,000	180.00
	New State Funds					-		
	WSU Allocation (Institution	nal reallocation)				*	*	4
	Indirect Allocation (Centra	e e poetro e responsables e o vica construcción e de c	port services)			26,118	26,118	53,02
	Other <insert description=""></insert>		,			-	-	-
	Total Revenue					74,623	74,623	155,9
					1	TRUE	TRUE	TRUE
							s must equal tota	
						1000	dam fore	10000

Proposal to Extend English BA to Global Campus

Degree Title:	Bachelor of Arts, English
Academic Program:	English
Academic Plan:	English
Number of Credits:	[120]
Department(s) or Program(s):	English
College(s):	College of Arts and Sciences
Campus(es):	Global
Method of Instructional Delivery:	Online

Contact Name:	Todd Butler	Email Address:	butlert@wsu.edu
Contact Phone:	509-335-2639	*Proposed start date:	Fall 2018

^{*}Proposed Start Date: Approval must be received from the Northwest Commission on Colleges and Universities before the program may be advertised or recruited for. Financial aid may not be available until the program has been approved by the Department of Education subsequent to NWCCU approval.

The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Name:	Date:	
Everett	Date:	
Chancellor:		
Spokane	Date:	
Chancellor:		
Tri-Cities VCAA:	Date:	
Vancouver	Date:	
VCAA:		
Dean:	Date:	
VP Global	Date:	
Campus:		
Comments:		

Provost Office Sign:		Date:		
Comments:				
For Registrar's Office Use Only:				
Current CIP Code:	New CIP Code:	Date:		

Revised: 7.27.17

Send completed form to: provost.deg.changes@wsu.edu

This template asks you to answer the array of questions about your proposed program that are important to your department, your college, the Faculty Senate, the State of Washington, accreditors and other external stakeholders.

By placing all proposals in a similar format, this template provides a common standard for comparison, ensuring that all potential programs can be evaluated in an equitable fashion. It can be used to determine whether or not a program is feasible within the university's academic and financial situation, and if it will have the resources to further the University's objective of providing high quality education and scholarship.

This template is also a framework to think about the viability of your ideas. It can thus be a tool for strengthening both your proposal and the resulting program itself, since a program that is starved for either students or resources from its inception is not likely to become a high quality program.

Here are some of the things to consider as you complete the template:

What are the aspirations for the reputation of this program – local, regional, national? What will it take to make that a reality?

Who are you trying to attract with this new program? Will it bring new students to the university, better meet the needs of current students in the department, or draw students away from other departments?

How strong is the demand for education of this kind, and in what specific careers will someone who receives such an education find meaningful employment?

How many students do you need to attract to break even, and can both the market and WSU's capacity support this number?

Providing good answers to hard questions maximizes the likelihood that a new program will not just win acceptance by the Faculty Senate and administration, but will ultimately be successful in attracting students and placing graduates. The analyses in the Demand, Financial and Library workbooks will assist you in creating a persuasive proposal. The findings in each area, and their basis or justification, should be summarized in the proposal itself.

Proposal

Mission and Core Themes (Strategic Goals):

Provide a clear statement of the nature and purposes of the degree in the context of WSU's mission and core themes (strategic plan).

Consistent with WSU's fundamental land-grant mission of access and extending knowledge—a mission the Department of English has also adopted as the core of its next strategic plan, the online English major will enable the department to better serve both "degree completers" (individuals who have completed some college courses at WSU or elsewhere, and now wish to return to school) as well as nontraditional students from diverse backgrounds. In addition, because implementing the English major will involve increasing the variety of English courses offered online, the major will be useful not only for those students interested in majoring in English, but also for students in other majors seeking electives and UCORE courses.

By focusing its initial offering on its option in Rhetoric and Professional Writing, the English department has selected a curriculum immediately beneficial to these students. As detailed in this proposal's "Planning" section, training in professional and technical writing is in high demand, especially within Washington and the greater Pacific Northwest. Just as importantly, these skills are directly applicable to a wide variety of careers in business, public service, law, and education.

Together these factors address key elements of WSU's Drive to 25 (6-year completion rate, placement rate of graduates) and Grand Challenges (Advancing Opportunity and Equity). As noted above, extending the English degree to the Global Campus also upholds the land grant mission of WSU by extending the world class faculty and scholarship of the English department to a broad audience, state-wide and beyond, who may be unable to pursue a degree otherwise.

Educational Offerings:

Describe the degree program, including the total number of credits required. Provide the four-year degree plan (undergraduate) or appropriate plan of study (graduate and professional). Please note that all courses for the degree must be approved before the degree will be reviewed by the Catalog Subcommittee.

The 120 credit English degree produces graduates who are proficient communicators, able to understand and employ the power of language and texts to influence their worlds. English graduates garner marketable skills, such as:

- Strong analytical and research skills combined with creative thinking
- Effective oral and written communication
- Ability to "translate" highly specialized or technical materials to multiple audiences, both internal and external
- Ability to work not only with the written word but also visual and multi-media texts
- Cultural awareness and sensitivity
- Time management and organization

See Exhibit A for four-year degree plan.

See Exhibit B for advising check sheet for the degree.

See Exhibit C for new course development and delivery schedule.

Provide descriptive information regarding (the) method(s) of instructional delivery (percent face-to-face, hybrid, distance, and/or competency-based).

This degree will be delivered 100% online, asynchronously via the Global Campus LMS infrastructure.

Assessment of Student Learning and Student Achievement

* For graduate programs, please contact the Graduate School before completing this section.

Please provide a list and description of expected student learning outcomes.

Student Learning Outcomes for English Majors

- **SLO 1**: Reading literary and cultural texts carefully and critically.
- **SLO 2**: Producing a variety of creative and critical texts using appropriate technologies that contribute to literary and cultural discourses.
- **SLO 3**: Developing abilities in critical reading, writing, and thinking necessary for them to communicate successfully with other audiences both within and outside the University.
- **SLO 4**: Exploring the record of the human experience in language.

The English Program's alignment with Seven Goals of the Baccalaureate:

Program's Student Learning Outcomes	Seven Goals of the Baccalaureate
SLO 1 : Reading literary and cultural texts	CRITICAL and CREATIVE THINKING.
carefully and critically.	Graduates will use reason, evidence, and context to
SLO 2 : Producing a variety of creative and	increase knowledge, to reason ethically, and to
critical texts using appropriate technologies	innovate in imaginative ways.
that contribute to literary and cultural	
discourses.	
SLO 3 : Developing abilities in critical	
reading, writing, and thinking necessary for	
them to communicate successfully with	
other audiences both within and outside the	
University.	
SLO 4 : Exploring the record of the human	
experience in language.	

	QUANTITATIVE REASONING. Graduates will solve quantitative problems from a wide variety of authentic contexts and everyday life situations. SCIENTIFIC LITERACY. Graduates will have a basic understanding of major scientific concepts and
SLO 2: Producing a variety of creative and critical texts using appropriate technologies that contribute to literary and cultural discourses. SLO 3: Developing abilities in critical reading, writing, and thinking necessary for them to communicate successfully with other audiences both within and outside the University.	processes required for personal decision-making, participation in civic affairs, economic productivity and global stewardship. INFORMATION LITERACY. Graduates will effectively identify, locate, evaluate, use responsibly and share information for the problem at hand.
SLO 2: Producing a variety of creative and critical texts using appropriate technologies that contribute to literary and cultural discourses. SLO 3: Developing abilities in critical reading, writing, and thinking necessary for them to communicate successfully with other audiences both within and outside the University.	COMMUNICATION. Graduates will write, speak and listen to achieve intended meaning and understanding among all participants.
SLO 3: Developing abilities in critical reading, writing, and thinking necessary for them to communicate successfully with other audiences both within and outside the University. SLO 4: Exploring the record of the human experience in language.	DIVERSITY. Graduates will understand, respect and interact constructively with others of similar and diverse cultures, values, and perspectives.
SLO 2: Producing a variety of creative and critical texts using appropriate technologies that contribute to literary and cultural discourses. SLO 3: Developing abilities in critical reading, writing, and thinking necessary for them to communicate successfully with other audiences both within and outside the University.	DEPTH, BREADTH, AND INTEGRATION OF LEARNING. Graduates will develop depth, breadth, and integration of learning for the benefit of themselves, their communities, their employers, and for society at large.

For undergraduate programs, provide the department's plan for assessing student learning outcomes. Describe briefly how information on student learning will be collected and incorporated into existing processes for evaluating student learning in the department. Please attach the plan and a curriculum matrix.
The assessment plan will be the same as the one adopted in Pullman, which is listed below in Exhibit D.
The program coordinator will work directly with the assessment coordinator in the department to review all assessment criteria and ensure Global Campus courses and students are sampled and assessed in direct proportion to the total number of students and courses offered through the department. Additionally, the departmental assessment coordinator will ensure that sufficient direct measures are assessable through technology. The assessment coordinator recognizes the need to archive and maintain records of online program, student, and course assessment, and will identify appropriate methods to facilitate that archival process.
The Department of English already assesses their numerous online courses and will continue to do so as the full program of study is launched online.
Please indicate as appropriate: □ Assessment of this program will be incorporated into the existing assessment plan forPullman Please attach a copy of the existing plan. □ A draft assessment plan is attached. □ A curriculum matrix is attached.
Planning: Describe plans and include descriptions which provide evidence of:
1. The need for the change

Meeting A Growing Job Market

Combining data from multiple federal, state, and private sources demonstrates **an increasingly robust job market for professional/technical communicators** that is currently underserved.

Indeed, defining the full scope of job opportunities for graduates with a degree in professional writing is challenging. The Bureau of Labor Statistics (BLS) and the Society for Technical Communication (STC) have strong data on employment for technical writers/communicators, both organizations define technical communication quite narrowly. For example, the BLS Occupational Employment Statistics survey narrowly frames technical communication largely as the writing of technical manuals and operating/maintenance instruction. More public-facing digital media jobs do not as yet have their own BLS category, making it more difficult to

account for the wide range of new media jobs graduates in rhetoric/professional writing securing.

Even within these parameters, however, available data indicate that technical/professional writing is a field poised for significant growth, especially in our immediate geographical region. The rate of job growth for technical writers in the Pacific Northwest is projected at 27.2 percent through 2024, which is far above the national average. The most recent projections from the BLS predict 10 percent growth nationwide in employment for technical writers between 2014 and 2024, higher than projected growth for all occupations (7%) and more than double the projected growth for media and communication workers (4%). Nationally, according to the STC employment is increasing on average 2-3 percent per year across all categories of professional/technical writing. Similar rates of growth in Washington are projected by the Washington State Employment Security Department through 2020 and beyond.

Market research pursued in the development of this proposal also supports the wider need for this degree. The EAB market research firm has indicated that "Employers most often seek bachelor's-level rhetoric and professional writing professionals for 'technical writer,' 'copywriter,' 'reporter,' and 'ghost writer' relevant positions. This degree will also provide graduates with three of the top five skills—writing, editing, and technical writing—that WSU market research partner firm Emsi reports make up the most relevant hard skills required from employers in the West seeking employees with Bachelor-level credentials.

Redefining the Field

The Rhetoric and Professional Writing degree provides an innovative curriculum that will enable its students to *lead* the field rather than simply participate in it. By combining focused training in professional writing and editing with more comprehensive training in rhetoric, including a sensitivity to issues of race and other issues of diversity and equity, the RPW degree provides the multi-cultural, multi-modal education increasingly necessary in today's world.

Importantly, no other online degree program in the state of Washington offers such a comprehensive curriculum. The University of Washington, for example, offers less than five online courses in writing (most of which are expository or creative) and no online certificate or degree program, preferring instead to serve only their local population through classroom-based certificate program. Central Washington University offers an online degree that combines professional writing with an emphasis on creative writing (fiction, poetry, drama), yielding a substantially different program that is not as directly responsive to market needs. Neither CWU nor WWU offers any online certificate or degree program in writing of any sort. There is thus clearly a need for not only technical and professional writers but also a program that can effectively reach and teach students state-wide.

2. The student population to be served

Provide realistic justification for the projected FTE.

How can transfer students articulate smoothly into the program and complete it with approximately the same number of total credits as students who enter WSU as freshmen? Please describe specific efforts planned to recruit and retain students who are persons of color, disabled, or whose gender is underrepresented in this discipline.

WSU Global Campus programs typically appeal to those students who might not be able to attend a four-year program on the Pullman campus, but still want an accredited degree offered by a Tier 1 Research University with an excellent reputation.

As described above, the English major is particularly useful for "degree completers" – students who have completed one or two years of college and are returning to school in order to improve their career options. English is an ideal major for these students because it is intrinsically interesting, it contributes to a range of useful skillsets, and the requirements can be met in two years, thus helping students complete their degree in a timely manner. Because most Global Campus students enter the program having already completed some college courses, they are looking for majors that can be completed efficiently. The English major meets that need. Students who take advantage of the direct transfer agreement guidelines and articulation agreements will be able to transfer seamlessly from a two-year program without relocating to Eastern Washington. WSU Global Campus has been accommodating transfer students and former students who are at varying levels along the transfer continuum since its inception. Especially in its emphasis on writing, the program is also designed to appeal to working professionals and adult learners who may already work in other fields but wish to refresh and update their skills.

WSU Global Campus is focusing on digital marketing to generate awareness and promote all new degrees broadly across social media platforms and other digital access points. Specifically, the goal of the marketing effort is to meet target enrollment goals that enable the degree to reach a sustainable level of enrollments. We expect that these marketing efforts in conjunction with the characteristics of the major (allowing for timely completion, inherent interest, and career prospects) will result in a number of students choosing the English major.

In addition, WSU Global Campus ensures that all courses and programs meet ADA requirements for access to individuals with disabilities.

3. Procedures used in arriving at the decision to change (e.g., consultation with advisory boards, input from industry or employers, commissioned studies, faculty task force, etc.).

In making the decision to develop an online English major, we relied on market analysis data and major/employment data from EAB, Emsi, and various online sources. As described above, these data provide evidence of a demand among students and in the workforce for the skills derived via an English degree. The online modality will make the degree available to individuals who have separated from the University, those who wish to complete a degree, those in rural and under-served communities, and those with time constraints and/or location constraints that would otherwise not have access to a physical campus. By offering WSU Bachelor of Arts in English online, students who might otherwise choose another online university will have the option of becoming part of the Cougar Nation.

The English Department already offers English courses that serve the Bachelor of Arts in Social Sciences degree, and provide UCORE and elective courses to other majors. Even so, the department convened an ad-hoc task force to develop a strategic vision for this program, establish key principles for its development, and a framework for the training and support of faculty necessary for a quality program. Having reviewed these reports at its August 2017 retreat the department faculty unanimously approved the development of this proposal.

The Faculty of the English Department and the Dean of the College of Arts and Sciences thus agree that the degree can be supported for online delivery, and they are prepared to engage fully in the development and delivery of the online degree.

4. Organizational arrangements required within the institution to accommodate the change.

The Global Campus is prepared to fully support course development, student services, advising, recruiting, marketing, and faculty development within their existing infrastructure.

Likewise, the English Department is prepared to manage assessment, instruction, innovation, and coordination of the online degree in concert with their existing campus-based degree. The English Department already offers a number of online courses during the academic year. The creation of an online major will therefore require only the addition of approximately three courses per semester as well as preparation of new courses to increase the diversity of course offerings. The department has also begun to establish a coordinating committee to identify the director of the online major and develop a cohort-model of instructional training designed to create a mutually supportive and successful environment for faculty in the program.

5. Lay out a three-year timetable for implementation, including hiring plans, partnership contracts if needed, facilities modification, recruiting, and other elements of			
	implementation. Provide dates for each step.		
2017-2018	Initiate faculty training sessions. Identify program director and lead faculty. Coordinate		
	initial scheduling and faculty assignments across campuses in preparation for program		
	launch. Summer 2018 complete initial course development objectives (see course		
	development schedule, Exhibit D)		
2018-2019	Continue course development		
	Begin offering the online major		
	Marketing/recruitment		
2019-2020	Evaluate the need to hire faculty		
	Evaluate the need for additional course development		
	Continue marketing/recruitment		
	Course update according to schedule		
2020-2021	Monitor enrollment in individual courses; revise frequency of offerings as indicated		
	Begin assessment		
	Continue marketing		
	Course update according to schedule		
2019-2020	initial scheduling and faculty assignments across campuses in preparation for program launch. Summer 2018 complete initial course development objectives (see course development schedule, Exhibit D) Continue course development Begin offering the online major Marketing/recruitment Evaluate the need to hire faculty Evaluate the need for additional course development Continue marketing/recruitment Course update according to schedule Monitor enrollment in individual courses; revise frequency of offerings as indicated Begin assessment Continue marketing		

Budget:

Attach the Financial Worksheet with five-year FTE, revenue and expenditure projections. Fully account for costs such as staff support, training, library, facilities and so on.

Please describe the funding picture narratively, including funding sources, department, college and/or campus commitments, investments already made, one-time costs, facilities costs (labs, classrooms, offices, telecom etc.) and library costs.

The English Department has been offering online courses for a number of years and currently has capacity to accommodate new majors within those existing courses. Offering the online major will require adding three courses per semester and some administrative oversight.

State-supported tuition allocation from central budget will cover cost of instruction and facilitation eventually as the degree reaches enrollment stasis. Global Campus will cover the cost of design and development assistance to faculty as part of their mission to support teaching with technology. Global Campus will also cover the cost of advising for the degree. The Global Campus also provides advising, recruiting, and faculty support in teaching with technology. Additionally, the College of Arts and Sciences supports course design, development, and redesign through a granting program each year. Priority is given to UCORE and courses necessary for degree programs.

Tuition will be the prevailing rate for online undergraduate credits.

Courses will be staffed by a combination of T/TT, clinical, and adjunct faculty, with some courses also being taught by Ph.D. seeking graduate students in Rhetoric. In the long term, the department will seek a core of instructors who provide consistency of instruction.

The Department of English is currently seeking funds from the CAS for the development of additional high-priority courses toward the degree. A program director will oversee curriculum and assessment to assure that they are up to date and following best practices.

See the development and delivery rotation (Exhibit C)

The department is requesting funding for the development of 7 courses over the next 4 years at \$4500 each (\$31,500), and redesign funding for 4 courses at \$1,500 each over the next 4 years (\$6,000). To ensure the retention of highly-trained faculty and their availability to teach online in other high-demand areas (such as the first-year writing courses required of students in all WSU degree programs), the department has established a salary floor of \$6,000/.25FTE for any new teaching that results from this program and other online growth. Additionally, the department is requesting funding for a Program Director position (filled by a current staff member) that will begin at .25 FTE plus a summer stipend (\$5000, to compensate for year-round management of the program) for the first two years. Only as the program grows in enrollment—currently expected by year 5—will this position be increased to .50 FTE.

The Dean is committed to providing these resources in order to provide for the launch of this degree. (See Exhibit E)

Student Services:

Describe the capacity of student support services to accommodate the change at this location. Include a description of admissions, financial aid, advising, library, tutoring and other services specific to this request.

The Global Campus provides comprehensive student services, often in collaboration and cooperation with the centralized units, to ensure student success. Included are dedicated recruiters and advisors, transfer credit evaluation, career counseling, financial aid, e-tutoring, student involvement, and tech support for online students. The Global Campus is also skilled in working with students to match their goals with the programs and services offered by WSU.

Additionally, WSU Global Campus personnel are the experts on adult and contemporary distance learners, and provide specialized services to meet the needs of these unique students.

WSU Global Campus creates opportunities for meaningful student engagement through unique student involvement activities offered virtually and face-to-face. The Global Campus encourages and mentors students into research opportunities and creates pathways for students to transition into graduate school.

Describe the implications of the change for services to the rest of the student body.

Adding online courses and creating access to a new degree program adds opportunity and options for student success, potential for better time-to-degree outcomes, and flexibility that accommodates students' needs. The English department is experienced in using blended and that use online technology to allow students (especially in highly regimented fields such as Engineering) to manage complex degree requirements. It has also used online delivery to provide additional required and elective courses to students at Vancouver and Tri-Cities in instances where their home campus could not provide these offerings. All of these opportunities may be enhanced with the growth in the department's online offerings.

We do anticipate that some English Majors that are currently enrolled in the online Social Sciences degree may choose to switch to the English degree. However, our numbers on the fiscal worksheet are indicating new enrollments rather than internal transfers. Both Global Campus and the department consider these estimates to be conservative, as student interest and market needs suggest the likelihood of greater enrollments.

Physical Facilities and Equipment:

Outline the provision/s made for physical facilities and equipment at the proposed location that will support the program and its projected growth. Include videoconferencing and other technologies that support course delivery as well as classrooms, labs, and office space.

None. All online courses are fully supported by AOI and the Global Campus through the Learning Management System.

Library and Information Resources:

Using the Library Analysis form, describe the availability and adequacy of library and information resources for this degree, degree level, and location. Note plans to address gaps. Students have access to all required curriculum as determined by the faculty and no new resources are expected to be required through the library to support this degree.

Faculty:

List the educational and professional qualifications of the faculty relative to their individual teaching assignments.

List the anticipated sources or plans to secure qualified faculty and staff.

All faculty teaching online are held to the same qualifications as faculty on the Pullman campus. Deans and Directors are directly responsible for the hiring of all teaching faculty and ensure credentials are appropriate for the program, and they will hire using their normal hiring processes.

Current English faculty that will initially be assigned to this program are already highly skilled in online teaching. They include WSU's first instructional faculty member promoted solely for excellence in online teaching, a process which included external review letters sourced from authors of the CCCCs discipline-defining statement on best practices for the online teaching of writing. This faculty member has already lead multiple small groups of faculty through Global Campus' online teaching certificate program, thereby providing the department with a strong roster of faculty experienced in online teaching. At least three of these individuals were nominated by Global Campus students for WSU's inaugural Best Online Faculty Member.

Given this depth of experience in its current faculty, the department at this time does not anticipate the need to hire new faculty exclusively to support the degree online. Need for faculty will be monitored carefully as the degree program grows in order to ensure we are serving students appropriately. Any such new faculty will be trained and mentored by more experienced departmental faculty.

Impact on Other Locations/Programs:

Briefly describe any impacts on other WSU programs and locations, and how you came to these conclusions (who was consulted?). If there are potential adverse impacts, describe how these will be addressed. Consider such things as: reallocation of faculty time, reallocation of AMS courses, impact of blended courses, internal competition, "cannibalization" of other programs, curricular effects for other degrees, effects on recruitment markets for other campuses. Indicate how such problems will be addressed for each campus or department affected.

We anticipate very few impacts on other WSU programs or locations. WSU Department of English appointed a faculty committee which included members from the Vancouver campus to evaluate the feasibility of launching the degree online, and faculty from all three campuses voted in favor of the launch. It is also committed to distributing teaching opportunities equitably across WSU's constituent campuses, and has a long tradition of representation from Vancouver and Tri-Cities on department committees and initiatives. The roster for the department's online implementation committee will follow this practice.

We anticipate that the needs associated with new online enrollment will be met with the addition of a program director, a combination of T/TT, clinical, and adjunct faculty and ABD Graduate students, and with the existing capacity in courses currently being offered. Therefore, the addition of the online major should not adversely affect faculty teaching loads or the ability to offer courses on the physical campuses.

The department is committed to distributing online teaching and course development opportunities in accordance with the system-wide MOU recently reached regarding the proportional staffing (and attendant revenue generation) across WSU's Pullman, Tri-Cities, and

Vancouver campuses. Indeed, the department has already begun following these procedures, with faculty on all three campuses securing opportunities to teach online during Summer 2018. In the future, the department expects to continue this practice, though its implementation in any given semester will also remain dependent on the willingness of each campus to release its faculty from local teaching obligations in favor of online teaching.

Sustainability

What are the plans for continuing the program past 5 years if the goals for enrollment are not met, or other circumstances prevent the execution of the plan described here?

All new online degree programs will be evaluated continuously for enrollment and financial metrics. Under-performing degrees will be sunset once the college, department, and Global Campus have explored all reasonable efforts to increase enrollments and revenue through marketing, partnerships, and innovation. However, prior to sunsetting a degree, need for the courses that are provided online will also be analyzed to ensure little to no impact on other departments and programs that rely on those courses.

Any degree which is determined to be in need of sunsetting will include an appropriate teachout plan and will be supported until students are able to graduate.

External Reviews

If this program is new to the Washington State University system, please provide the names and addresses of 2-3 external experts from similar institutions who could be contacted to provide reviews of this program.

Name

Contact Information (email, phone, address)

N/A

TVALLIC	Contact information (cman, phone, address)	
N/A		

Attachments:

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- ☑ Four-Year Degree Plan (undergraduate); curriculum overview (graduate and professional)
- ⊠ Curriculum Map (undergraduate)
- ⊠ Assessment Plan
- □ Letters of financial commitment
- ☐ Contracts or MOUs if applicable

Send to: provost.deg.changes@wsu.edu

EXHIBIT A

English - Rhetoric and Professional Writing Option (120 Hours)

Requirements in this degree are a core of eighteen hours of 300–400–level classes, eighteen hours of electives from the list of approved courses, with the option of six credits – with the approval of advisor – of any English or Humanities course at any level.

First Year

First Term	Hours
ENGLISH 101 [WRTG]	3
Humanities [HUM] ¹	3
Quantitative Reasoning [QUAN]	3
Social Sciences [SSCI]	3
Foreign Language, if necessary, or Elective	4
Second Term	Hours
Creative & Professional Arts [ARTS]	3
HISTORY 105 [ROOT]	3
Foreign Language, if necessary, and/or Electives	9

Second Year

First Term	Hours
Biological Sciences [BSCI] with lab or SCIENCE 101 [SCI] ²	4
Creative & Professional Arts [ARTS], Humanities [HUM], or Social Sciences [SSCI]	3
ENGLISH 301 [WRTG]	3
Humanities Elective ¹	3
Electives	3
Second Term	Hours
Diversity [DIVR]	3
ENGLISH 360	3
ENGLISH 362	3
ENGLISH 370, 371, 372, or 373	3
Physical Sciences [PSCI] with lab or SCIENCE 102 [SCI] ²	4
Complete Writing Portfolio	

Third Year

First Term	Hours
English 302 [M]	3
300-400-level Rhetoric / Professional Writing Electives ³	6
Electives	6
Second Term	Hours
300-400-level Rhetoric / Professional Writing Electives ³	6
Electives	9

Fourth Year

First Term	Hours
300-400-level Rhetoric / Professional Writing Electives ³	6
300-400-level Electives	6
Complete English Portfolio	
Second Term	Hours
ENGLISH 460 [M] or 461 [M] ⁴	3
Integrative Capstone [CAPS]	3
Electives	Q

Footnotes

¹ Humanities Electives: At least one from HUMANITY 101, 103, 302 [M], 303, 304, 335, 350, 410, or 450 is required. Upper-division HUMANITY courses are not recommended for first-year students.

² To meet University and College of Arts and Sciences requirements, students must take a [BSCI] course with lab and [PSCI] course with lab or SCIENCE 101 [SCI] and SCIENCE 102 [SCI]. SCIENCE 101 [SCI] is offered Fall semester and is a prerequisite for SCIENCE 102 [SCI]. SCIENCE 102 [SCI] is offered Spring semester.

³ Rhetoric / Professional Writing Electives: Choose from AMER ST 475, CES 405, DTC 336, 354, 355 [M], 375 [M], 476, ENGLISH 308 [M], 358, 361, 363, 401, 402 [M], 405, 458, 461 [M], and 495.

⁴ Prerequisite of ENGLISH 402 [M] or 403 [M] required for ENGLISH 461 [M].

EXHIBIT B

Advising Sheet

Name	Adviso	r		
ID Number	ID NumberE-Mail Address			
OP'	TION I: RHETORIC AND P	ROFESSION	AL WRI	TING
		Advisor Initials	Semester	Grade
Humanities Requireme				
	[], 103 [H] [HUM], 198 [H], 302 [HUM] [], 335, 350, 410, or 450	3 credits		
	CURRICULUM MUST INCLUD	E TWO [M] COUR	SES	
I. Core (5 courses, 15 cr	redit hours):			
*	on To English Studies [M]	3 credits		
	nd Rhetorical Conventions	3 credits		
• Engl 360: Principles				
• Engl 362: Rhetorics				
• Engl 370, 371, 372,				
• Capstone: Engl 460		3 credits		
[M], 405, 410 [CAPS], 4 1	bllowing (6 courses): Engl 380 [M], 336 461 [M], 458, 475, 476, 495, any creative			
 Engl 302 paper Paper from Senion 	ASSESSMENT PORTFOLIO (ALL IT or-Year (or last) Upper-Division Literature (confidential until after graduation)		D):	
	Preliminary to-do list:			

EXHIBIT C

Course Development/Delivery Schedule

The Rhetoric and Professional Writing Degree shares some courses (such as 302—Introduction to English Studies) with other degree options in English, such as creative writing and literary studies, as well as with the department's Digital Technology and Culture major. As such, the department's Global Campus RPW degree may benefit from complementary online program development in these areas. Similarly, development of online courses for RPW may accelerate the online availability of other English degree options, resulting in greater opportunities for students at a lower overall cost for WSU. The schedule detailed below, however, does not rely on any of these factors, projecting instead the most conservative timeline for course development and delivery.

Work Period	Assigned Projects
Summer 2018	Develop online 302, 360, 461 for AY18-19 delivery
	Revise 495 for AY18-19 delivery
	Result: 4 of 6 core requirements (and 8 of 13 total
	required/elective courses) available for immediate
	delivery in year 1 of program
Academic Year 2018-19	Fall: First delivery 302, 360 online
	Spring: First delivery 461, revised 495 online
	(courses staggered so to introduce 300-level before
	400-level courses)
	Note that multiple sections of 301, 355, 402 and
	other elective courses are already regularly offered
	in both semesters (and thus are not detailed here or
	in subsequent years). Where appropriate/necessary
	we will increase the number of sections to
	accommodate enrollment.
Summer 2019	Develop online 362 and one course from 370
	sequence for AY19-20 delivery
	Review/Assess/Revise newly offered online courses
	for necessary modifications or improvements
	Result: All core requirements (and 10 of 13 total
	required elective courses) available for online
	delivery
Academic Year 2019-2020	Fall: First online delivery of 362
	Spring: First online deliver of 370-sequenced
	course
	Department will maintain the new course rotation
	identified above in AY18-19, as well as all

	previously existing online courses relevant to the major.
	In spring semester will also assess student interesta and needs to identify with program director the highest priority elective courses for online delivery
Summer 2020	Develop final three electives (specific courses TBD) for online delivery. Two financed by course development funds, one to be assigned to program director as part of continuing workload
	Result: All degree requirements—core and elective—available for online delivery

EXHIBIT D

Assessment Plan

Program Assessment Plan and Timeline for Department of English

Activity	Steps and Notes	Point Person / Participants	Dates / Completion or Next Steps
Assessment Plan	Design / update assessment plan	Director of Undergraduate Studies / Assistant Director of Undergraduate Studies	Under Revision (Spring 2017)
Student Learning Outcomes (SLOs)	Review and Revise SLOs Align SLOs with WSU's Seven Learning Goals of the Baccalaureate Communicate with faculty and students in the department	Director of Undergraduate Studies	Current SLOs were approved by faculty in 2013, and they are available to students online: https://english.wsu.edu/undergraduate-studies/ The SLOs are due for review / revision in Spring 2018, or following the current phase of Curriculum Revision. Will include specific attention to online outcomes and new major options.
Curriculum Map &/or Curriculum Revision	For a particular major-option, create a grid (map) of the SLOs and the courses those students take, indicating which learning outcomes each course introduces, reinforces, or expects mastery. Update as courses evolve / new courses are developed and added to the curriculum.	Director of Undergraduate Studies	Current Curriculum Map was approved by faculty in 2013, and is due for review / revision in Spring 2018, or following the current phase of Curriculum Revision. Note re: Curriculum Revision: a proposal to add a fifth, integrative option to the English Major was developed by the Undergraduate Studies Committee in Fall 2016 / Spring 2017. Preparations to implement this change will hopefully (with faculty approval) take place in the 2017 / 2018 academic year, following discussion at our August 2017 Faculty Retreat. The new courses tied to this Curriculum Revision will be taken into account when we review / revise our Curriculum Map. A similar process will be employed in establishing our online major (led by online subcommittee and supervised by both DUGS and Online Director).
Assessment Question(s)	Are students acquiring the critical skills outlined in the SLOs? Or is the curriculum delivering on its promise to cultivate the skills we've identified as integral to the English Major?	Director of Undergraduate Studies / Assistant Director of Undergraduate Studies	Ongoing

Direct	Develop / Revise Rubrics for	Director of	Takes place annually during the Spring semester.
Measures	assessing student performance	Undergraduate	These already include online samples.
	Use Rubrics to read, evaluate, and discuss representative samplings of student essays collected in the Exit Portfolios	Studies / Assistant Director of Undergraduate Studies	Spring 2017 – a sampling of student essays were Directly Assessed using the Reading Rubric. Spring 2018 – another representative sampling of student essays will be Directly Assessed utilizing a revised Reading Rubric.
Indirect Measures	Review Exit Surveys Peer and Focus Group Interviews Conduct a review of two key courses in the curriculum (that are also key elements of the assessment cycle): ENGL 302 and ENGL 494 (CAPS) Expand / Pilot Passport Program: Mentoring and Professional Development	Director of Undergraduate Studies / Assistant Director of Undergraduate Studies	Review of Exit Surveys last completed in Fall 2015; we plan to digitize these, in order to streamline the review process. We plan to conduct a review of ENGL 494 (CAPS) in Fall 2017 / Spring 2018. The Passport Program will continue to be refined and delivered to students in Fall 2017 / Spring 2018.
Analyze and Share Results	Share results of assessment with faculty during August Faculty Retreat.	Director of Undergraduate Studies / Assistant Director of Undergraduate Studies / Chair	Takes place annually at Faculty Retreat either directly or indirectly vis-à-vis discussion of any potential changes in the English degree / English curriculum / teaching practices.
Using Assessment	Review and Revise Curriculum / Recommend changes in Teaching Practices as necessary. Refine assessment processes.	Director of Undergraduate Studies / Assistant Director of Undergraduate Studies / Chair	Ongoing

EXHIBIT E Letter of financial support from the Dean of CAS



College of Arts and Sciences

MEMORANDUM

TO: Todd Butler, Chair

Department of English

Cc: Nancy Lira, Area Finance Officer

College of Arts and Sciences

FROM:

Daryll B. DeWald, Dean Cault College of Arts and Sciences Collede

DATE: September 25, 2017

SUBJECT: Support for English Bachelor of Arts degree through Global Campus

Dear Dr. Butler:

I offer my strong support for the proposal submitted by the Department of English to launch online English Bachelor of Arts degree through the Global Campus.

The College of Arts and Sciences is committed to provide funding that will support oversight of the online program, development of new and updated courses, and the teaching of online courses for the major in English. The College will provide up to \$35,615 in ongoing or new funds to support the appointment of instructional personnel to meet those goals in the first year that the online major is offered and up to \$55,115 in ongoing or new funds in the fifth year or sooner if the growth of student majors meets the projection outlined in your proposal.

We are also committed to providing course development funds to English that will support the design and implementation of courses for your online major. Our current standard is to provide \$4500 for the development of courses for the online environment, and these funds will be available through application to the College on a course-by-course basis.

All new online degree programs will be evaluated annually for effectiveness in meeting learning outcomes and for achieving sustainable enrollments. At the end of five years, we will review with the Department of English and Global Campus the success of the online major in meeting learning and enrollment goals to evaluate renewal of our commitment to the salary of the clinical assistant professor.

I thank you and the faculty of the Department of English for your commitment to providing educational opportunities that meet the needs of diverse students, especially for students who may not be able to access one of our physical campuses.

Exhibit E is missing – so no evidence of commitment from Dean of CAS	We don't know why this was not in the materials you received as it was part of the PDF file sent to the Provost's office. It is now included.
Totally unclear where the "requested funding" is coming from and how long the costs indicated on page 11 will persist (via Dean commitment)	See Exhibit E, Dean's commitment, which is no longer missing.
Does not indicate in Table 1 Enrollment projections the year in which it is expected that program will reach full enrollment (assuming it's year 5? – need to specify)	I'm not sure what you're seeing, because this was included in the document that was sent to the Provost. Those numbers are included in the attached file.
Is there really a need for the program director at the onset of the program especially if they are only serving a projected 15 students in the first year? Maybe add a program director only after meeting some threshold level of student enrollment.	In the initial year(s) the program director will be charged with instructional delivery, course planning, cross-campus coordination, designing specialized assessment, and training additional instructors for the online environment. All of these are crucial not only to the immediate student learning experience but also to growing the program.
	Note that this will not be an entirely new position. Rather, the department has determined the selected individual will serve in this capacity quarter-time (.25 FTE) during the first years, with the remainder of his/her appointment being maintained in other duties. Only as the program grows will the FTE associated with this position increase, as demonstrated by the increase in the spreadsheet to .50 FTE in year 5.
How will the program respond to lower enrollment rates than expected?	This major option was selected in part because of the substantial on-campus demand for its courses across the system, most prominently 402 (technical writing—regularly oversubscribed) and 301 (5+ on campus sections each semester). The department already allows a limited number of students on the campuses to take these courses in an online environment, and we can where necessary adjust this mix to ensure courses enroll to capacity. The department also expects in the initial phase to have on-campus instructional faculty teaching these sections, which will allow it

	(again if/when necessary) to scale offerings appropriately to meet demand.
A question for clarification on CAS's commitment to BA English proposal: The proposal is requesting funding for several courses and a program director. The proposal said that "the Dean is committed to providing the resources in order to provide for the launch of this degree". They need to clearly provide CAS's response on funding for a program director (e.g., the Dean's letter must be attached), and they need also to spell out how much financial support they can get when the enrollment fails to reach the target.	We don't know why this was not in the materials you received as it was part of the PDF file sent to the Provost's office. It is now included.
Exhibit E, the letter of financial support from the Dean of CAS is missing (e.g., Are the resource projections based on empirical evidence (data or a promise from administrators or the state) and sufficient?)	The fiscal support is from the College, and does not require additional state funding. The letter is now included.
The budget shows a -\$40.2 K in the 5 th academic year. It's not clear to me what that deduction in revenue covers.	In cell I50, the \$34.8K that appears to be a negative is reflecting funding that will go back to the college. In G50 (year 1) the program is running at a deficit, which is reflected by saying the department/college will need to reallocate funds (\$20k) to the program. When the reallocation is negative, that is saying that the department is now making money. Therefore the \$34.8k is revenue to the college.
I do not know how much empirical data the committee usually requests, but in these two proposals I see no empirical evidence (with data) for the enrollment calculations; they just make a statement that they "consider these estimates to be conservative". What is the foundation for such consideration? Also, I see no specific contingency plan. Sunsetting the degree is not a contingency plan, it is unavoidable if the program underperforms. No plan spelled out to reallocate faculty. I have the	Exact enrollment projections are extremely difficult to determine with complete accuracy, especially for online programs where very few students are full time. We arrive at enrollment goals and projections through a series of analyses that includes market demand research (Emsi and EAB), historical trends in similar majors, oncampus enrollment trends, and analysis of (in the case of political science BA) the political climate, which affects enrollments in this degree program.
feeling for both proposals that they just copy- pasted out sections of some (perhaps the same) old proposal which, I assume, passed all committees. So the provided details (if the	As stated in the section on "Sustainability", all new degrees and courses are evaluated for enrollment and financial metrics annually, and decisions are made strategically to both meet the

source has really passed all hurdles) could be sufficient.	needs of students as well as minimize expenditures. Should enrollment not grow as predicted, the department will work with Global Campus to make strategic decisions about course offerings. In addition, as per above several of the course offerings projected for this course of study—and the faculty that teach them—are also in high demand for F2F courses. Reallocating faculty (or more accurately, modifying assignments) is already a regular element of course scheduling in the department. Also, the department can choose to open courses to other campuses in order to fill courses and ensure fiscal viability. Should the program continue to struggle financially, it will be discontinued. It is not possible to provide details beyond this generalization because we do not know which courses will have enrollments, which will be serving on-campus students, which will be serving seniors, etc. The teaching-out of a degree that is discontinued is a process that is arrived at with careful consideration of the key stakeholders.
a concern – it would be nice to have the letter of financial report included with the proposal – without this letter, the college support seems to be by chance – if the course development grants are awarded to this department	We don't know why this was not in the materials you received as it was part of the PDF file sent to the Provost's office. It is now included.
The resources listed in the narrative that will be provided by the college are not sufficient in the first year. Will the remainder that must be covered by the department have an adverse effect? Also, the letter of support is missing, so the funds cannot be confirmed.	The remainder will be covered by enrollments in courses that is *not* reflected in this budget due to the fact that the budget only depicts new students and majors, not total enrollments in the courses.
Exhibit E, the letter of financial support from the Dean of CAS is currently missing	We don't know why this was not in the materials you received as it was part of the PDF file sent to the Provost's office. It is now included.

Use Table 1 to report enrollment projections						
Students	Year 1	Year 2	Year 3	Year 4	Year 5	Year N*
Headcount	15	25	35	45	60	60
AAFTE	9	15	21	27	36	36
*Note on Year "N":	Please replace	the letter "N" w	ith the year in	which you expe	ect the	
program to reach fu	ll enrollment.					
Use the FTE Ca		low to conv	ert Headco	unt to Annu	ıal Average	FTE
for each year re	epresented.					
	FTE	Calculator				
Credit Hours	Fall	Spring	Total			
Per Student	Headcount	Headcount	Headcount	otal Credits		
20			0	0		
19			0	0		
18			0	0		
17			0	0		
16			0	0		
15			0	0		
14			0	0		
13			0	0		
12			0	0		
11			0	0		
10			0	0		
9	15	15	30	270		
8			0	0		
7			0	0		
6			0	0		
5			0	0		
4			0	0		
3			0	0		
2			0	0		
Total	15	15	30	270		
Divide by 2 to ge		erage		2		
Annual average credits			135			
Divide by 15 for undergrads or 10 for grad students. Enter 15 or 10 >				15		
Annual average FTE				9		

			to report pro		and revenue			
			BA Er 11/1/	_				
			11/1/	2010				
			4	0 1	Fil	1st	2nd	5th
			1st FTE	2nd FTE	5th FTE	Academic Year	Academic Year	Academic Year
Total Stud	ent HDC		112	1.15	112	15	25	60
	ent AAFTE					9	15	36
						↑Enrollmer	nt values linked to	Table 1↑
Personne	I							
	<u>Faculty</u>		↓Insert e	mployee FTE by j	ob title↓	↓Insert ai	nnual salaries by	job title↓
	Program director		25%	25%	50%	17,000	17,000	29,000
	<insert job="" title=""></insert>		0.00	0.00	0.00	-	-	-
		Subtotal	0.25	0.25	0.50	17,000	17,000	29,000
	<u>Exempt</u>							
	Instructor		0.25	0.25	0.50	12,000	12,000	24,000
		Subtotal	0.25	0.25	0.50	12,000	12,000	24,000
	Classified		2.22	2 22	2.25			
	<insert job="" title=""></insert>	0.1	0.00	0.00	0.00	-	-	-
	Craduata	Subtotal	0.00	0.00	0.00	-	-	-
	Graduate TA		0501	050/	7501	0.750	0.750	44.050
	TA		25%	25%	75%	3,750	3,750	11,250
	TA	Cubtatal	0%	0%	0%	- 2.750	- 250	- 44.050
	Total Personnel	Subtotal	0.25	0.25 0.75	0.75 1.75	3,750	3,750	11,250
	rotal Personnel		0.75	0.75	1.75	32,750	32,750	64,250
Benefits						Insert henefits	based on curren	t henefit rates
Denents	Faculty					4,879	4,879	8,323
	Exempt					5,062	5,062	10,123
	Classified					-	-	-
	Graduate					1,125	1,125	3,375
	Total Benefits				-	11,066	11,066	21,821
	Link to current benefit	ts model rates			_	,	,	
Goods an	d Services		Course Dev			13,500	12,000	10,500
Travel						-	-	-
Equipmen	nt (laptops, cameras, sof	ftware)				1,000	1,000	1,000
	Total Direct Costs				_	58,316	56,816	97,571
	Total Indirect Costs	35%	1			24,131	25,747	47,692
	Total Costs				=	82,447	82,562	145,263
					_			
	One-Time Costs (Cou	ırse dev)		User inputs	one-time costs →	13,500	9,000	9,000
	Recurring Costs		Fo	ormula calculates	recurring costs→	68,947	73,562	136,263
	Total Costs				=	82,447	82,562	145,263
			Calculated total	cost per studei	nt AAFTE:	9,161	5,504	4,035
			Calculated direc	t cost per stude	ent AAFTE:	6,480	3,788	2,710
Revenue								
	Internal Departmental /A	rea Reallocation				26,816	4,315.60	(28,428.80)
	Enrollment Funding					31,500	52,500	126,000
	New State Funds					-	-	-
	WSU Allocation (Instituti	•				-	-	-
	Indirect Allocation (Cent		ort services)			24,131	25,747	47,692
	Other <insert description<="" td=""><td>n></td><td></td><td></td><td>_</td><td></td><td>-</td><td>445.000</td></insert>	n>			_		-	445.000
	Total Revenue				=	82,447	82,562	145,263
						TRUE	TRUE	TRUE
***	IINIII DI					↑Total costs	s must equal tota	revenue↑
Note on Ye	ear "N": Please replace the l	letter "N" with the year in w	hich you expect the	program to reach	full enrollment.			



WASHINGTON STATE UNIVERSITY

WSU Research Update



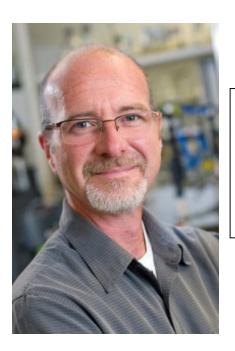
Dr. Christopher J. Keane Vice President for Research Professor of Physics





Agenda

- Proposals, awards, and expenditures update
- Strategy for enhancing WSU research and achieving Drive to 25 research-related goals
- WSU news highlights



Prof. John Peters, Director of the Institute for Biological Chemistry, is now leading our Expenditures Working Group



WSU Proposal, Award, and Expenditure Trends

Proposals

	FY17	FY18	Avg. Annual Growth % (last 4 years)	FY18 To Date (as of 4/8/18)	FY19 To Date (as of 4/8/19)
Proposal Amounts	\$1,000,949,686	\$906,519,599	1.27%	\$701,600,863	\$671,618,802
Proposal Counts	2,876	2,736	-0.66%	2,047	1,748

Awards

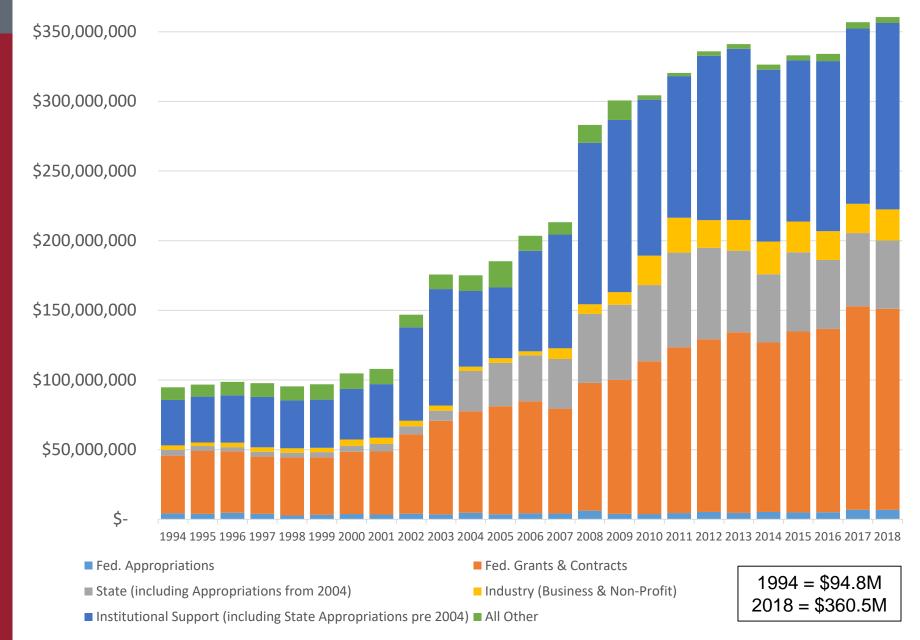
	FY17	FY18	Avg. Annual Growth % (last 4 years)	FY18 To Date (as of 4/8/18)	FY19 To Date (as of 4/8/19)
Award Amounts	\$207,976,503	\$224,858,996	1.49%	\$172,011,337	\$171,207,035
Award Counts	1,795	1,691	-0.57%	1,200	1,119

Expenditures

	FY17	FY18 (As submitted to NSF)	Avg. Annual Growth % (last 4 years)
Total NSF HERD R&D Expenditures	\$356,901,000	\$360,522,000	2.67%
Federal NSF HERD R&D Expenditures	\$152,843,000	\$151,133,000	3.86%

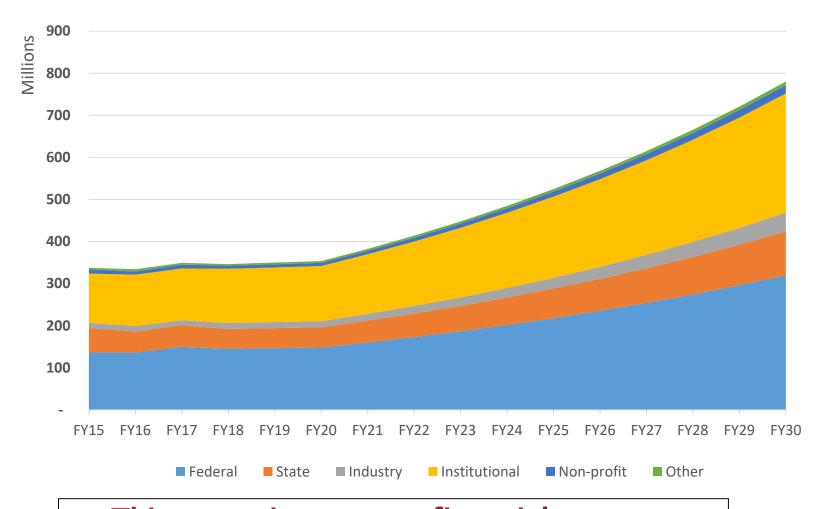


WSU NSF HERD R&D Expenditure Trends (FY2018 update)





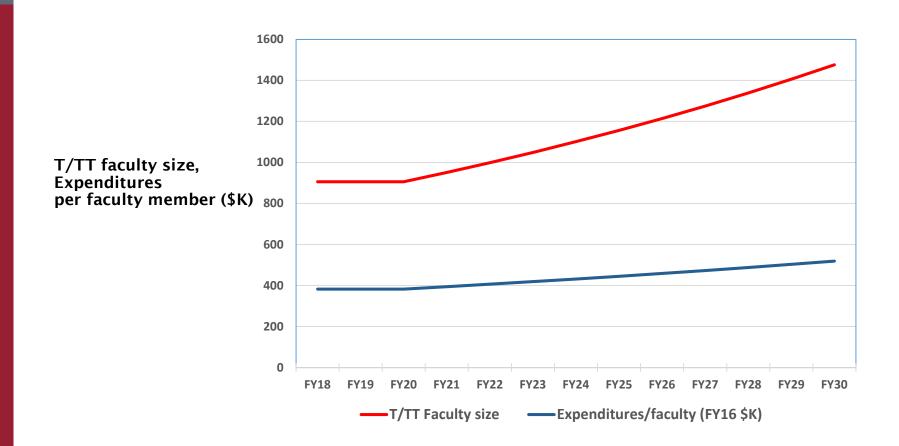
Drive to 25 Research Expenditure Projection



This scenario assumes financial recovery through FY2020 (no faculty hiring or expenditure growth until FY2021)



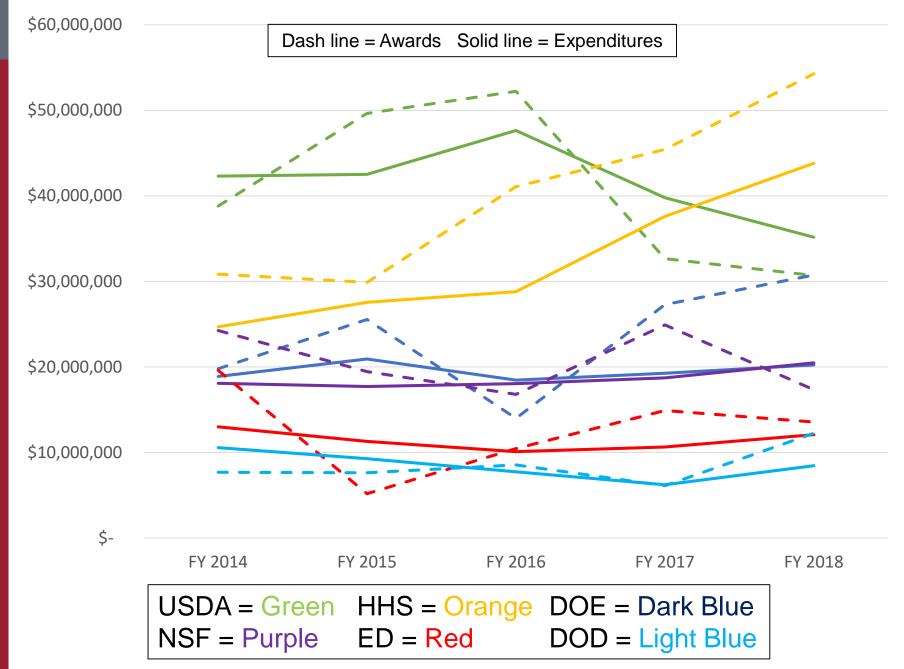
Growth Scenario: From FY2021 on, grow faculty size by 5%/year, expenditures/faculty by approximately 3%/yr



Total cost of this scenario under development

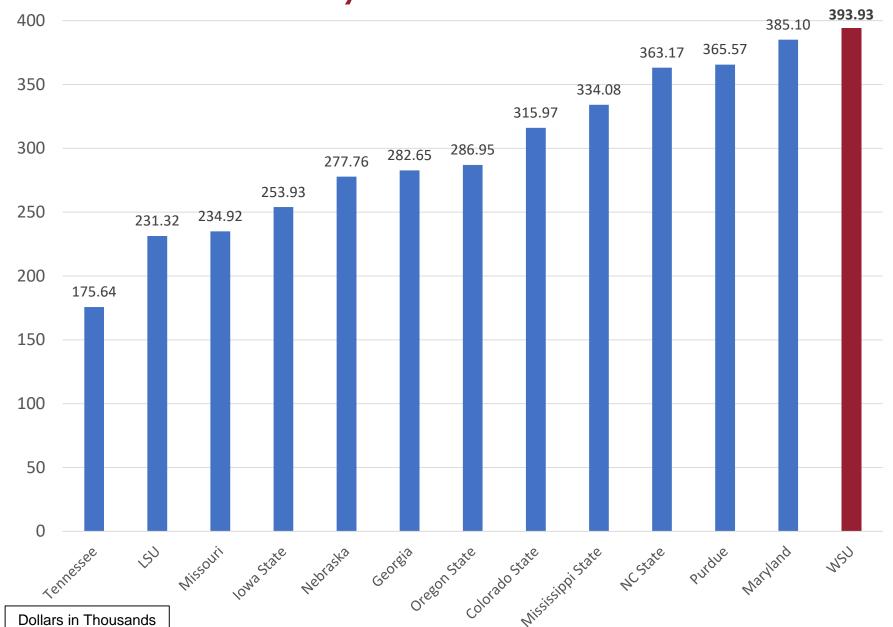


Federal Sponsored Award and Expenditure Trends





FY17 <u>Total</u> R&D Expenditures per Tenure/Tenure Track Faculty Counts – WSU and Peers





A Closer Look at Five Year Averages – WSU and Peers

Institution	FY13-17 Yearly Growth % Total R&D Expenses	FY13-17 Yearly Growth % Total R&D Expenses per T/TT faculty member	FY13-17 Yearly Growth % T/TT Faculty Counts
Georgia	6.79%	6.95%	-0.15%
Iowa State	4.96%	3.22%	1.69%
NC State	4.64%	2.62%	1.97%
Mississippi State	3.94%	4.30%	-0.34%
Oregon State	3.51%	-1.21%	4.77%
Nebraska	3.19%	2.14%	1.03%
Maryland	2.77%	3.11%	-0.33%
Colorado State	1.95%	0.81%	1.13%
Missouri	1.80%	4.09%	-2.19%
Tennessee	1.36%	9.70%	-7.60%
WSU	1.14%	0.71%	0.43%
Purdue	1.12%	-0.69%	1.82%
LSU	-1.56%	-2.17%	0.63%



Enhancing the Environment for Scholarly Research

- Strategy to meet D25 goals: Enhance Institutional Support, improve Faculty/Staff Focus and Efficiency, and promote Value Added Partnerships

Institutional Support

Faculty/Staff Focus and Efficiency

Value Added Partnerships

Define goals

Investment (F&A)

Infrastructure

Communications

Targeted Hiring

Recruitment and Retention

Proposal Preparation

Leadership Training

Centers and Institutes

Industry and National Labs

Interdisciplinary Matchmaking

Development

Incentives

- Key Accomplishments -

F&A Policy Changes

Grant Support CILs Task Force

Vivarium Centralization

AAALAC accreditation

Strategic Research Investment Program

Identify / Prioritize Research Strengths

Streamlined Industrial Engagement Policy

PNNL Joint Institutes



WSU News Highlights

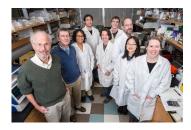
Worldwide rare disease study led by
WSU researchers
Jean-Baptiste Roullet and Mike Gibson,
College of Pharmacy and Pharmaceutical Sciences (WSU
Spokane)

WSU tops USDA research and development list for second year in a row

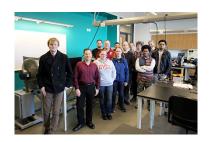
Everett wind energy team earns Department of Energy grant Gordon Taub, School of Mechanical and Materials Engineering (WSU Everett)

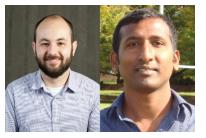
Researchers receive NSF Career Awards
Gozen, School of Mechanical and Materials Engineering;
Jana Doppa, School of Electrical Engineering and
Computer Science

Finding practical solutions to real crime issues
David Makin, Criminal Justice and Criminology













Backup slides



Summary Recommendations from the Drive to 25 Expenditures Report Involve Multiple WSU Offices

- 1. Develop projections for FY2030 expenditures and associated plan for enhancing expenditures.
- Develop a strategic budget process for WSU that enables identification of funds for research investment.
- 3. Develop a research investment plan to support growth of research activities and required infrastructure.
- 4. Implement actions to recruit and retain active research faculty.
- 5. Support growth of research, including increased productivity, within existing faculty.
- 6. Provide resources to support enhanced productivity among post-docs and graduate students.
- 7. Support and advance multidisciplinary research.
- 8. Strengthen relationships and interactions between the research, philanthropic, and sponsor (federal and other) communities.
- 9. Address WSU cultural issues impacting research productivity.

Agenda

Institutional Infrastructure Committee Thursday, May 2, 2019 10:30 a.m. – 11:30 a.m.

Location: WSU Health Sciences Spok	kane, SNRS, Room 401
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Committee Members: Brett Blankenship (Chair), Ted Baseler, and Scott Carson

Future Action Items		<u>Section</u>	
1.	WSU Pullman, Baseball Clubhouse Schematic Design Approval (Pearson/Chun/Yang)	I-1	
2.	WSU Tri-Cities, Academic Building Schematic Design Approval and Construction Phase Approval (<i>Pearson/Haynes/Yang</i>)	I-2	
3.	WSU Tri-Cities 9+/- Acre Land Swap with the Richland School District and Athletic Fields Agreement (Pearson/Haynes/Goodell)	I-3	

FUTURE ACTION ITEM #1

WSU Pullman, Baseball Clubhouse Schematic Design Approval (Stacy Pearson/Olivia Yang)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman, Baseball Clubhouse, Schematic Design Approval

PROPOSED: That the WSU Board of Regents approve the schematic design for

the WSU Pullman, Baseball Clubhouse project.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING

INFORMATION: The new baseball clubhouse will provide a home for the Cougar baseball

program as well as a new front door to Bailey-Brayton Field. This state-of-the-art facility will accommodate the daily needs of the baseball program and include a locker room, weight and cardio room, academic area, team meeting room, and areas for Cougar equipment and athletic medicine. In addition, the facility will enhance the game day experience for players, coaches and fans and provide improved ingress and egress

along with new public restrooms and concessions.

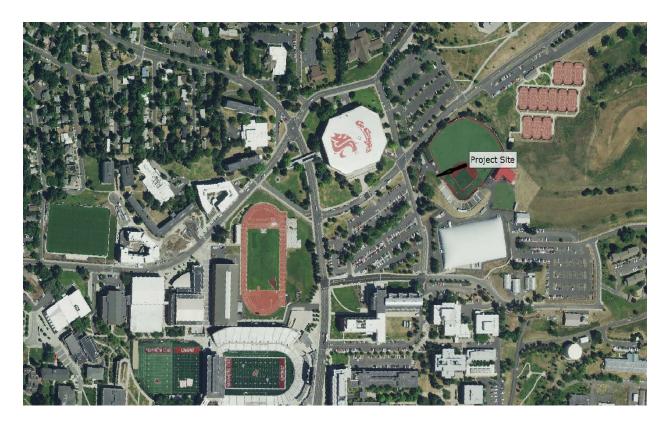
This facility is considered critical to allow WSU to continue to compete at the highest level with peer programs in the PAC 12 Conference. The Board of Regents approved the design and construction for the project within the budgeted amount of \$10,000,000 at the January

2019 meeting.

ATTACHMENTS: Attachment A: Aerial Site

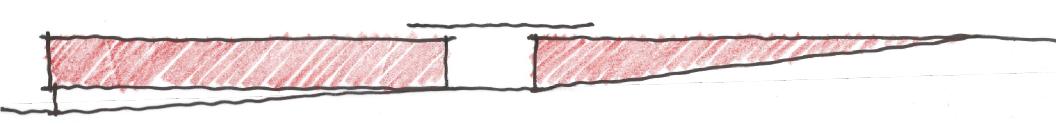
Attachment B: Design Presentation

Attachment A



WASHINGTON STATE B A S E B A L L

BACK TO OMAHA





























METAL PANEL COLOR I

METAL PANEL COLOR 2

ENTRY WINDOWS

SRG



NORTHWEST VIEW

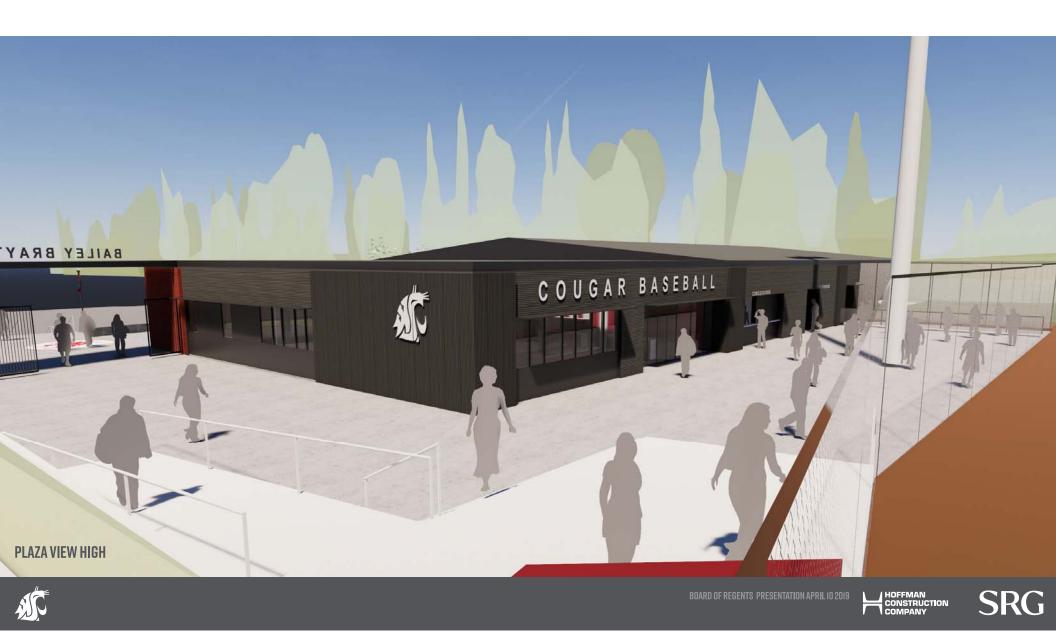












FUTURE ACTION ITEM #2

WSU Tri-Cities, Academic Building Schematic Design and Construction Phase Approval (Stacy Pearson/Olivia Yang)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Tri-Cities, Academic Building, Schematic Design and

Construction Phase Approval

PROPOSED: That the Board of Regents approve the WSU Tri-Cities, Academic

Building with a total budget not to exceed \$30,400,000, authorize the project to proceed to design and construction using the Design-Build (DB) process pursuant to RCW 39.10, and further delegate authority to the President or his designee to enter into any and all contracts necessary to complete the project, within the budgeted

amount.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING INFORMATION:

The 40,000 gsf Academic Building will facilitate future growth in STEM-focused high demand bachelor's degrees in Biology, Chemistry, and Education with STEM content area endorsements. This will allow for the expansion of new degree offerings in other disciplines as existing classroom space becomes available. The facility will include eight laboratories supporting Physics, two labs for Biology, two labs for Chemistry, Anatomy/Physiology and two 96 seat active learning classrooms. A central gathering area in the main entry will employ stadium style stairs to allow for large group presentations and community events.

A major focus will be on interdisciplinary programming and enhanced collaborations between the campus and adjacent research facilities within the Tri-Cities Research District including those at the Pacific Northwest National Laboratory (PNNL). WSUTC plans to offer the hands-on educational experiences that will lead to career opportunities and help meet the employment needs of Hanford contractors and other STEM industries. The existing laboratory space

for teaching and training does not meet current standards for state-of-the-art instruction in the life and physical sciences.

The Academic Building will be located directly west of the Consolidated Information Center (CIC) building.

The Board of Regents approved \$400,000 for pre-design in the FY2015-17 and \$3,000,000 for the design and pre-construction in the FY2017-19 state capital budgets. The University has requested construction funding for the FY2019-21 State capital request. The project budget total will reflect final amount of construction funding as appropriated by Legislature.

Project Schedule:

Regents Approval of Design and Construction	May <i>2019</i>
Design	Jan <i>2019 – Dec 2019</i>
Construction	Nov <i>2019 – Feb 2021</i>

Project Budget:	
Construction (incl. contingency & sales tax)	
Professional Services	

Professional Services \$ 928,000
Project Management \$ 956,000
Moveable Equipment/Furnishings \$ 958,000
Other \$ 558,000

Total Project Budget \$30,400,000

Source of Funds:

FY2015-2017 State Funds \$ 400,000 FY2017-2019 State Funds \$ 3,000,000 FY2019-2021 State Funds \$ 27,000,000

Total Source of Funds \$30,400,000

ATTACHMENTS: Attachment A: Aerial site map

Attachment B: Design Presentation

\$ 27,000,000

Attachment A



Attachment B

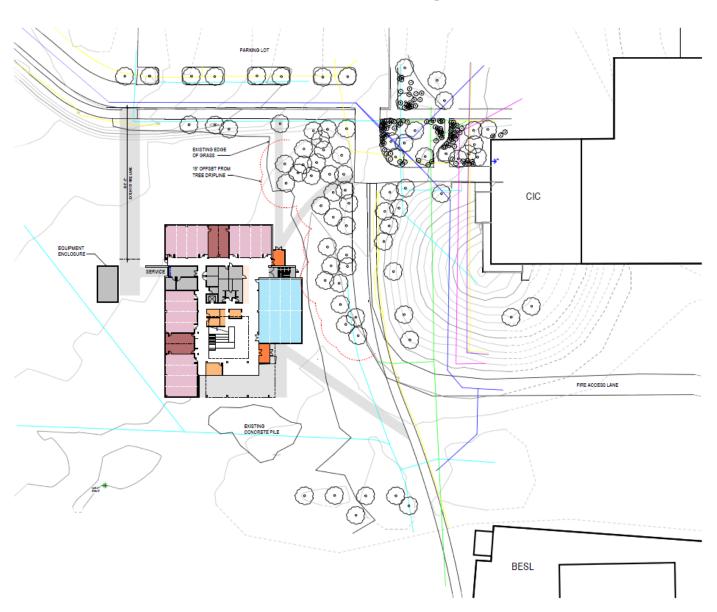
WSU Tri-Cities Academic Building

Board of Regents Meeting May 2, 2019

Tri-Cities Academic Building Site Plan

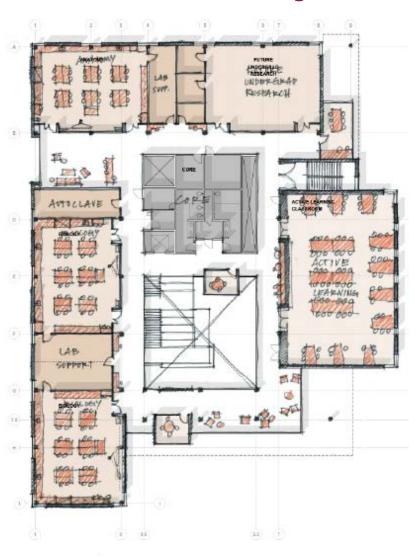


Tri-Cities Academic Building Site Plan



Tri-Cities Academic Building Level 01 PALLEWE TREES SERVICE SHIME CHEMISTRY LAN 000,000 CLASSISSOM 500 000

Tri-Cities Academic Building Level 02



Tri-Cities Academic Building Perspectives





SE View NE View



WSU TRI-CITIES NEW ACADEMIC BUILDING

FUTURE ACTION ITEM #3

WSU Tri-Cities

9+/- Acre Land Swap with the Richland School District and Athletic Fields Agreement (Stacy Pearson/Sandra Haynes)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Tri-Cities ("WSUTC"), 9+/- Acre Land Swap with the Richland

School District and Athletic Fields Agreement

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

PROPOSED: That the Board of Regents approve the negotiation of a land swap

with the Richland School District (the "District") pertaining to approximately 9 acres of land located on the WSUTC Campus that would be swapped for approximately 9 acres of land located on Hanford High School's Campus, and further delegate authority to the President or his designee to enter into any and all documents

necessary to complete this land swap.

BACKGROUND INFORMATION:

In 1993, the District deeded to the University approximately 30 acres of land adjacent to the south side of the WSUTC Campus. A copy of the WSUTC Campus Master Plan is illustrated in Attachment A and the 30-acre property is outlined in red. This was one of the incentives provided to the University by the Tri-Cities to locate a campus in Richland. At the time of the deed, the District had a baseball field, track and field complex, football field and bleacher seating on the land that was used by the adjacent Hanford High School. The 30acre property was deeded to the University pursuant to a "Disposition Agreement" that provided continued use by the District of its athletic facilities until such time that the land was needed by the University for its campus facilities. Under the Disposition Agreement, if the land was ever needed for WSUTC facilities, WSUTC would have to relocate the District's original facilities to other property owned by the District, at WSUTC's expense.

In 2006, the District and WSUTC entered into an Interagency Agreement whereby the District was permitted to improve and supplement its athletic facilities on the land with the provision that any required relocation of the new improvements would be at the District's expense. Since the 1993 Disposition Agreement, the District has maintained the entire 30-acre property and has paid all costs of operating the athletic facilities thereon. In 2014, the District and WSUTC also entered into an agreement whereby WSUTC obtained the right to use certain District athletic facilities on the 30 acres.

The District now desires to substantially improve its athletic facilities on a portion the 30-acre property owned by WSUTC, and has obtained approval from its voters to issue bonds for that purpose. Such improvements will include, but not be limited to, new bleacher seating (2,000 seats), restroom facilities, a concession area, artificial field turf and resurfacing of the existing track. The District's improvements will cost in excess of \$6,000,000 and the District does not want to make the improvements on WSUTC's property in light of the 2006 Interagency Agreement between the parties, which could require the District to relocate such improvements, at the District's expense.

As a result of the foregoing, the District originally proposed to lease 15 of the 30 acres from WSUTC under a long-term ground lease, which we presented to the Board of Regents as a Future Action Item in March 2018. After that meeting, the District's Board (with community input and support), decided that the District should not build its proposed improvements on land that it does not own, and elected not to proceed with the ground lease. The District has now proposed the possibility of "swapping" a portion of WSUTC's 30-acre property for a similarly sized portion of Hanford High School's property.

The terms of this proposed land swap are currently being negotiated, although the District has agreed to the following key terms:

• WSUTC's land to be swapped with the District will be limited to approximately 9 acres. In doing so, WSUTC will retain approximately 6 acres of property on George Washington Way, to the west of the proposed 9 acres to be swapped with the District, and approximately 21 acres to the east of the proposed 9 acres. An illustration of the 21 acres to be retained by WSUTC is provided in Attachment "B". The District's 9-acre property to be swapped with WSUTC is also illustrated in Attachment "B", and includes Hanford High School's existing varsity soccer field and related improvements, such as bleacher seating and field lighting.

- The District's 9-acre property is located immediately to the south of, and adjacent to, WSUTC's property.
- All existing agreements between WSUTC and the District will terminate as they have become outdated (particularly upon completion of the land swap). WSUTC and the District will enter into new agreements to accurately reflect the relationship between the parties and their properties. For example, the parties will execute a new Interagency Agreement to exclude the 9 acres where the District will build its athletic facilities, as this property will then be owned by the District. The new Interagency Agreement will only pertain to the remaining 21 acres on WSUTC's property where the District's existing baseball fields are located. The new Interagency Agreement will accurately reflect that WSUTC has the right to require the District to relocate the baseball fields at any time, at the District's sole cost and expense. It will also reflect that WSUTC has the right to use the fields for its exclusive use if it ever elected to do so. In the meantime, the District and WSUTC will share the rights to use the baseball fields, and the District will continue to be responsible for maintaining them.
- WSUTC and the District will create and execute a new Athletic Fields Agreement (or similar document) to formalize the parties' agreement to co-brand the District's new athletic facilities. WSUTC will have priority rights to use such facilities for its commencement ceremonies, and will have second priority rights to use the facilities after the District for other activities.
- The District will continue to maintain the soccer fields on the 9-acre property that WSUTC will receive for ten (10) years after the land swap is complete.
- The District will be responsible for all fees and expenses associated with the land swap, including the surveying and civil engineering fees to create the two new 9+/- acre parcels, and any attorney's fees necessary to complete the swap.

WSUTC is in need of athletic facilities for use by its students and this proposed transaction would satisfy that need for the foreseeable future. WSUTC is in favor of moving forward with this proposed land swap.

ATTACHMENTS:

Attachment A - WSUTC Campus Master Plan. The 30-acre property deeded to WSUTC by the District in 1993 is outlined in red.

Attachment B – the proposed 9 acres of WSUTC's land that will be subject to the land swap is outlined in outlined in red, as is the District's proposed 9 acres that will be subject to the land swap. The remaining 21 acres to be retained by WSUTC is outlined in blue.

"Attachment A"

WSUTC Campus Master Plan



"Attachment B"

Proposed 9 acre land swap



Agenda

Student Affairs and Student Life Committee Thursday, May 2, 2019 10:30 a.m. – 11:30 a.m.

Location: WSU Health Sciences Sp	pokane, SNRS, Room	201
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Committee Members: Lura Powell (Chair), Marty Dickinson, Jordan Frost

Information Items		<u>Section</u>
1.	WSU Mental Health Summary (Gonzales)	S-1
2.	Academic Services for Student Athletes (Blair/Hathaway)	S-2
3.	Student Affairs and Student Life Committee Charter Review (Gonzales)	S-3

Presentation Not Available at Time of Posting





Core Programming

- Summer Bridge
- Orientation
- Proactive Weekly Monitoring/Study Hours
- Evaluation Reports

- Advising
- Team Academic Success Plans
- Fast Start



Learning Services

- Incoming Screening and Evaluation
- GMRT & Questionnaire
- Learning Specialists
- Math Specialist

- SOMA Reading Enhancement
- Guided Study
- Team Guided Study
- Tutoring



Our Student-Athletes

- Average incoming GPA: 3.31
- 31% are first generation
- 39% from the state of Washington
- 32 different states and 27 different countries represented

- 13% are international
- All student-athlete cumulative GPA, 3.10
- In 47 different majors
- 31 in Honor's College

A Few Of Our Outstanding 2018-2019 Seniors



McKenna Woodford, Volleyball Biological Sciences & Chemistry Minor Top Ten WSU Senior Award (Alumni Association)



Ray Littles, Men's Track & Field Sport Science & Business Minor – Attending USC next year to pursue his doctorate in physical therapy

Two Perfect 4.0

Paige Danielson, Rowing
(NCAA Elite 90 Award)
Electrical Engineering & Honor's College
Kyler Little, Cross Country
Double Major in Computer Science/Mathematics
and Physics/Spanish Minors

Mechanical Engineering
Claire Martin, Volleyball
14% of the nation's mechanical
engineering majors are female

Twenty-Nine Student-Athletes Excellence in Academic Awards (3.50 Cum. GPA or higher)



Fall 2018 Academic Highlights

27

Student-athletes earned a 4.0 semester GPA (highest fall number)

11 of 14 teams maintained over a

3.0 **GPA**

130

A record number of Student-Athletes were named to the President's Honor Roll (28%)

Women's basketball had the highest semester GPA

3.57

141

Freshmen studentathletes average a 3.10 semester GPA

Graduation Success Rate

81%

3.48

Swimming earned its highest team semester GPA (in 10 years)

54%

Of all student-athletes earned over a 3.00 cumulative GPA

Student-Athletes earned their highest fall semester (3.03) and cumulative (3.10) GPAs while averaging 13 credits earned

Student Affairs and Student Life Committee

Purpose. The Student Affairs and Student Life Committee is responsible for policies and matters relating to student life and education outside the classroom. It advises the board on student affairs issues and topics to help the board make informed decisions on matters directly affecting the students and supports institutional efforts to improve the quality of the student experience. The committee shall also consider issues and policies related to intercollegiate athletics and other programs that promote school spirit and the quality of student life.

Composition. There shall be at least three members appointed by the board chair, one of whom shall be the student regent, as provided in the Board of Regents Bylaws. Additionally, the president shall appoint ex officio members from among the officers of the university who, in consultation with the committee chair, shall be responsible for development of the committee agenda and for submitting recommendations to the board.

Responsibilities. This committee shall make recommendations and provide governance oversight on the following:

- Student Policies. This committee shall consider policies, practices, and procedures that create conditions to enhance student success, such as the institution's standards of conduct, housing and food service policies, health and safety policies, and policies governing student organizations and extracurricular activities. Working with other committees, it shall also consider issues related to student service areas of the university, including admissions, registration, financial aid, student advising, and housing.
- Student Experience. This committee shall develop an understanding of the non-academic programs and services that create conditions for student success and shall advise the board in its decision making on matters affecting the students. It shall support programs that help create a diverse, vibrant learning environment and student-oriented campus culture, such as civic engagement and leadership activities, education abroad, academic support programs, career services programs, intramural and club sports, and recreation, and other co-curricular activities.
- Athletics. This committee shall review matters related to intercollegiate athletics and athletic policies and planning.

WSU Health Sciences Spokane, SNRS 205

Committee: Committee of the whole – Ted Baseler (Chair)

Location:

10.

Agenda

Finance and Compliance Committee Thursday, May 2, 2019 1:15 p.m. – 4:30 p.m.

<u>Infori</u>	mation Item	Section
1.	Internal Audit Update (Lopez)	F-1
<u>Actio</u>	n Items	
1.	Services and Activities Fee Rate Changes for Academic Year 2019-2020 (Pearson)	F-2
2.	Services and Activities Fees Committee Allocations for Summer 2019 and Academic Year 2019-2020 (<i>Pearson</i>)	F-3
3.	WSU Pullman, Undergraduate Technology Fee Committee Allocations for Academic Year 2020 (<i>Pearson</i>)	F-4
4.	WSU Vancouver, Undergraduate Technology Fee Committee Allocations for Academic Year 2020 (<i>Pearson</i>)	F-5
5.	WSU Spokane, Proposed Changes to WSU Health Sciences Spokane Parking System Rates (<i>Pearson/DeWald</i>)	F-6
6.	Proposed Changes to Summer Session Tuition Policy (Pearson)	F-7
7.	Initiative for Research and Education to Advance Community Health (IREACH), Extension of Office Lease (Pearson/Goodell)	F-8
8.	Richland 24.29 Acres – Sale of Real Property (Pearson/Haynes/Goodell)	F-9
9.	WSU Tri-Cities 9+/- Acre Land Swap with the Richland School District	F-10

and Athletic Fields Agreement (Pearson/Haynes/Goodell)

Phase Approval (Pearson/Haynes/Yang)

WSU Tri-Cities, Academic Building, Schematic Design and Construction

F-11

11.	WSU Pullman, Baseball Clubhouse, Schematic Design Approval (Pearson/Yang)	F-12
12.	Refunding of Trust and Building Fee Revenue Bonds, 2009B (Pearson/Skinner)	F-13

Office of Internal Audit Fiscal Year 2019 – Quarter 3 Status Report January 1, 2019 through March 31, 2019

Internal Audit engages in three primary activities – assurance audits, advisory services and investigations. The focus of our efforts is to assist management in the proper discharge of their duties by providing evaluation and feedback of internal control systems and operations.

This quarterly report includes updates on the status of the current fiscal year audit plan and reports issued in the period. Current staffing includes CAE, Audit Manager, Sr. IT Auditor and three field auditors (vacant field auditor position anticipated to be filled in May).

FY 2019 Audit Activity		9 Audit Activity
From FY 2019 Plan	Status	Comp
Continuous Audit - PCard	Ε	C – Complete
Continuous Audit - Travel	Ε	E - Engaged
Continuous Audit - Gen Expense	Ε	N – Not yet E
Continuous Audit – Payroll	Ε	
Time and Leave Reporting	Ν	Investigations
Global Animal Health - Fiscal	Ε	Investigation
Work Study	N	Investigation
Disposal of Electronic Media	Ε	FY 2019 Inve
CSC 9/11 - Secure Config. Of	_	
Network, Ports	Ε	
CSC 15 - Wireless Access Points	Ε	Internal Advi

Addit Activity			
	Completion of FY 2019 Audit Plan		
	C – Completed	0%	
	E - Engaged	80%	
	N - Not yet Engaged	20%	

Investigations - completed to report	6
Investigations - pending	10
Investigations - closed in prelim	0
FY 2019 Investigations	16

Internal Advisories	147
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At report date, several audits and investigations from prior year audit plans are in report stage or near completion. These will be included in future update reports as they are issued.

Major project for fiscal year included development of Mandatory Ethics Training - still anticipated to be implemented in the current fiscal year.

External Audit activities (not including various federal program audits occurring through year):

Auditor	Scope	Status
WA Ethics Board	Investigation - WSU Referral	Engaged
WA Ethics Board	Investigation - SAO Referral	Engaged

The following opinion methodology is applied to assurance audits:

The following opinion method of gy is approach to assertance asserts:		
Satisfactory	Control Environment (CE) is adequate	
Some Improvement Needed	CE is adequate but some exceptions noted	
Major Improvement Needed	CE not adequate and significant exceptions noted	

Washington State University

Completed Reports Summary

C 18-03, Continuous Audit of Travel

Summary

Travel activity was included in the Internal Audit continuous audit program in FY 2018. Transactions occurring through the fiscal year were reviewed for significant trends and anomalies. Selected travel vouchers were tested to support and the travel advance process was reviewed in detail. In FY 2018, Travel Services processed over \$23 million in expenses coded to Object 04 Travel. We communicated recommendations to central management in the area of oversight, policy and processes related to travel advances. We also noted isolated exceptions with departmental processing of travel vouchers that were brought to the attention of each unit at the end of testing. Conclusion – some improvement needed.

P 18-06, IT Secure Configuration of Endpoints and Servers

Summary

Audit objective was to assess the security posture of endpoint (workstations) and server computing devices as managed by Information Technology Services (ITS). We recommended System-wide policies be established for endpoint and server configuration standards to be met by all systems connecting to WSU networks. These policies should be implemented consistently and monitored for compliance and enforcement. Some of these recommendations have been communicated to management in prior audits and are not yet resolved. Conclusion – some improvement needed to increase compliance with applicable rules and regulations and to help lower the overall risk level of WSU's cyber systems. In the case of monitoring and reporting, the necessary tools are mostly in place (some reconfiguration is necessary) to detect and alert on systems whose security posture has changed since the last established baseline.

Investigation Activity Summary

Internal Audit performs investigations of suspected employee misconduct including fraud, waste or abuse of University resources or position.

During the reporting period we closed two investigations initiated in Fiscal Year 2019:

Summary:

- I 19-07 referral from management: employee at unit misreporting leave taken and time worked. Concluded significant variances from reported to actual time worked. Deferred to management for correction.
- I 19-13 referral from management: employee at unit misreporting leave taken and time worked. Concluded variances from reported to actual activity, also noted misuse of resources (network and email). Deferred to management for correction.



March 29, 2019

Stacy Pearson
Vice President, Finance & Administration
French Ad 442
Pullman, Washington 99164-1045

Dear Vice President Pearson:

Following is the final report for our audit of Travel, performed as part of our Continuous Audit Program. The audit included analysis and testing of travel transactions as they occurred throughout Fiscal Year 2018.

For all tests performed, the traveler, TEV preparer, expenditure authority, and AFO were sent results and most have provided feedback on corrective actions, if applicable.

While the audit primarily focused on transactions at the unit level, we also noted areas where internal controls could be improved centrally. This report serves as a summary of procedures performed throughout the year including overall issues identified.

We appreciate the cooperation and assistance provided by your staff during this review. Please let me know if we can be of further service.

Sincerely,

Heather Lopez

Chief Audit Executive, Internal Audit

cc: Dr. Kirk Schulz, President

Danielle Hess, Division Chief, AAG

Matt Skinner, Associate Vice President Financial Services, Internal Control Officer

Manali Bettendorf, Controller/Director of Business Services

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
BACKGROUND	4
SCOPE and AUDIT METHODOLOGY	5
AUDIT OBSERVATIONS AND RECOMMENDATIONS	€
BASIS OF REVIEW	13

EXECUTIVE SUMMARY

The audit of Travel was included in the Fiscal Year 2018 Audit Plan as part of the Continuous Audit Program. Each year, audit areas/functions identified as inherently high risk, due to decentralization or other factors, are selected for continuous audit. In addition to Travel, the Fiscal Year 2018 Continuous Audit Program included purchasing cards, fuel cards, cash receipting and petty cash.

Our audit objective was to evaluate whether internal controls as developed, approved and implemented provide reasonable assurance to address the following:

- Reimbursed travel expenses are appropriate, allowable and approved
- Reimbursements and advances are processed timely and accurately

In Fiscal Year 2018, Travel processed over \$23 million in expenses coded to Object 04 Travel. Test selections were made based on analysis of paid payment requests and travel advance activity.

Conclusion

Overall, we concluded internal controls were adequate to ensure objectives are met, though some improvement is needed. Detailed descriptions of issues and our recommendations are provided within this report in the following significant areas:

- A. Central Administration of Travel Advances
- B. Department Responsibilities

BACKGROUND

Travel Services provides guidance to the WSU community regarding travel policies, travel-related state contracts, and travel expense reimbursement procedures. In addition, they are responsible for ensuring compliance with policies when processing Travel Expense Vouchers (TEVs), both electronic and paper; processing travel advances for employees; issuing and providing administrative support for University travel charge cards; and monitoring Central Travel Authority (CTA) activity.

Travel Services has experienced significant turnover. During the audit period, Travel Services had two full-time travel processors, one of whom departed shortly after fiscal year end. A Manager that held 25% of effort in managing travel and the remaining time managing non-federal grants and other activities departed during the audit period. Also, the then-Associate Controller, who had approximately 5% of his time dedicated to travel left Travel Services right after the end of the scope period. Therefore, management responsible for addressing audit issues, consists of a new team as compared to employees present during audit fieldwork.

Overall, while processing TEVs is not the only function performed by Travel Services, the 2.3 Full Time Equivalents (FTEs) were responsible for processing approximately 25,500 TEVs during FY 2018.

The travel process includes three stages:

- pre-trip approval of travel plan and budget via a Travel Authority (TA) (or verbally, if allowed), and travel arrangements are made by the department
- during trip traveler enters travel status and incurs expenses
- post-trip TEV is created, approved by supervisor and expenditure authority, and sent to Travel Services for processing of reimbursement

An exception to the general stages occurs when a travel advance is requested. WSU can provide travel advances to defray certain reimbursable travel expenses incurred during official business if the traveler meets all of the following criteria:

- current WSU employee
- in travel status for at least 15 days
- no outstanding advances

Travel advances are processed in the pre-trip stage by department submission of an approved TA to Travel Services. If the advance is approved, Travel Services processes payment to the employee. Post-trip, Travel Services audits claims on approved TEVs and either clears the advance

by reimbursement to employee (if travel expenses are greater than the initial advance), or processes a recovery from employee to cover overpayment.

SCOPE and AUDIT METHODOLOGY

The audit scope included review of the University's Travel Program, its administration and review of decentralized travel advances, and requests for reimbursement. Tests were performed on transactions occurring during Fiscal Year 2018. Audit fieldwork took place between September 1, 2017 and June 30, 2018.

We interviewed the individual responsible for processing travel advances, and evaluated internal controls and operating procedures in effect at the time of audit fieldwork. We tested 25 TEVs totaling \$34,357. We also reviewed nine travel advances issued and cleared totaling \$64,599 and tested an additional ten TEVs associated with travel advances.

AUDIT OBSERVATIONS AND RECOMMENDATIONS

The following are our observations from interviews, walkthroughs and tests.

A. Central Administration of Travel Advances

1. Approval of Travel Advance Exceptions

Travel Services is responsible for processing travel advance requests. The Travel Authority (TA) is submitted by departments and Travel Services audits the record for completeness and compliance. Per WSU policy, to be eligible for a travel advance, one must be currently employed as faculty/staff, remain in travel status for at least 14 days, and have no outstanding advances. Exceptions to these requirements may be requested and should be clearly stated on the Travel Authority (TA). If the exception is approved, the department must use 17A funds.

We tested nine travel advances and compared support from travel advance request to TEV, and to system entries for clearing the advance. We noted the following concerns:

- Two travel advance requests for airfare purchases were approved by Travel Services. One was issued on 17A funds while the other was issued on state funds. Per SAAM 10.80.60.b.4, travel advances are prohibited for the purchase of commercial airfare. Two concerns arise with Travel Services approving these requests: 1) the one advance issued on state funds violated state rules; Travel Services does not have the authority to grant exceptions to state regulations which govern state funds the travel advance should have been charged to 17A funds instead of state funds, and 2) a better practice is that neither of these requests should have been approved. As CTA is the preferred method to purchase airfare, a CTA should have been used to purchase the airfare thus negating the need for an advance for airfare.
- One advance noted a need for the advance due to financial hardship; however, the
 trip's duration was less than 15 days. Per Travel Services, any exceptions to WSU
 travel advance policy (such as student traveler or duration of trip 14 days or less)
 must be clearly noted on the TA. This TA did not have the exception documented
 but supporting emails did. Six advances requiring approval for exception were
 processed without the required notations.

Issue: One exception to travel advances granted by Travel Services was contrary to state policy.

Issue: Lack of documentation on TAs to explain granted exceptions.

2. Travel Advance Processing

For approved requests, Travel Services processes a Payment Request (PR) to issue the advance to the traveler. Once travel has concluded, the Travel Expense Voucher (TEV) is completed to identify expenses incurred during travel. Travel Services audits TEVs to ensure information is complete, supported with receipts, and required explanations are present. They also review to ensure trip dates, per diem rates, calculations, and account coding are accurate. Once reviewed, the advance is cleared through either a JV (Journal Voucher) or PR, depending on whether or not a recovery is required.

Travel Services is responsible for clearing the travel advance and posting corresponding expenses to appropriate objects/subobjects, based on information provided in the initial advance and expenses reported on the TEV. Although the department is responsible for entering complete account coding on the TA and TEV, Travel Services is responsible for verifying that advances are cleared to the same account that they are drawn from and expenses are posted to the appropriate account as requested by the department.

During our review, we noted the following exceptions to policy:

- Five TAs/TEVs were processed with incomplete or erroneous information, including one or more of the following: TEV did not provide travel details; hotel receipt not itemized; duplicate receipts present; incorrect calculation of expenses; incorrect subobject coding; and discrepancy in trip dates.
- Six advances were cleared against the wrong account and/or object code. Most account errors involved charging the advance against state accounts when exceptions applied, meaning the advance should have been either disapproved due to exception or charged to 17A accounts.
- For two advances, there was a delay in TEV submission. TEVs associated with travel advances should be submitted to Travel by the tenth day of the month after conclusion of travel. (We noted submitting TEVs timely is the department's responsibility.)
- For one TA, the required authorizer's official name and title were missing; however, the advance was still processed since Travel Services noted they could recognize one of the signatures.

We also noted some TEVs did not include conference itinerary – though this is not a policy requirement, it is a good practice to require as TEV support to demonstrate conference duration and registration fee-covered meals and expenses.

Issue: No written processes to guide Travel Services' employees on processing advances and exceptions.

Issue: Current University policy does not require a conference itinerary, or conference dates to be included with the TEV making it impossible to determine appropriate business travel dates vs. personal travel, where applicable. It is also difficult to correctly apply per diem without knowledge of what meals/expenses were provided as part of the conference.

Recommendations:

Travel Services should develop written internal policies and procedures for auditing TAs and TEVs to reduce errors and ensure consistency. These policies should also provide guidelines for reviewing and processing exceptions. At times, subjective judgment calls have been made for approvals – justification to support decisions of approval or denial should be in writing. Exceptions to state regulations cannot be made without prior approval from the state.

Additionally, University resources such as Central Travel Accounts and Travel Charge cards should always be considered and recommended prior to issuing advances or granting exceptions to policies.

Finally, travel policies should be updated to require, where necessary to support travel claims, the submission or conference itineraries including conference dates along with TEVs to ensure that only applicable business related expenses are reimbursed.

B. <u>Department Responsibilities</u>

Travel is initiated at the department level and only approved by the approving official if deemed necessary to conduct University business. After travel occurs, the TEV is prepared, reviewed, and approved at the department level. Once approved, it is submitted to Travel Services via the electronic forms system for processing. With the exception of processing for travel advances, it is only at this point, once approved and submitted, that Travel Services reviews the claim for completeness, allowability, and approvals. As noted in preceding issue, the department works with Travel Services on processing travel advances prior to the travel activity.

We tested 35 TEVs - ten specific to ensuring travel advances were properly cleared and another 25 to ensure travel and reimbursements were reasonable and approved. For all tests performed, results were communicated via memo to the traveler, TEV preparer, supervisor, and expenditure authority. In most cases, the expenditure authority was the Area Finance Officer (AFO). For instances where the AFO was not the expenditure authority, the AFO was also included in the communication of results.

Below is a summary of what was found during tests. Although it is anticipated process flow and system improvements via Modernization will make travel processing more efficient, complete, and accurate, most exceptions below concern monitoring, in addition to knowledge of processes and requirements.

Recommendation

It would be beneficial for Travel Services to increase awareness and training to travelers and reviewers, especially to highlight the number of significant changes to Travel Policy in an effort to increase and reinforce department and individual accountability.

1. Incomplete Travel Details on TEV or Support

Many TEVs had activity that was not easily explained without contacting the unit for support beyond what was submitted via the electronic forms system. Examples included not claiming meal per diem when staying overnight and remaining in travel status for several days without claiming lodging.

BPPM 95.20 advises at Travel Details, "Enter an explanation when justifying an unusual travel expenditure or requesting an exception to usual University policy." We have recommended units follow existing policy and better utilize the "Travel Details" field on the TEV for unusual activity. If travel is for a conference, we have recommended including the conference itinerary, as registration fees may cover certain meals, making reimbursement for those meals unallowable.

During testing, we noted the following:

- Two instances of expenses covered by a third party with no explanation provided.
- Four instances of employee in personal travel for part of trip but details not provided.
- Four instances of employee attending a conference but details not provided to corroborate meals claimed, or not claimed.
- One hotel receipt was missing with no affidavit of lost receipt present (affidavit required if no receipt and expense is over \$50).
- Six instances where not all fields on TEV were completed (e.g., mail code, return date, return time).
- Unusual activity that should have triggered request for more information included: an employee claimed two rooms on one TEV with no explanation (in this case, a student used the second room); an employee claimed fuel for a rental car with no rental car receipt provided or personal vehicle mileage claimed; an employee flew

first class citing the exception to policy as a medical accommodation – support was a doctor's note dated 2012 and specific to a 2012 trip.

BPPM 95.20 underwent significant revision, effective January 2019. The revision states, "Each TEV includes the expenses for only the claimant unless there is an approved exception on file allowing the traveler to pay for another traveler's expenses." This is a good revision. We believe this added condition, if acted upon, will better assist in creating accountability for individual travel and minimize the risks of paying expenses twice; when employees claim travel expenses for others in addition to their own, those others may submit travel claims for the same expenses.

Another positive revision reinforces the traveler's responsibility to account for only official travel: "When leave of any kind is taken while in travel status, the exact hour of departure and return to duty must be shown on the TEV. Travel reimbursement is not allowed for periods while not in travel status."

2. Discrepancies Between Receipt and Reimbursement

Care should be taken at the department level to ensure amounts claimed agree to support. A second review occurs at Travel Services when the TEV is processed. Errors noted during testing include:

- Two instances where expenses should have been prorated to remove personal travel expenses.
- Six instances of calculation errors between support and claim on TEV some in favor of employee, others not.
- One overpayment to an employee due to TEV including more than one receipt for the same expense; employee was overpaid \$129.15.

In addition, we noted an instance where a TEV included both an affidavit of lost receipt and a receipt for the same expense. This circumstance increases the risk of duplicate payments for one expense. Reminders to travelers and reviewers about requirements for submitting supporting documentation may help reduce errors.

3. Delays in Submission of TEV

During the audit period, policy language was not clear as related to deadlines for TEV submission. BPPM 95.20 (prior to January 15, 2019 revision) stated, "when seeking reimbursement for travel expenses or accounting for a travel advance, submit the Travel Expense Voucher by the tenth day of the month after conclusion of travel." This language indicated the tenth–day submission requirement applied to both submission of a TEV and clearing a travel advance. According to Travel Services' management, the tenth day only applied to clearing travel advances. However, no other policy language specified a TEV

submission deadline if not interpreted as the same "tenth day" timeframe required for advances. It is important for policy to be clear on deadlines for submitting reimbursement claims especially as it relates to federal requirements. Not having a defined "reasonable time" for submitting expense claims could result in travelers being taxed on the reimbursed amounts (IRS Publication 463).

In June 2013, the tax issue was researched and management was advised to update the policy and ensure submission deadlines were clear, particularly to meet requirements outlined in IRS Publication 463. BPPM 95.20 has since been significantly revised, with an effective date of January 15, 2019. The new policy provides clearer language and includes a 60-day deadline for submission of completed TEVs. The submission deadline to clear travel advances from state accounts is still the tenth day of the month following completion of travel, and to close the fiscal year, advances must be cleared by the third working day of July.

During Fiscal Year 2018, before the policy was finalized, we noted several instances of delayed submissions that would be considered out of compliance with both the older and the revised policy:

- Seven instances of TEV not submitted by third working day of July to meet fiscal year close.
- Three instances of delay in TEV submission by over two months.

4. Use of Personal Resources for Airfare

While employees are not prohibited from using personal resources to purchase airfare, use of a unit's Central Travel Account (CTA) is strongly encouraged. The CTA is a ghost card account with internet-based reconciliation via JP Morgan Chase (JPMC). The account is set up for departments to use when purchasing air, rail, and bus fare. Benefits of using a CTA include department control, transparency of purchases and changes, greater efficiency, and at times, greater cost savings.

We found five instances of employees using personal resources to purchase airfare. In memo communication, units were encouraged to stress the importance of using the CTA to travelers. In most instances, travelers purchasing their own airfare also had delays in submitting TAs, resulting in travel occurring before trips had been approved.

5. Evidence of Approval for Changes Not Present

Good internal controls include processes to evidence levels of review and approval. If approval evidence is required, any edits to documents should be reviewed again and hold evidence of approved changes. Initials and dates next to altered data are minimum

recommendations. Whiteout should not be used. We noted three instances of changes to trip details in TA or TEV, but no initials or indication of subsequent approval.

6. Record Retention Requirements Not Met

One college retained all departmental Travel Authorities within an online system, accessible to travelers and employees who processed travel. The system managed process flow including initial creation, approval, and retention. When the college formed a revised business center, the TA system was decommissioned and the webpage user interface was deactivated. When we requested TAs from personnel responsible for processing travel, we were told the documents were no longer available.

Subsequently, we were informed by the college's IT department that all data was backed up; however, the individuals in the department responsible for processing travel were unaware the data was recoverable.

7. Confidential Information on Processed Travel Records

One record listed an employee's social security number instead of WSU ID, another included a receipt with full credit card information, and a third contained employee medical information. This data is confidential and should be appropriately secured in accordance with data privacy and security standards.

8. Use of Blankets for Multiple Travelers and Travel Activity

While a blanket Travel Authority is not prohibited, it should include adequate justification and supporting documentation. One reviewed TEV was supported by a blanket TA, which listed the names of several travelers; however, the TEV was prepared for an employee not listed in the TA and the TA did not include detail on travel purpose or type of travel to be approved. Use of a blanket authority negates the ability of an approving official/supervisor to review each official travel activity for appropriateness.

9. Liability Coverage on Rental Vehicles

A few TEVs noted rental vehicle expenses. One traveler did not use the approved and recommended rental vehicle company and elected not to include optional collision or liability insurance. It was not evident if personal insurance was referenced. Use of the approved rental vehicle company is recommended due to negotiated rates and agreement holding for liability coverage to minimize risk to the individual and the institution.

BASIS OF REVIEW

Criteria

During the course of our review we referred to the following rules, regulations and/or policies as a basis for out testing but are not all inclusive:

BPPM 95.01 Travel Management
BPPM 95.20 Travel Expense Reimbursements
SAAM 10.80.60.b.4 Travel Expense Advances, Limitations and Requirements
IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses
WSU Travel Services

Audit Standards

Our office follows the guidelines as promulgated by the Institute of Internal Auditors' "International Standards for the Professional Practice of internal Auditing" (IIA Standards), in carrying out the planning and engagement of audit activity. The IIA Standards required we plan and perform the audit to obtain sufficient and appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. Accordingly, we included such tests of the records and other procedures as we considered necessary in the circumstances.

The WSU Office of Internal Audit is not in full conformance with the IIA Standards in that a quality peer review has not yet been performed.

Audit Team Information

Internal auditors assigned to the audit include:

Lead Auditor Lenka Perkins Staff Auditor Jaya Sivakumar

Audit supervised by Heather Lopez.

For questions regarding this project, contact Heather Lopez, Chief Audit Executive:

Email: <u>hlopez@wsu.edu</u>
Phone: (509) 335-2001

Website: http://www.internalaudit.wsu.edu



March 4, 2019

Sasi Pillay
Vice President of Information Technology Services and CIO
Info Tech Building 2143
P.O. Box 641222
Pullman, Washington 99164-1222

Dear Vice President Pillay:

Following is the final report for our audit of Secure Configuration of Endpoints and Servers. Management's response has been included in the report. We concur with the actions planned or already implemented.

We will perform a follow-up review, according to timelines of implementation identified by management, to determine whether the corrective actions have achieved the desired effect.

We appreciate the cooperation and assistance provided by your staff during this review. Please let me know if we can be of further service.

Sincerely,

Heather Lopez

Chief Audit Executive, Internal Audit

cc: Dr. Kirk Schulz, President

Thomas Ambrosi, AVP & Chief Information Security Officer Tony Opheim, AVE & Deputy Chief Information Officer

Danielle Hess, Division Chief, AAG

Matthew Skinner, Internal Control Officer

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
BACKGROUND	
SCOPE and AUDIT METHODOLOGY	
ISSUES, RECOMMENDATIONS and MANAGEMENT RESPONSES	7
1. Policy Development, Implementation and Management	7
Issue 1.1: Lack of System-Wide Policy and Procedure Language (High)	7
Issue 1.2: Frequency of Policy Reviews Is Inadequate (Moderate)	9
2. Configuration Settings and Standards	10
Issue 2.1: Standards Have Not Been Established (Moderate)	11
3. Monitoring and Reporting	11
Issue 3.1: Tools Not Configured to Monitor Baseline Configurations (Moderate)	12
BASIS OF REVIEW	14
APPENDIX A: AUDIT RISK AND OPINION METHODOLOGY	16
APPENDIX R. CRITICAL SECURITY CONTROLS TO NIST CONTROL MAPPING	17

EXECUTIVE SUMMARY

The audit of Secure Configuration of Endpoints and Servers was included in the Fiscal Year 2018 Audit Plan as a result of risk assessment. The overall objective was to review the processes in place to control the security posture of endpoint and server computing devices managed by Information Technology Services (ITS).

Pullman ITS is responsible for establishing, reviewing, and monitoring compliance with University IT policies and standards. The unit manages the lifecycles of endpoints and servers for its own department, certain Service Level Agreement (SLA) clients, and WSU servers providing WSU System-wide services. System builds are segmented in the department based on device type (endpoint or server) and further segmented by operating system type (Windows, non-Windows and virtualized). Monitoring and reporting of compliance with established standards is primarily done using existing administration tools to collect data.

In accordance with the engagement objectives communicated to management, we performed testing to provide reasonable assurance internal controls were adequate for the following:

- Secure configurations are explicitly defined in System-wide policies;
- Secure configuration standards are defined and approved by the appropriate authority;
- As-built systems meet the defined secure configuration standard at deployment and are monitored throughout their lifecycles.

Conclusion

Overall, we concluded internal controls are not adequate to ensure objectives are met – some improvement is needed. In general, the greatest concern is a lack of adequate governance in the form of System-wide policies, communication of expectations, and enforcement.

Detailed descriptions of the following issues, our risk rating and recommendations, and management's responses are provided within this report:

Issue 1: Policy Development, Implementation and Management

Issue 2: Configuration Settings and Standards

Issue 3: Monitoring and Reporting

See Appendix A for opinion and risk rating definitions.

BACKGROUND

Risk assessments were performed during FY 2015 to develop a Five Year IT Audit Plan (FY 2016–2020) that lays out a strategic approach for identifying and reviewing the University system's critical information technology controls. Although particular IT systems were not specified in the plan, further assessment is performed each year to best prioritize the IT systems and locations where tests will be performed in that year.

In publication version 6.1 of *The Center for Internet Security (CIS) Top 20 Critical Security Controls*, the SANS Institute listed secure configuration of endpoint computing devices and servers as a top control. To test the control group that industry experts have identified as a number three cybersecurity risk (CSC 3), we performed a mapping of the control criteria to relevant controls promulgated by the National Institute of Standards and Technology (NIST) in NIST 800–53r4 (see Appendix B). This mapping is performed in consultation with Pullman ITS to ensure our Office is testing to the control framework (NIST) adhered to by WSU. During FY 2018, version 7 of *The Center for Internet Security (CIS) Top 20 Critical Security Controls* was released. In consultation with the Chief Information Security Officer (CISO), Internal Audit agreed to incorporate the version 7 changes to the controls for testing. These changes are encompassed in the mapping at Appendix B.

As a result of these efforts, we determined the audit would focus on controls over secure configuration and related processes for endpoint computing devices and servers throughout their lifecycles (initial deployment through operational maintenance to decommissioning). We selected the following NIST controls for testing:

- CM-1 Configuration Management Policy and Procedures
- CM-2 Baseline Configuration
- CM-6 Configuration Settings
- CM-7 Least Functionality
- CM-11 User-Installed Software (last tested in audit P 17-06, IT Inventories, 9/7/17)
- SI-2 Flaw Remediation

The default configuration settings of operating systems and applications are typically focused on ease-of-deployment and ease-of-use. Security is typically addressed by technical write-ups, which are often not reviewed or implemented. In their default configurations, operating systems and applications deploy very basic controls, open services and ports, have default credentials (usernames and passwords), use older protocols, and often come with additional unnecessary software installed—all of which contribute to exploitable vulnerabilities.

Page 4 of 19

Even if a system is initially deployed in a secure manner, over time, updates are installed to operating systems or applications, new exploits are discovered, and new applications are installed or configurations modified to allow for a new feature or service; these occurrences may negatively impact the security posture of the system and corresponding data. Developing and maintaining a strong security posture while allowing for acceptable performance for business use is a complex task, beyond the capabilities of most individual users, and requires the analysis and selection of a vast number of parameters.

SCOPE and AUDIT METHODOLOGY

The audit scope included endpoints and servers managed by Pullman ITS. Endpoints typically consist of workstations, laptops, tablets, and collaborative devices. Collaborative devices include such things as networked white boards, cameras, and microphones. Due to the limited number of collaborative devices managed by ITS, collaborative devices were excluded from test selections; however, controls and standards still need to be developed and applied to these devices. Tests were performed on activities occurring during FY 2018. Audit fieldwork took place July 18 through September 14, 2018.

During the course of the audit, we interviewed Pullman ITS departmental personnel responsible for configuring systems, conducting patch and update functions, and performing vulnerability scanning. We also identified and evaluated internal controls and operating procedures in effect at the time of audit fieldwork.

We tested existing governance documents (System-wide and departmental policies and procedures) against related NIST controls.

We evaluated System-wide governance document reviews to determine if relevant policies were reviewed at least every three years, in accordance with Executive Policy 5.

Given the lack of existing definitions for secure configurations by WSU, three new standard configurations were compared to the SANS recommended security posture: Windows endpoint, Apple OSX endpoint, and a Windows server.

ISSUES, RECOMMENDATIONS and MANAGEMENT RESPONSES

The following lists the issues presented to management. Each issue represents a condition, error or internal control weakness identified during the audit that may have a negative impact on the University's or unit's assets, financial information, and/or ability to comply with laws and regulations or University policies and procedures.

For each issue, we prepared recommendations to address the situation and requested management's plan for corrective action and a timeline for implementation.

We will follow up with management to determine whether corrective action has been implemented in the timeline established for each issue.

1. Policy Development, Implementation and Management

Audit Objective: Determine if the audit client has developed, approved, and implemented controls that provide reasonable assurance that frameworks or methodologies are in place to support a safe and secure computing environment. Specifically for this audit, we were looking to see that secure configurations are explicitly defined in System-wide policies.

Conclusion

Internal controls are not adequate to meet the objective. If expectations are not clearly articulated in System-wide governance documents, there is a greater risk that systems will be configured in an insecure manner or develop an insecure configuration over time, increasing the likelihood that an attacker will succeed in compromising the system and the data the system accesses. ITS management should apply additional emphasis on prioritizing the development, approval, and implementation (including training) of System-wide governance standards.

Issue 1.1: Lack of System-Wide Policy and Procedure Language (High)

During the review of current WSU System-wide governance documents (Executive Policies and IT components of the Business Policies and Procedures Manual) we noted the following issues:

- No language discussing secure configuration management standards or practices (CM-1),
- No language supporting the concept of least functionality (CM-7),

Insufficient language discussing software installations by users (CM-11).

During prior audits (P 16-07, IT Vulnerability and P 17-06, IT Inventory), we communicated a similar issue to management. Key among the lacking policy components identified in the prior audits (currently unresolved) and applicable to this audit include the following:

- Security Assessment and Authorization
- Configuration Management
- System Monitoring & Inventory
- IT Risk Management
- IT Risk Assessment Processes
- Penetration Testing
- Bring Your Own Device
- Mobile Device Management

The key policy not previously addressed but relevant to the scope of this audit is a policy on the subject of installation of software by end users.

ITS management is aware of the current policy deficiencies and is working on a roadmap for the development of additional policy language. To date, the additional policy and procedure language has not been developed due to prioritization of operational activities over governance activities.

Recommendation	Management Response
System-wide Policy	EISAUD-58: ITS will develop a
ITS management should develop, obtain approval for, and implement System-wide policies and procedures that clearly establish the expectation of and processes for:	Configuration Management Policy (BPPM). An initial draft of this BPPM is scheduled to be developed in FY 2019 or FY 2020 depending on available resources to complete this task.
 Secure configuration management, The security concept of least functionality, and Software installation by system users. 	
Department Policy	EISAUD-58: ITS will develop this policy based on requirements from the relevant

Page 8 of 19

ITS management should consider utilizing their existing related departmental governance documents as starting points to convert the contents to System-wide Executive Policies or BPPMs.

NIST CM control objectives and current ITS documentation as a starting point.

Issue 1.2: Frequency of Policy Reviews Is Inadequate (Moderate)

In September of 2014 revisions to Executive Policy (EP) 5 established a specific minimum time period of at least every three years for the review of System-wide policies and procedures. In May of 2015 ITS approved a departmental policy, POL-PL-10.00 Policy, Process, Procedure and Standard Development, that establishes an annual review period for all ITS departmental policies, processes, procedures, and standards. Typically the departmental policies reiterate the annual review cycle but occasionally it is identified as "as needed" or not defined within the policy itself.

In July 2018 we reviewed various System-wide policies and procedures to identify those relating to the secure configuration of IT systems (ten each from the EP Manual and the Business Policies and Procedures Manual (BPPM)). We found that some policies address IT topics, however, the responsibility for maintenance of those policies is not assigned to ITS. For policies and procedures with maintenance responsibility assigned to ITS, we found that EP 14 Antivirus has not had a documented review for over 16 years. Overall we found a total of four IT-related EPs in addition to EP 5 Policy on Policies that exceed the three-year standard. We also found four BPPM policies exceeding the same EP 5 standard. During prior audits (P 16–07, IT Vulnerability and P 17–06, IT Inventory) we communicated similar issues to management.

ITS also provided access to 22 approved departmental governance documents. Of these, nine were determined to be applicable to the secure configuration of systems and one is a policy on policies (thus applicable to the policies related to the audit subject matter). The remaining 12 were determined inapplicable to this audit. Of the ten applicable policies, all exceeded the departmental requirement of annual reviews. Of the remaining 12 departmental documents, one had a review date age of less than one year, three were past the one–year mark but within a few months, and the remaining eight had review date ages of over two years.

Failure to review and update governance documents often results in policies not reflecting the current organizational structure or changes to the current strategic direction of the University. If policies and procedures refer back to old structures or technology, employees are more likely to ignore them or think that they don't matter or don't apply. Changes to laws in the IT realm occur from time to time; GDPR is a recent change that comes to mind. Proactively modifying existing policies and procedures to address these regulatory changes will help smooth the transition into compliance with the new requirements.

Recommendation	Management Response
Frequency of Policy Review	EISAUD-60: ITS is currently conducting a
ITS management should increase their	review of all Information Security related
efforts to perform formal reviews of	Executive Policies this FY.
existing policies and procedures within the	
time frames defined in Executive Policy #5	
for WSU System-wide policies (3 years) and	
for their departmental governance	
documents which is set to one year in the	
policy itself or in the departmental policy	
on policies.	

2. Configuration Settings and Standards

Audit Objective: Determine if the standards developed by the audit client for secure configurations have been reviewed and approved by the appropriate University authority.

Conclusion

Internal controls are not adequate to meet the objective. Although governance documents (policies) establish common operating environments and methodologies, the policies are lacking specific components. Failure to have key components, requirements, and expectations defined results in less effective and less efficient (from a security posture) operations throughout the WSU System. Lack of established standards and expectations increases the likelihood that practitioners will implement their own standards, which ultimately increases the probability that the University will not be in compliance with regulatory requirements and will likely increase the probability and impact of a breach.

Issue 2.1: Standards Have Not Been Established (Moderate)

During the audit, we interviewed Information Security Services (ISS) leadership to determine what secure configuration standards have been developed to assist in deploying new endpoints and servers. The only existing approved configuration standards currently known to ISS deal specifically with those systems involved in the Payment Card Industry (PCI) security enclave. In interviews with line staff performing the configurations on new endpoint and server deployments, personnel indicated that they build generic manufacturer recommended base configurations, adding or removing capabilities based on the customer's request. No testing is performed by line personnel to compare the asbuilt system to a standardized secure configuration.

For Windows endpoints and servers, the SCCM systems could be modified to perform the comparisons or an alternative solution could be deployed outside of SCCM that could potentially monitor and compare all operating system to predefined secure configurations.

Recommendation	Management Response			
Checklists	EISAUD-61: EIS will, by the end of FY19,			
To ensure that systems are configured as	evaluate the use of SSCM as a "system of			
securely as operationally feasible, ITS	record" for configuration standards for			
leadership should develop, approve, and	Windows servers and desktops as well as			
implement appropriate security based	evaluate the use of CIS-CAT as a tool to			
configuration checklists/standards for	report on configuration deviations.			
provisioning servers and endpoints both at				
the ITS department level and System-wide.				
This should include processes to approve,				
identify, document and detect deviations				
from the approved standard.				

3. Monitoring and Reporting

Audit Objective: Determine if the audit client has developed, approved, and implemented reporting mechanisms on controls in place to ensure systems meet the defined security configuration standard. Specific to this audit we looked for reporting mechanisms for detection of deviations and remediation activities.

Page 11 of 19

Conclusion

Internal controls are not adequate to meet the objective. Failure to test and report on configuration deviations at deployment and throughout the lifecycle increases the likelihood that the University will not be in compliance with regulatory requirements and will likely increase the probability and impact of a breach.

Issue 3.1: Tools Not Configured to Monitor Baseline Configurations (Moderate)

Given the lack of developed and approved security configuration standards for endpoints and servers discussed at issues 1 and 2, there are no established standards from which to perform comparisons. Due to this situation, we defaulted to the controls articulated in the NIST Special Publication 800–53 R4 Security and Privacy Controls and policies established by the Office of the Chief Information Officer for the state of Washington, specifically Policy 141.10 Securing IT Assets. We then provided a copy of an application to ITS that is capable of performing comparisons against industry-defined standards and allows for customization of the comparison standard for specific use cases.

ITS performed the tests against the provided CIS approved level 1 security standard for three different operating systems, Windows 10, Apple OSX 10.12 and Windows server 2016. The results of the ITS self-testing were as follows:

Operating System	Score	Max Score	Passing Rate
Windows 10 Enterprise	82	312	26%
Apple OSX 10.12	25	63	40%
Windows Server 2016	83	29	30%

While these results do not represent a comparison based on approved WSU security standards they do indicate that there is likely room for significant improvement in the security posture of systems when they are deployed. A solution such as that tested would allow for monitoring and reporting on deviations to approved standards and ultimately reduce the risk exposure resulting from initial misconfigurations and those that may develop over the life of the asset.

With no System-wide standards to try to achieve and no process to monitor and report on adherence to those standards the University is at an elevated risk that systems will not be configured in a secure manner which also increases the likelihood and impact of a security incident or breach.

Recommendation	Management Response		
Baseline monitoring and reporting	EISAUD-62: ITS does not have the		
ITS leadership should evaluate, select, and	authority to implement secure		
implement a solution, including any	configurations. We can and will,		
appropriate governance documentation	however, submit to the appropriate		
that allows for the comparison and	ITSAC subcommittee the product of		
reporting of a system's current	EISAUD-61 for consideration and		
configuration to the corresponding system	development of the appropriate		
baseline on a System-wide basis with the	governance documentation set by		
ability to drill down to a campus or college	FY20Q1.		
level view.			

BASIS OF REVIEW

CRITERIA

Industry Standards:

- The Center for Internet Security (CIS) Top 20 Critical Security Controls version 6.1 Control # 3 :Secure Configurations for Hardware and Software
- The Center for Internet Security (CIS) Top 20 Critical Security Controls version 7 Control #
 5: Secure Configuration for Hardware and Software on Mobile Devices, Laptops,
 Workstations and Servers
- NIST 800-53r4 low impact system controls that map to CSCv6.1 #3 and CSCv7 #5

State Laws:

- RCW 42.52 Ethics in Public Service
- WAC 292-110-010 Use of State Resources

State OCIO Policies:

OCIO 141.10

WSU Policies:

- EP5 Policy Approval and Distribution
- EP14 Antivirus
- EP37 WSU Information Security Policy

Departmental Governance

- POL-PL-10.00 Policy, Process, Procedure and Standard Development
- ISS Vulnerability Discovery Process
- ITS Change and Configuration Management Policy
- ITS Change Management Process V1.6
- ITS Exceptions Process
- ITS Portable Device Data Encryption Standard
- ITS Risk Assessment Process
- ITS Risk Management Policy
- ITS Role Based Access Control Standard
- ITS Tiered Administration Standard

AUDIT STANDARDS

Our office follows the guidelines as promulgated by the Institute of Internal Auditors' "International Standards for the Professional Practice of internal Auditing" (IIA Standards), in carrying out the planning and engagement of audit activity. The IIA Standards require we plan and perform the audit to obtain sufficient and appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. Accordingly, we included such tests of records and other procedures as we considered necessary in the circumstances.

The WSU Office of Internal Audit is not in full conformance with the IIA Standards in that a quality peer review has not yet been performed.

AUDIT TEAM INFORMATION

Internal auditors assigned to the audit include:

Lead Auditor Kevin Ulstad

The audit was supervised by Heather Lopez.

For questions regarding this project, contact Heather Lopez, Chief Audit Executive:

Email: <u>hlopez@wsu.edu</u>
Phone: (509) 335-2001

Website: http://www.internalaudit.wsu.edu

APPENDIX A: Audit Risk and Opinion Methodology

Rating							
2	Audit Risk Rating Criteria						
High	Risk has a high impact and is highly likely to occur This is a high-priority issue – immediate management attention is required. This is a serious internal control or risk management issue that if not mitigated, may, with a high degree of certainty, lead to: • Substantial losses, possibly in conjunction with other weaknesses in the control						
	framework or the organizational entity or process being audited • Serious violation of University strategies, policies, or values • Serious reputation damage, such as negative media publicity • Significant adverse regulatory impact, such as loss of operating licenses or material fines						
Moderate	Risk has a high impact and low likelihood, or low impact and high likelihood This is a medium-priority issue – timely management attention is warranted. This is an internal control or risk management issue that could lead to: • Financial losses • Loss of controls within the organizational entity or process being audited • Reputation damage, such as negative publicity in local or regional media • Adverse regulatory impact, such as public sanctions or immaterial fines						
Low	Risk has a low impact and low likelihood This is a low-priority issue - routine management attention is warranted. This is an internal control or risk management issue, the solution to which may lead to improvement in the quality and/or efficiency of the unit or process being audited. Risks are limited.						
	Areas of Proficiency Positive statements where internal controls, governance or risk management processes were adequately established and functioning well for each of the audited area/systems.						

Table of Opinion Methodology

Satisfactory	 Control environment is adequate No findings noted Management's control environment appears sound All high-level risks adequately controlled
Some Improvement Needed	 Control environment is adequate but some exceptions exist Some control weaknesses and/or opportunities for improvement observed Management's control environment appears otherwise sound High-level risks are adequately controlled
Major Improvement Needed	 Control environment is not adequate and significant exceptions exist Some high-level risks are not adequately controlled At least one finding is rated "high" Immediate safety and soundness are not threatened, but management's control environment requires improvement Significant exposure to fraud or security vulnerabilities

APPENDIX A Page 1 of 1

APPENDIX B: Map of Critical Security Controls (CSC) to NIST Controls, Description of Controls Tested and Results

SANS Top 20 Critical Security Controls v6.1 is an alternate industry standard methodology (created in collaboration with CIS – Center for Internet Security) for grouping critical security controls into related categories that provides for a more holistic relationship for assessing and implementing controls and is viewed by WSU's CISO as an approach that will likely foster quicker and broader adoption of IT security controls by the University. Version 7 has been released and is preferred by Information Technology Services over the 6.1 version. Internal Audit acknowledges this preference and has adjusted the control selection based on version 7 changes. The sub control 3.4 Remote Administration, was deleted in version 7 so it was removed for this audit. The sub control 3.5 File Integrity Monitoring, was moved to CSC 14 Controlled Access Based on the Need to Know, specifically sub control 14.9 Detailed Logging for Sensitive Data

NIST SP 800-53r4 is an industry standard security controls catalog that maps IT security controls to the security impact associated with information and information systems. It offers a holistic approach to information security and risk management by providing organizations with the breadth and depth of security controls necessary to fundamentally strengthen their information systems and the environments in which those systems operate. This approach contributes to systems that are more resilient in the face of cyber-attacks and other threats.

CSCs selected for testing: CSC 3 (CSC 5 in SANS Top 20 v7) with individual controls within each control group selected as relevant to organization activity and priority or impact levels.

CSC 3: Secure Configurations for Hardware and Software on Endpoints and Servers.

Establish, implement, and actively manage (track, report on, correct) the security configuration of laptops, servers, and workstations using a rigorous configuration management and change control process in order to prevent attackers from exploiting vulnerable services and settings.

CANIC		<u>NIST</u>		Results of Testing	
sans versio n 6.1 ID	<u>Description</u>	800- 53 r4 Contro	<u>Description</u>	Satisfacto ry	Not Satisfacto ry
3.1	Establish standard secure configurations of operating systems and software applications. Standardized images should represent hardened versions of the underlying operating system and the applications installed on the system. These images	CM-1	Configuration Management Policies		Х

APPENDIX B Page 1 of 3

	should be validated and refreshed on a regular basis to update their security configuration in light of recent vulnerabilities and attack vectors.				
3.2	Follow strict configuration management, building a secure image that is used to build all new systems that are deployed in the enterprise. Any existing system that becomes compromised should be re-imaged with the secure build. Regular updates or exceptions to this image should be integrated into the organization's change management processes. Images should be created for workstations, servers, and other system types used by the organization.	CM-2 CM-7	Baseline Configuration Least Functionality		X
3.3	Store the master images on securely configured servers, validated with integrity checking tools capable of continuous inspection, and change management to ensure that only authorized changes to the images are possible. Alternatively, these master images can be stored in offline machines, airgapped from the production network, with images copied via secure media to move them between the image storage servers and the production network.	CM-6	Configuration Settings	X	

APPENDIX B Page 2 of 3

3.6	Implement and test an automated configuration monitoring system that verifies all remotely testable secure configuration elements, and alerts when unauthorized changes occur. This includes detecting new listening ports, new administrative users, changes to group and local policy objects (where applicable), and new services running on a system. Whenever possible use tools compliant with the Security Content Automation Protocol (SCAP) in order to streamline reporting and integration.	CM-6 CM-11	Configuration Settings User Installed Software		X
3.7	Deploy system configuration management tools, such as Active Directory Group Policy Objects for Microsoft Windows systems or Puppet for UNIX systems that will automatically enforce and redeploy configuration settings to systems at regularly scheduled intervals. They should be capable of triggering redeployment of configuration settings on a scheduled, manual, or eventdriven basis.	SI-2	Flaw Remediation	X	

APPENDIX B Page 3 of 3

ACTION ITEM #1

Services and Activities Fee Rate Changes for Academic Year 2019-2020 (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Services and Activities (S&A) Fee Rate Changes for Academic Year

2019-2020

PROPOSED: That the Washington State University Board of Regents authorize

rate changes in campus Services and Activities Fees for the

academic year 2019-2020.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: By law, the Board of Regents may increase Services and Activities

(S&A) Fees annually by amounts that shall not exceed four percent.

There is no such control on rate decreases.

All WSU campuses have an S&A Fee committee that make a recommendation to the Board of Regents, through President Schulz, concerning the amount of any S&A fee rate changes, as well as the allocations of S&A revenues to student groups. The campus committees may independently choose to recommend an increase/decrease in the S&A Fee rate, and the rate can vary among campuses.

Each campus retains 100% of its own S&A fees and is able to choose a rate increase or decrease for the campus. The S&A Fee committee on each campus is student led, with a majority of votes assigned to students from that campus. S&A fees are self-assessed and

controlled locally.

The S&A Fees rate recommendations by campus are listed below:

	Current	Proposed	%	\$
	<u>AY 19</u>	AY 20	<u>Change</u>	<u>Change</u>
S&A FeesEverett	\$512	\$527	+3%	\$15
S&A Fees-Global Campus (per credit hour)	\$20.75	\$20.75	0%	\$ O
S&A Fees–Pullman	\$537	\$558	+4%	\$21
S&A Fees–Spokane	\$582	\$582	0%	\$ O
S&A Fees–Tri-Cities	\$512	\$512	0%	\$ O
S&A Fees–Vancouver	\$559	\$559	0%	\$ O

ATTACHMENT: Attachment A



TO:

Paul Pitre

Chancellor, WSU Everett

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Everett S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Everett S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to implement an increase of a 3% to the Everett S&A Fee rate for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.



Washington State University Everett

MEMORANDUM

TO:

Kirk Schulz

President, Washington State University

FROM:

Paul Pitre

Chancellor, WSU Everette

DATE:

April 4, 2019

RE:

WSU Everett Services and Activities Fees Recommendation

I have reviewed and support the WSU Everett Services and Activities Fees Committee FY19-20 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

I have also received and support the recommendation made by the WSU Everett S&A Fees Committee, by majority vote, to implement an S&A Fee increase of 3% effective fall 2019.

	Committee Allocation Recommendation (Academic)	% of Allocation (based on estimated budget)
ASWSUE	\$51,003	46.79045%
WSU Engineering Club	\$13,000	11.92627%
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%
Society of Women Engineers (SWE)	\$13,000	11.92627%
Association for Computing Machinery (ACM)	\$9,500	8.71535%
Sigma lota	\$8,500	7.79795%

Association of Women In Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston



Washington State University Everett

MEMORANDUM

TO:

Paul Pitre

Chancellor, WSU Everett

FROM:

Michael Edwards Chair, WSU Everett Services and Activities Fees Committee

DATE:

March 29, 2019

RE:

WSU Everett Services and Activities Fees Recommendations

The Services and Activities Fees Committee met on March 22, 2019 to discuss and recommend budget allocations for academic year 2019-2020, following the established guidelines.

Groups that have an estimated carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A fee committee during their deliberations. The approval letters to requesting groups include specific amounts for the academic year and any carry forward balances. Approval of the carry forward balances has been noted as necessary by Internal Audit.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019, meeting.

The S&A Fees Committee, by unanimous vote, recommends an S&A Fee increase of (3%) effective fall 2019.

The WSU Everett S&A Fees Committee unanimously recommends the following budget allocations:

	Committee Allocation Recommendation (Academic)	% of Allocation (based on estimated budget)
ASWSUE	\$51,003	46.79045%
WSU Engineering Club	\$13,000	11.92627%
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%
Society of Women Engineers (SWE)	\$13,000	11.92627%
Association for Computing Machinery (ACM)	\$9,500	8.71535%
Sigma lota	\$8,500	7.79795%

Association of Women in Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston

TO:

David Cillay

Vice President for Academic Outreach and Innovation

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation of no changes changes to the Global Campus S&A Fee rate; the rate will remain at \$20.75/credit for Fall 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

Washington State University

MEMORANDUM

To:

Kirk Schulz, Ph.D.

President, Washington State University

From: David Cillay, Ph.D.

Vice President for Academic Outreach and Innovation

Date: April 3, 2019

RE:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

I have also received and support the recommendation by the committee, by majority vote, of no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit effective Fall 2019.

Nicole Romero, Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie cc: Marcum, Heather McKnight, Leslie Thompson, Maggie McFadden, Kelley Westhoff



TO:

David R. Cillay, Ph.D.

Vice President, Academic Outreach and Innovation

From: Nicole Romero

Chair, WSU Global Services & Activities Fees Committee

Date: March 27, 2019

RE:

WSU Global Services and Activities Fee Allocation

The WSU Global Services and Activities Fees Committee met on March 27, 2019 to discuss and recommend budget allocations for Fiscal Year 2020 following the established guidelines. As chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

The WSU Global S&A Fees Committee recommended no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit.

WSU Global S&A Fees Committee recommends the following budget allocations:

Group

Virtual Mentor Program	\$ 132,332
Wellbeing Online	\$ 87,090
Center for Civic Engagement	\$ 121,927
Student Involvement-Student Support	\$ 258,176
Global Connections	\$ 208,783
ASWSU Global Campus	\$ 554,262
Total -	\$1,362,570

Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie Marcum, Heather McKnight, Leslie Thompson, cc; Maggie McFadden, Kelley Westhoff

TO:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

FROM:

Kirk H. Schulz, President

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

I have reviewed and support the WSU Pullman Services and Activities Fee Committee Summer 2019, and academic year 2019-2020 budget allocation recommendations. I also support the recommendation for a 4% increase in the WSU Pullman Services and Activities Fee for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank you for your services and leadership on this committee.



TO:

Kirk Schulz, President

FROM:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

The WSU Pullman Services and Activities Fees Committee met on April 4, 2019, to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020 in accordance with state and university guidelines.

Groups that have a carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A Fee Committee during their deliberations. Each group has been notified that all carry forward from the 2018-2019 academic year must be returned to the S&A fund; any group with a negative balance must cover that by sing other non-S&A operational fund.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee, by unanimous vote recommends a 4% Services and Activities Fee increase for FY2020. This equates to change from a \$537 to \$558 per year per full-time student.

The WSU Pullman S&A Fee Committee, by majority vote, recommends the following budget allocations:

Pullman S&A Fee Committee Recommended Allocations		Recommended Rate Increase Recommended Amount Increase		4.0%	
				\$ 21.00	
		2019-2020 Approved Allocations			
S&A Groups Requesting Funding	Base Requests	One-time Request	Facilities/ Capital	Total Request*	
Disability Awareness (Access Center)	19,000		-	19,000	
CATS/ Cougar Accessible Transportation Services	68,824	-	-	68,824	
ASWSU - Administration/Executives	262,539	15,000	-	277,539	
ASWSU - Senate	118,575	-	-	118,575	
ASWSU - Senate Programming	379,328	-	-	379,328	
Athletics	-	600,000	-	600,000	
Center for Civic Engagement	340,169	-	-	340,169	
Children's Center	404,516		-	404,516	
Coalition of Women Students	188,955		- 1	188,955	
Compton Union Building (CUB)	1,661,773	-	-	1,661,773	
Cougar Marching Band	203,500	65,000		268,500	
GPSA	576,690		-	576,690	
Cougar Health Services/ Health & Wellness Services	307,790		-	307,790	
Student Entertainment Board (SEB)	455,808	-	-	455,808	
Student Involvement	933,778	- .		933,778	
Student Media	248,882		-	248,882	
Transit	522,922	-	-	522,922	
UREC	1,555,222	-	-	1,555,222	
Long-Term Debt Payments	-	-	1,198,800	1,198,800	
PULLMAN GRAND TOTAL	8,248,271	680,000	1,198,800	10,127,071	

cc: Amir Gilmore Rhea Gonzaga Mary Jo Gonzales Matt Hudelson Debbie Majano Maggie McFadden Tyler Parchem Lana Redman

Stacy Pearson Savannah Rogers Alec Solemslie Joseph Taylor

Kelley Westhoff '

TO:

Daryll DeWald

Chancellor, WSU Spokane

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Spokane S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Spokane S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Spokane S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.



Office of the Chancellor

April 9, 2019

President Kirk Schulz PO Box 641048 Pullman, WA 99164-1048

Dear President Schulz:

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocation
ASWSU	\$282,205
AINS Yakima	\$12,687
Campus Pantry	\$12,930
Student Success Center	\$174,494
Information Technology	\$11,822
Student Affairs Yakima	\$44,035
Student Involvement	\$166,822
Spokane Diversity Center	\$146,188
Community Engagement	\$54,035
Intercollegiate Athletics	\$7,500
Student Entertainment Board	\$64,118
Yakima Student Pharmacy Assoc.	\$13,900
RSO Funding	\$45,000
Facilities Reserve	\$57,878

Sincerely,



Daryll B. DeWald, Chancellor WSU Health Sciences Spokane



Student Affairs

TO:

Chancellor Daryll DeWald

Washington State University Health Sciences Spokane

Daryll B. Delwald

FROM:

Skylar Banka

Chair, Services and Activities Fee Committee

DATE:

March 28, 2019

RE:

Spokane Campus S&A Fee Allocation Recommendations

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocation
ASWSU	\$282,205
AINS Yakima	\$12,687
Campus Pantry	\$12,930
Student Success Center	\$174,494
Information Technology	\$11,822
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Spokane Diversity Center	\$146,188
Community Engagement	\$54,035
Intercollegiate Athletics	\$7,500
Student Entertainment Board	\$64,118
Yakima Student Pharmacy Assoc.	\$13,900
RSO Funding	\$45,000
Facilities Reserve	\$57,878

CC: Saad Saif, Tiana Stephenson, Ana Vergara, Inderbir Bains, Taylor Trevino, Debbie Li, Haleigh Gibson, Laura Wintersteen, Gretchen Eaker, Jim Mohr

TO: Sandra Haynes

Chancellor, WSU Tri-Cities

FROM: Kirk H. Schulz

President

Date: April 11, 2019

Subject: WSU Tri-Cities S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Tri-Cities S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Tri-Cities S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.



Office of THE CHANCELLOR

Memorandum

Date:

April 8, 2019

To:

Kirk Schulz, Ph.D., President

From:

Sandra Haynes, Ph.D., Chancellor Jank Haynes

Cc:

Robin Kovis, WSU Tri-Cities Services and Activities Fee Committee Chair

Subject:

WSU Tri-Cities Services and Activities Fees Recommendation

I have reviewed the Washington State University Tri-Cities Services and Activities Fees Committee FY 19-20 budget allocation recommendations. I support the students' recommendations. If you also approve, please proceed by forwarding your support to the Board of Regents for approval at the May 3, 2019 meeting.

I have also received and support the recommendations made by the Tri-Cities S&A Fees Committee, by majority vote, to not implement an S&A fee Increase for academic year 2019/2020.

Please let me know if you have any questions or concerns. Thank you for your consideration of this request.

Encl: S&A Budget Allocation Recommendations

To:

Sandra Haynes, Ph.D.

Chancellor, Washington State University Tri-Cities

From: Robin Kovis

WSU Tri-Cities S&A Fees Committee Chair

Date: March 26, 2019

RE:

Tri-Cities Campus Services and Activities Fees Recommendation

The Services and Activities Fees Committee met on March 26, 2019, for final discussion and recommendation of budget allocations for Academic Year 2019-20 following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the President and Board of Regents for approval.

The S&A Fees Committee recommends an S&A Fee increase of 0% for Fall 2019.

The S&A Fee Committee recommends the following budget allocations:

Total	\$787,323.33	\$693,000	\$35,655.23	\$728,655.23
IT	\$17,346.32	\$16,167.56	\$831.83	\$16,999.39
Student Support Services	\$145,296.22	\$121,165.95	\$6,234.05	\$127,400
SEB	\$105,540.72	\$74,563.66	\$3,836.34	\$78,400
Office of Student Life	\$248,594.90	\$231,701.82	\$11,921.19	\$243,623
Campus Recreation and Club Sports	\$61,776.97	\$54,058.65	\$2,781.35	\$56,840
*Club Funding	\$40,000	\$38,042.68	\$1,957.32	\$40,000
ASWSUTC	\$168,768.20	\$157,299.68	\$8,093.15	\$165,392.84
Department/Org	Requested	Approved	Allocated from Reserve	Total

TO:

Mel Netzhammer

Chancellor, WSU Vancouver

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Vancouver S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Vancouver S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Vancouver S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.





TO:

Kirk Schulz

President, Washington State University

FROM:

Mel Netzhammer, Chancellor CJ CM

DATE:

April 3, 2019

SUBJECT:

Vancouver Services and Activities Fees Recommendation

I have reviewed and support the Vancouver Services and Activities Fees Committee FY2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The Vancouver S&A Fees Committee has recommended no S&A Fee increase for the upcoming fiscal year.

Cc:

Andrea Grande

Chair, Services and Activities Fees Committee

Enc:

Budget Allocation Recommendations



Student Affairs and Enrollment

MEMORANDUM

TO:

Mel Netzhammer

Chancellor, Washington State University Vancouver

FROM:

Andrea Grande

Chair, Services and Activities Fees Committee

DATE:

April 1, 2019

RE:

Services and Activities Fees Allocation

The Services and Activities Fees Committee met on April 1, 2019 to discuss and recommend budget allocations for the Academic Year 2019–2020, following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee recommends no increase of the S&A Fees.

The S&A Fee Committee recommends the following budget allocations:

Group	
American Democracy Project	\$6,529
Athletics	\$1,500
ASWSUV	\$255,112
Career Services	\$16,550
Child Development Program	\$55,333
Financial Literacy - Cougar Center	\$6,565
Club Operating Budget	\$60,000
Contingency Fund	\$18,000
Cougar Food Pantry	\$39,400
CougSync/Engage	\$6,145
Counseling Services	\$250,780
Development and Alumni Relations	\$9,234
Graduate Travel Grant	\$25,000*



Student Affairs and Enrollment

Health Services	\$114,296
KOUG Radio	\$38,000
New Student Programs	\$5,000
Office of Student Involvement	\$500,000
Salmon Creek Journal	\$37,865
Self Defense Classes	\$6,477
Student Activities Board	\$111,985
Student Diversity Center	\$164,527
Students Helping Students - IT	\$20,000
Student Life Building	\$300,000
Student Media	\$27,338
Undergraduate Travel Grant	\$18,000
VanCoug Journey	\$10,000
The VanCougar	\$78,000
Veteran's Center	\$3,600
Water Refill Stations	\$10,500

^{*}Use of carry forward funds from FY19 approved

cc: Matthew Leeper Aemri Marks Andrew Nevue Terresa Watson Gunjan Gakhar Summer Henricksen Vicente Chavez Nancy Youlden

ACTION ITEM #2

Services and Activities Fees Committee Allocations for Summer 2019 and Academic Year 2019-2020 (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Services and Activities Fees Committee Allocations for Summer 2019

and Academic Year 2019-2020

PROPOSED: That the Washington State University Board of Regents approve the

allocation of Services & Activities Fees for Summer 2019 and Academic Year 2019-2020, as recommended by the Services and Activities Fee committees representing each campus of Washington

State University.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: Services and Activities (S&A) fees are used to fund student activities,

programs and student buildings. S&A fees are charged to all students registering at any WSU campus, including the Global Campus.

Each campus retains 100% of its own S&A fees and is able to recommend a rate increase or decrease. The S&A fee committee on each campus is student led, with a majority of votes assigned to students from that campus. S&A fees are self-assessed and controlled locally.

The committees listed below have concluded their consideration processes. Their allocation recommendations have been submitted for approval to President Schulz and are presented here for approval. The recommendations are developed following guidelines governing the establishment and funding of student programs set forth in RCW 28B.15.045.

Information about S&A Fees may be found at: https://studentfees.wsu.edu/home/

Services & Activities Fee Committee - Everett

Services & Activities Fee Committee - Global Campus

Services & Activities Fee Committee - Pullman Services & Activities Fee Committee - Spokane Services & Activities Fee Committee - Tri-Cities Services & Activities Fee Committee - Vancouver

ATTACHMENT: Attachment A



TO: Paul Pitre

Chancellor, WSU Everett

FROM: Kirk H. Schulz

President

Date: April 11, 2019

Subject: WSU Everett S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Everett S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to implement an increase of a 3% to the Everett S&A Fee rate for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.



Washington State University Everett

MEMORANDUM

TO:

Kirk Schulz

President, Washington State University

FROM:

Paul Pitre

Chancellor, WSU Everette

DATE:

April 4, 2019

RE:

WSU Everett Services and Activities Fees Recommendation

I have reviewed and support the WSU Everett Services and Activities Fees Committee FY19-20 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

I have also received and support the recommendation made by the WSU Everett S&A Fees Committee, by majority vote, to implement an S&A Fee increase of 3% effective fall 2019.

	Committee Allocation Recommendation (Academic)	% of Allocation (based on estimated budget)	
ASWSUE	\$51,003	46.79045%	
WSU Engineering Club	\$13,000	11.92627%	
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%	
Society of Women Engineers (SWE)	\$13,000	11.92627%	
Association for Computing Machinery (ACM)	\$9,500	8.71535%	
Sigma lota	\$8,500	7.79795%	

Association of Women In Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston



Washington State University Everett

MEMORANDUM

TO:

Paul Pitre

Chancellor, WSU Everett

FROM:

Michael Edwards Chair, WSU Everett Services and Activities Fees Committee

DATE:

March 29, 2019

RE:

WSU Everett Services and Activities Fees Recommendations

The Services and Activities Fees Committee met on March 22, 2019 to discuss and recommend budget allocations for academic year 2019-2020, following the established guidelines.

Groups that have an estimated carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A fee committee during their deliberations. The approval letters to requesting groups include specific amounts for the academic year and any carry forward balances. Approval of the carry forward balances has been noted as necessary by Internal Audit.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019, meeting.

The S&A Fees Committee, by unanimous vote, recommends an S&A Fee increase of (3%) effective fall 2019.

The WSU Everett S&A Fees Committee unanimously recommends the following budget allocations:

	Committee Allocation Recommendation (Academic)	
ASWSUE	\$51,003	46.79045%
WSU Engineering Club	\$13,000	11.92627%
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%
Society of Women Engineers (SWE)	\$13,000	11.92627%
Association for Computing Machinery (ACM)	\$9,500	8.71535%
Sigma lota	\$8,500	7.79795%

Association of Women in Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston

TO:

David Cillay

Vice President for Academic Outreach and Innovation

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation of no changes changes to the Global Campus S&A Fee rate; the rate will remain at \$20.75/credit for Fall 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

Washington State University

MEMORANDUM

To:

Kirk Schulz, Ph.D.

President, Washington State University

From: David Cillay, Ph.D.

Vice President for Academic Outreach and Innovation

Date: April 3, 2019

RE:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

I have also received and support the recommendation by the committee, by majority vote, of no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit effective Fall 2019.

Nicole Romero, Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie cc: Marcum, Heather McKnight, Leslie Thompson, Maggie McFadden, Kelley Westhoff



TO:

David R. Cillay, Ph.D.

Vice President, Academic Outreach and Innovation

From: Nicole Romero

Chair, WSU Global Services & Activities Fees Committee

Date: March 27, 2019

RE:

WSU Global Services and Activities Fee Allocation

The WSU Global Services and Activities Fees Committee met on March 27, 2019 to discuss and recommend budget allocations for Fiscal Year 2020 following the established guidelines. As chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

The WSU Global S&A Fees Committee recommended no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit.

WSU Global S&A Fees Committee recommends the following budget allocations:

Group

Virtual Mentor Program Wellbeing Online Center for Civic Engagement Student Involvement-Student Support Global Connections ASWSU Global Campus	\$ 132,332 \$ 87,090 \$ 121,927 \$ 258,176 \$ 208,783 \$ 554,262
ASWSU Global Campus	<u>\$ 554,262</u>
Total	\$1,362,570

Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie Marcum, Heather McKnight, Leslie Thompson, cc; Maggie McFadden, Kelley Westhoff

TO:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

FROM:

Kirk H. Schulz, President

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

I have reviewed and support the WSU Pullman Services and Activities Fee Committee Summer 2019, and academic year 2019-2020 budget allocation recommendations. I also support the recommendation for a 4% increase in the WSU Pullman Services and Activities Fee for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank you for your services and leadership on this committee.



TO:

Kirk Schulz, President

FROM:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

The WSU Pullman Services and Activities Fees Committee met on April 4, 2019, to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020 in accordance with state and university guidelines.

Groups that have a carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A Fee Committee during their deliberations. Each group has been notified that all carry forward from the 2018-2019 academic year must be returned to the S&A fund; any group with a negative balance must cover that by sing other non-S&A operational fund.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee, by unanimous vote recommends a 4% Services and Activities Fee increase for FY2020. This equates to change from a \$537 to \$558 per year per full-time student.

The WSU Pullman S&A Fee Committee, by majority vote, recommends the following budget allocations:

Pullman S&A Fee Committee Recommended Allocations		Recommended Rate Increase		4.0%
		Recommended Ar	nount Increase	\$ 21.00
		2019-2020 Approved Allocation		ns
S&A Groups Requesting Funding	Base Requests	One-time Request	Facilities/ Capital	Total Request*
Disability Awareness (Access Center)	19,000		-	19,000
CATS/ Cougar Accessible Transportation Services	68,824	-	-	68,824
ASWSU - Administration/Executives	262,539	15,000	-	277,539
ASWSU - Senate	118,575	-	-	118,575
ASWSU - Senate Programming	379,328	-	-	379,328
Athletics	-	600,000	-	600,000
Center for Civic Engagement	340,169	-	-	340,169
Children's Center	404,516		-	404,516
Coalition of Women Students	188,955		- 1	188,955
Compton Union Building (CUB)	1,661,773	-	-	1,661,773
Cougar Marching Band	203,500	65,000		268,500
GPSA	576,690		-	576,690
Cougar Health Services/ Health & Wellness Services	307,790		-	307,790
Student Entertainment Board (SEB)	455,808	-	-	455,808
Student Involvement	933,778	- .		933,778
Student Media	248,882		-	248,882
Transit	522,922	-	-	522,922
UREC	1,555,222	-	-	1,555,222
Long-Term Debt Payments	-	-	1,198,800	1,198,800
PULLMAN GRAND TOTAL	8,248,271	680,000	1,198,800	10,127,071

cc: Amir Gilmore Rhea Gonzaga Mary Jo Gonzales Matt Hudelson Debbie Majano Maggie McFadden Tyler Parchem Lana Redman

Stacy Pearson Savannah Rogers Alec Solemslie Joseph Taylor

Kelley Westhoff '

TO:

Daryll DeWald

Chancellor, WSU Spokane

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Spokane S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Spokane S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Spokane S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office



Office of the Chancellor

April 9, 2019

President Kirk Schulz PO Box 641048 Pullman, WA 99164-1048

Dear President Schulz:

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocatio				
ASWSU	\$282,205				
AINS Yakima	\$12,687				
Campus Pantry	\$12,930				
Student Success Center	\$174,494				
Information Technology	\$11,822				
Student Affairs Yakima	\$44,035				
Student Involvement	\$166,822				
Spokane Diversity Center	\$146,188				
Community Engagement	\$54,035				
Intercollegiate Athletics	\$7,500				
Student Entertainment Board	\$64,118				
Yakima Student Pharmacy Assoc.	\$13,900				
RSO Funding	\$45,000				
Facilities Reserve	\$57,878				

Sincerely,



Daryll B. DeWald, Chancellor WSU Health Sciences Spokane



Student Affairs

TO:

Chancellor Daryll DeWald

Washington State University Health Sciences Spokane

Daught B. Delwald

FROM:

Skylar Banka

Chair, Services and Activities Fee Committee

DATE:

March 28, 2019

RE:

Spokane Campus S&A Fee Allocation Recommendations

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocation
ASWSU	\$282,205
AINS Yakima	\$12,687
Campus Pantry	\$12,930
Student Success Center	\$174,494
Information Technology	\$11,822
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Intercollegiate Athletics	\$7,500
Student Entertainment Board	\$64,118
Yakima Student Pharmacy Assoc.	\$13,900
RSO Funding	\$45,000
Facilities Reserve	\$57,878

CC: Saad Saif, Tiana Stephenson, Ana Vergara, Inderbir Bains, Taylor Trevino, Debbie Li, Haleigh Gibson, Laura Wintersteen, Gretchen Eaker, Jim Mohr

TO: Sandra Haynes

Chancellor, WSU Tri-Cities

FROM: Kirk H. Schulz

President

Date: April 11, 2019

Subject: WSU Tri-Cities S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Tri-Cities S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Tri-Cities S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office



Office of THE CHANCELLOR

Memorandum

Date:

April 8, 2019

To:

Kirk Schulz, Ph.D., President

From:

Sandra Haynes, Ph.D., Chancellor Jank Haynes

Cc:

Robin Kovis, WSU Tri-Cities Services and Activities Fee Committee Chair

Subject:

WSU Tri-Cities Services and Activities Fees Recommendation

I have reviewed the Washington State University Tri-Cities Services and Activities Fees Committee FY 19-20 budget allocation recommendations. I support the students' recommendations. If you also approve, please proceed by forwarding your support to the Board of Regents for approval at the May 3, 2019 meeting.

I have also received and support the recommendations made by the Tri-Cities S&A Fees Committee, by majority vote, to not implement an S&A fee Increase for academic year 2019/2020.

Please let me know if you have any questions or concerns. Thank you for your consideration of this request.

Encl: S&A Budget Allocation Recommendations

To:

Sandra Haynes, Ph.D.

Chancellor, Washington State University Tri-Cities

From: Robin Kovis

WSU Tri-Cities S&A Fees Committee Chair

Date: March 26, 2019

RE:

Tri-Cities Campus Services and Activities Fees Recommendation

The Services and Activities Fees Committee met on March 26, 2019, for final discussion and recommendation of budget allocations for Academic Year 2019-20 following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the President and Board of Regents for approval.

The S&A Fees Committee recommends an S&A Fee increase of 0% for Fall 2019.

The S&A Fee Committee recommends the following budget allocations:

Total	\$787,323.33	\$693,000	\$35,655.23	\$728,655.23
IT	\$17,346.32	\$16,167.56	\$831.83	\$16,999.39
Student Support Services	\$145,296.22	\$121,165.95	\$6,234.05	\$127,400
SEB	\$105,540.72	\$74,563.66	\$3,836.34	\$78,400
Office of Student Life	\$248,594.90	\$231,701.82	\$11,921.19	\$243,623
Campus Recreation and Club Sports	\$61,776.97	\$54,058.65	\$2,781.35	\$56,840
*Club Funding	\$40,000	\$38,042.68	\$1,957.32	\$40,000
ASWSUTC	\$168,768.20	\$157,299.68	\$8,093.15	\$165,392.84
Department/Org	Requested	Approved	Allocated from Reserve	Total

TO:

Mel Netzhammer

Chancellor, WSU Vancouver

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Vancouver S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Vancouver S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Vancouver S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office





TO:

Kirk Schulz

President, Washington State University

FROM:

Mel Netzhammer, Chancellor CJ CM

DATE:

April 3, 2019

SUBJECT:

Vancouver Services and Activities Fees Recommendation

I have reviewed and support the Vancouver Services and Activities Fees Committee FY2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The Vancouver S&A Fees Committee has recommended no S&A Fee increase for the upcoming fiscal year.

Cc:

Andrea Grande

Chair, Services and Activities Fees Committee

Enc:

Budget Allocation Recommendations



Student Affairs and Enrollment

MEMORANDUM

TO:

Mel Netzhammer

Chancellor, Washington State University Vancouver

FROM:

Andrea Grande

Chair, Services and Activities Fees Committee

DATE:

April 1, 2019

RE:

Services and Activities Fees Allocation

The Services and Activities Fees Committee met on April 1, 2019 to discuss and recommend budget allocations for the Academic Year 2019–2020, following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee recommends no increase of the S&A Fees.

The S&A Fee Committee recommends the following budget allocations:

Group	
American Democracy Project	\$6,529
Athletics	\$1,500
ASWSUV	\$255,112
Career Services	\$16,550
Child Development Program	\$55,333
Financial Literacy - Cougar Center	\$6,565
Club Operating Budget	\$60,000
Contingency Fund	\$18,000
Cougar Food Pantry	\$39,400
CougSync/Engage	\$6,145
Counseling Services	\$250,780
Development and Alumni Relations	\$9,234
Graduate Travel Grant	\$25,000*



Student Affairs and Enrollment

Health Services	\$114,296
KOUG Radio	\$38,000
New Student Programs	\$5,000
Office of Student Involvement	\$500,000
Salmon Creek Journal	\$37,865
Self Defense Classes	\$6,477
Student Activities Board	\$111,985
Student Diversity Center	\$164,527
Students Helping Students - IT	\$20,000
Student Life Building	\$300,000
Student Media	\$27,338
Undergraduate Travel Grant	\$18,000
VanCoug Journey	\$10,000
The VanCougar	\$78,000
Veteran's Center	\$3,600
Water Refill Stations	\$10,500

^{*}Use of carry forward funds from FY19 approved

cc: Matthew Leeper Aemri Marks Andrew Nevue Terresa Watson Gunjan Gakhar Summer Henricksen Vicente Chavez Nancy Youlden

WSU Pullman, Undergraduate Technology Fee Committee Allocations for Academic Year 2019-2020 (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman Student Technology Fee Committee Allocations for

Academic Year 2019-2020.

PROPOSED: That the Washington State University Board of Regents approve the

Academic Year 2019-2020 allocation from the Student Technology

Fee Committee.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: In Spring 2015, the ASWSU Pullman Senate approved a

\$20/semester student technology fee for undergraduate students effective Fall semester 2017. This fee is authorized by RCW 28B.15.051, which states that the revenue generated by the technology fee "shall be used exclusively for technology resources for general student use". Technology fees of varying amounts are charged by the other research and regional universities in Washington. Both the Pullman and Vancouver campuses have a \$20 technology fee, and the WSU fees are the lowest among the group.

The Student Technology Fee Committee has concluded its deliberative process and presents its recommendation for approval.

ATTACHMENTS: Student Technology Fee Allocation Recommendations

President's Memo of Support

TO:

Hannah Martian

Chair, WSU Pullman Technology Fee Committee

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Pullman Student Technology Fee Recommendations for FY 2020

I have reviewed and support the WSU Pullman Student Technology Fee FY 2020 budget allocation recommendations, as approved by the ASWSU-Pullman Senate March 27, 2019.

USS

I will submit the Committee's recommendations to the Board of Regents for approval at their May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office



Budget Office

MEMORANDUM

TO:

Kirk Schulz, President

FROM:

Hannah Martian

Chair, WSU Pullman Technology Fee Committee

Date:

April 11, 2019

Subject:

Student Technology Fee – Fiscal Year 2020 Recommendations

The ASWSU-Pullman Senate met on March 27, 2019 to review the allocation recommendations for academic year 2019-2020 from the Student Technology Fee Committee. The recommendations were approved by a unanimous vote of 9-0-0.

We request your support of the following allocation recommendations and submittal to the Board of Regents for approval at the May 2019 meeting.

REQUEST TITLE	REQUEST AMT	APPROVED AMT
CREATIVE CORRIDOR	\$157,134	\$157,134
STUDENT PRINTING PLAN	\$260,000	\$180,000
AMAZON WORKPLACES	\$12,000	\$12,000
SUPPORT EQUIPMENT for SENIOR DESIGN	\$45,143	\$45,143
SLOAN HALL & EEME BLDG WIRELESS DEPLOYMENT	\$273,395	\$180,000
AVERY MICROCOMPUTER LAB	\$43,387	\$43,388
KIMBROUGH MODERN INITIATIVE	\$71,280	\$71,280
PROJECT CARBON	\$13,454	\$13,454
JEWETT OBSERVATORY	\$21,844	\$15,604
SLOAN 32 - INFORMED LEARNING/STUDENT COLLAB SPACE	\$19,811	\$6,000
McCOY 202 TECH UPGRADE	\$23,000	\$23,000
CHINOOK 25 GAMING SPACE	\$37,292	\$37,292
DIMENSIONS LAB AUDIO RECORDING STUDIO	\$61,893	\$71,894
TOTAL	\$1,039,632	\$856,189

WSU Vancouver, Technology Fee Committee Allocations for Academic Year 2019-2020

(Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Vancouver Student Technology Fee Committee Allocations for

Academic Year 2019-2020.

PROPOSED: That the Washington State University Board of Regents approve the

Academic Year 2019-2020 allocations from the Student Technology

Fee Committee

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: In Spring 2017, the ASWSU Vancouver Senate approved a

\$20/semester student technology fee for undergraduate and graduate students effective Fall Semester 2017. This fee is authorized by RCW 28B.15.051, which states that the revenue generated by the technology fee "shall be used exclusively for technology resources for general student use". Technology fees of varying amounts are charged by the other research and regional universities in Washington. Both the Pullman and Vancouver campuses have a \$20 technology fee, and the WSU fees are the

lowest among the group.

The Student Technology Fee Committee has concluded its deliberative process and presents its recommendation for approval.

ATTACHMENTS: Student Technology Fee Allocation Recommendations

President's Memo of Support

TO:

Mel Netzhammer

Chancellor, WSU Vancouver

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Vancouver Student Technology Fee Recommendations for FY 2020

I have reviewed and support the WSU Vancouver Student Technology Fee FY 2020 budget allocation recommendations, as approved by the ASWSU-Vancouver Senate March 29, 2019.

I will submit the Committee's recommendations to the Board of Regents for approval at their May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office





TO:

Kirk Schulz

President, Washington State University

FROM:

Emile C. Netzhammer, Chancellor

DATE:

April 1, 2019

SUBJECT:

Vancouver Student Technology Fee Committee Recommendation

I have reviewed and support the Vancouver Student Technology Fee Committee FY2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The Vancouver Student Technology Fee Committee has recommended to allocate \$125,969 including:

- \$8,619 to support and expand the Student Loaner Laptop program
- \$76,816 to improve the student WiFi experience
- \$27,100 to pilot a virtual/anywhere student computing experience
- \$13,434 to provide students a \$2 printing credit (prorated for part-time) during fall and spring semesters with a recommended implementation (if feasible) allowing students to opt-in for the credit

Enc: Budget Allocation Recommendations

14204 NE Salmon Creek Ave. Vancouver, WA 98686

phone: 360.546.9520

web: www.aswsuv.com

MEMORANDUM

TO: Mel Netzhammer, Chancellor

FROM: Holly Ta, ASWSUV Vice President

DATE: March 29, 2019

SUBJECT: Student Technology Fee Allocations – FY20

The ASWSU Vancouver Senate met on March 29, 2019, to review the allocation recommendations for FY20 from the Student Technology Fee Committee. The recommendations were approved unanimously, by a vote of 11-0.

Per the discussions of the Technology Fee Committee, the Senate has approved recommendations to allocate \$125,969 including

- \$8,619 to support and expand the Student Loaner Laptop program
- \$76,816 to improve the student WiFi experience
- \$27,100 to pilot a virtual/anywhere student computing experience
- \$13,434 to provide students a \$2 printing credit (prorated for part-time) during fall and spring semesters with a recommended implementation (if feasible) allowing students to opt-in for the credit.

Considering the limited amount of funding that the Student Technology Fee Committee has to allocate, they ask for institutional support from WSU Vancouver IT, the WSU Vancouver Library, and other departments at WSU towards the successful use of these funds on behalf of WSU Vancouver students.

We request your support of the allocation recommendations and submittal to the Board of Regents for approval at the May 2019 meeting.

cc:

Brian Kirika Naffisatou Sise Ashley Fryer Michael Stamper David Hill

Flolly Ta

ASWSUV Vice President

MatthewLeeper

ASWSUV Pro-Tempore

Proposed changes to WSU Health Sciences Spokane Parking System Rates (Stacy Pearson/Daryll DeWald)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed Changes to WSU Health Sciences Spokane Parking

System Rates

PROPOSED: That the WSU Board of Regents authorize proposed changes to The

WSU Health Sciences Spokane parking rates for fall 2019.

SUBMITTED BY: Daryll DeWald, Chancellor

SUPPORTING

INFORMATION: As the WSU Health Sciences Spokane campus has grown

substantially over the last several years, available parking inventory has declined, and maintenance needs have increased. Additional forecasted campus growth will continue to exacerbate available campus parking inventory. Therefore, the campus seeks approval to

increase multiple parking rates for approval.

The WSU Spokane campus established a Parking Advisory Board to provide an open, campus-wide process for the consideration of the parking system's improvements and ongoing maintenance and to propose changes to parking rates to fund these improvements. In order to facilitate open communication and "face-to-face" feedback, the proposed changes to parking rates were presented to the Associated Students of WSU Health Sciences (ASWSUHS Senate and Town Hall open forum meetings and student body email communication) and faculty and staff (including communication, an open forum, informational website, and anonymous feedback submittal via website form).

The WSU Spokane administration plans to propose multi-year rate increases for all current term, daily, and hourly parking permits starting in fall 2019.

Proposed parking permit prices for 2019-2022 are as follows:

Term Permit Type	Current Annual Rate	Rate 19-20	Rate 20-21	Rate 21-22
Annual Orange	\$471	\$542	\$613	\$684
Annual Green	\$343	\$395	\$447	\$499
Fall Semester Orange	\$218	\$251	\$284	\$317
Fall Semester Green	\$158	\$182	\$206	\$230
Fall Quarter Orange	\$152	\$175	\$198	\$221
Fall Quarter Green	\$111	\$128	\$145	\$162
Spring Semester Orange	\$218	\$251	\$284	\$317
Spring Semester Green	\$158	\$182	\$206	\$230
Winter Quarter Orange	\$152	\$175	\$198	\$221
Winter Quarter Green	\$111	\$128	\$145	\$162
Spring Quarter Orange	\$152	\$175	\$198	\$221
Spring Quarter Green	\$111	\$128	\$145	\$162
Summer Quarter Orange	\$152	\$175	\$198	\$221
Summer Quarter Green	\$111	\$128	\$145	\$162
Note: Daily and hourly parking r Academic Year 2019-2020:	ates are pro	oposed to	increase o	only for
Daily Permit Type	Current Daily Rate	Daily Rate 19-20	Current Hourly Rate	Hourly Rate 19-20
Orange	\$6	\$7	\$1	\$2
Green	\$4	\$5	\$1	\$2
Student Weekend Orange and Green Permits (unchanged)	\$3.00 per day \$5.00 for Both Days	\$3.00 per day \$5.00 for Both Days		

These proposal increases will provide needed funding for major capital projects and maintenance including, but not limited to;

- capital improvements for the Green 5 parking lot adding two new ingress and egress access points and partnering with Spokane Transit Authority (STA) to provide two new bus stations in the center of campus (stations are funded by STA),
- 2) capital improvements for the Green 5 parking lot adding new parking spaces to partially accommodate campus growth,
- 3) capital improvements for the Green 5 parking lot adding new pedestrian campus connectivity to the City of Spokane's University Gateway bridge for pedestrian and bicycle access and improved safety,

- 4) needed pavement preservation resurfacing and surface repair maintenance in almost all of the 11 parking lots on campus; extending each lot's base-surface life up to seven years,
- 5) ongoing annual parking lot maintenance,
- 6) three vehicle rental-fleet replacements used by internal customers,
- 7) replacement of 14 parking permit vending machines,
- 8) base funding support to finance future growth-driven parking improvements.

The WSU Spokane campus administration has been fully engaged in the promotion and facilitation of alternative commute modes for the campus population, and employees who continue to choose parking remain eligible for savings from the Pre-Tax Parking Fee Deduction.

Parking rates were last increased on the Spokane campus between 2013 and 2015. This last increase was part of a three-year rate increase of 10% each year. In addition, parking zones were revised in both 2015 and 2016.

Proposed Changes to Summer Session Tuition Policy (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Revisions to Executive Policy #10 – Summer Session Tuition Policy

PROPOSED: That the Washington State University Board of Regents approve

revisions to Executive Policy #10 regarding Summer Session Tuition

and Services and Activities Fee Policy.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING INFORMATION:

State law authorizes the governing boards of the four-year higher education institutions to establish tuition and fees for all students attending summer session.

This action will modify Executive Policy #10 to add the following clarifying language:

- 1. The maximum undergraduate and graduate per credit hour charge for summer session is based on the part-time rate for the Pullman campus.
- 2. The maximum per credit rate for professional programs is based on the part-time rate for the particular program.
- 3. The per credit hour rate is the same for all campuses.

The proportion of the per credit hour rate attributed to S&A fees may vary by campus.

Summer session 2019 rates by campus would be:

			UND	ERGRAD	UATE		
						nmer Session r credit hour	
	Т	uition	S&	A Fee		rate	
Pullman	\$	486	\$	27	\$	513	
Spokane	\$	484	\$	29	\$	513	
Tri-Cities	\$	487	\$	26	\$	513	
Vancouver	\$	485	\$	28	\$	513	
Global	\$	492	\$	21	\$	513	
Everett	\$	487	\$	26	\$	513	
			G	RADUA	TE		
					Summer Session		
					per credit hour		
	Т	uition	S&	A Fee		rate	
Pullman	\$	561	\$	27	\$	588	
Spokane	\$	559	\$	29	\$	588	
Tri-Cities	\$	562	\$	26	\$	588	
Vancouver	\$	560	\$	28	\$	588	
Global	\$	567	\$	21	\$	588	
Everett	\$	562	\$	26	\$	588	

Beginning in AY2014 campuses adopted differential S&A fee rates, and in practice, the proportion of summer tuition attributed to S&A fee is based on each campuses' rate. This action codifies that practice in the summer session policy. Further, because of the differential S&A fee rates at the campuses, it is necessary to specify which campus the total summer tuition and S&A fee rate would be based on.

ATTACHMENT: 2020 Summer Rates Redline Document

Procedures and Forms Review Request

Office of Procedures, Records, and Forms
Washington State University

Pullman, WA 99164-1225 Telephone: 509-335-2005 FAX: 509-335-3969

INSTRUCTIONS:

Please review the attached and retu	irn to the						
Office of Procedures, Records, and Forms by the		REC	DUEST DATE	RESPOND BY DATE			
indicated "Respond" date.		January 23, 2019	February 6, 2019		9		
SECTION OR FORM NAME					NUMBER	DRAFT	
Summer Session Tuition and Servi	Summer Session Tuition and Services and Activities Fees Policy				EP10	4	
REVIEWER				RESPON	SIBLE OFFICIAL	-	
Leslie Thompson, David Cillay, Kelley	Westhoff, Vicky Murray,	, Chri	s Hoyt	David Cill	ay		
INFORMATIONAL COPY		TYF	PE OF CHANGE	•	SIBLE OFFICE		
		Sub	ostantive Revision	Academic Outreach and Innovation			
DESCRIPTION This revision updates the policy regard tuition and fees. Draft #4 includes changes from Leslie				nich accom	pany summer se	ession	
Note to all reviewers: This policy was orig approved by the BOR, the Vice President for administrative review (including by Presider and as an action item at the following BOR Return comments or approval to Deb E	or Academic Outreach and ht's Cabinet) is completed. meeting.)	Innov (BOR	ration (AOI) must take these change approvals require presentation as a	es to the BO	R once the interna	l	
PREVIOUS REVIE	WERS		PREVIOUS REVIEWERS				
NAME	OFFICE		NAME	OFFICE			
Ben Perkins	Summer Session		Eric Godfrey	E	Enrollment		
Becky Bitter (deferred to Matt Zimmerman)	Registrar		David Cillay	A	AOI		
Matt Zimmerman	Registrar		Leslie Thompson	A	AOI		
Jason Trosine	WSUS Registrar		Kelley Westhoff	E	Budget Office		
Marypat Dutton	WSUV Registrar						
Lynn Valenter	WSUV Finance & Ops						
REVIEWER'S COMMENTS		·					
Per Craig Parks No Faculty Senate r	eview needed.						
•							
The reviewer marks one of the boxe	es below and signs th	e for	m. REVIEWER'S SIGN	NATHRE/D	ATF		
I concur. I concur in general. See comments.	I do not concur. See comments.		efer mments.	₩/ (I OI IL/D	/ \		

WASHINGTON STATE UNIVERSITY EXECUTIVE POLICY MANUAL

Executive Policy #10
Revision Approved by Board of Regents, November 16, 2012 < Date TBD>

DRAFT #4

Summer Session Tuition and Services and Activities Fees Policy

POLICY

Summer session tuition and fees and Services and Activities (S&A) Fees are based on the preceding academic year's part-time rates.

Summer Session Tuition and Fees

The summer session tuition and $\underline{S\&A}$ fees per credit hour:

- <u>fF</u>or undergraduate students, <u>shall must</u> not exceed the part-time undergraduate rate <u>for tuition plus S&A Fee</u> during the previous academic year <u>for the Pullman campus</u>;
- <u>fF</u>or graduate students, <u>shall must</u> not exceed the part-time graduate rate <u>for tuition plus S&A</u> <u>Fee</u> during the previous academic year <u>for the Pullman campus</u>;
- fFor professional students, shall must not exceed the part-time professional rate for tuition plus S&A Fee during the previous academic year for the particular program.

Services and Activities Fees

The Services and Activities Fee portion is to be the same for all students and be equal to S&A Fee varies by campus but does not change the per credit tuition rate. All campuses must set the same tuition rate as outlined above for undergraduate, graduate, and professional students (based on the particular program), regardless of the S&A Fee rate approved for each campus. for part-time resident undergraduates during the previous academic year.

Initiative for Research and Education to Advance Community Health (IREACH), Extension of Office Lease (Stacy Pearson/Daryll DeWald)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: IREACH Seattle, Extension of Existing Office Lease

PROPOSED: That the WSU Board of Regents authorize a five (5) year extension of

IREACH's existing Office Lease in Seattle, WA, and delegate authority to the President or his designee to enter into any and all documents

necessary to complete the extension of IREACH's Office Lease.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING

INFORMATION: IREACH is currently leasing approximately 8,700 sq. ft. of office space

in the Metropolitan Park West building located at 1100 Olive Way, Seattle, WA. The Office Lease is set to expire on July 31, 2019, and IREACH would like to extend the term of the Office Lease for an additional five (5) years. Final negotiations with the Landlord are ongoing, but the total amount of rent to be paid by IREACH over the

additional five-year term will be approximately \$2,100,000.

The Real Estate Office did evaluate the potential of relocating IREACH into a new location in the Seattle area, but all such locations had a similar rent structure, and would have required a longer-term commitment from IREACH (7-10 years at a minimum). IREACH would also incur moving expenses and the interruption of its operation if it were to relocate into a different office building. In order to maintain flexibility for the future, IREACH prefers to remain

in its existing location for an additional five (5) years.

BOARD OF REGENTS

Initiative for Research and Education to Advance Community Health (IREACH), Extension of Office Lease

Resolution #190503-607

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents authorize a five (5) year extension of IREACH's existing Office Lease in Seattle, WA, and delegate authority to the President or his designee to enter into any and all documents necessary to complete the extension of IREACH's Office Lease.

Dated this 3rd day of May, 2019.

Chair, Board of Regents

Secretary, Board of Regents

Richland 24.79 Acres Sale of Real Property (Stacy Pearson/Sandra Haynes)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Sale of Real Property located in Richland, WA

PROPOSED: That the WSU Board of Regents authorize the sale of a parcel of

vacant land in Richland, Washington totaling 24.79 acres, identified as Benton County Parcel No. 1-2608-200-0001-004 "Property"), and delegate authority to the President or his designee to select the best offer and to enter into any and all documents

necessary to complete this sale.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING INFORMATION:

The Property was conveyed to the University by the City of Richland (the "City") in October 1993 with the intent to encourage growth of the Tri-Cities Campus. An illustration of the Property is attached in Exhibit "A". The Quit Claim Deed (the "Deed") provided that the Property was being conveyed to the University as part of the college campus and to be used for educational, scientific and research purposes related thereto. The Deed also contained a reversionary condition that provided that if the Property was ever transferred or sold to a private entity, without the City's prior written consent, the Property would revert back to the City.

The Property is located off of George Washington Way, approximately one (1) mile to the southwest of the University's Tri-Cities Campus. An illustration of the Property in relation to the Tri-Cities Campus is attached in Exhibit "B". The Property is zoned Commercial-Limited Business (C-LB), and is surrounded apartments, three commercial buildings and single family Given the Property's separation from the Tri-Cities Campus, and its location within a mixed commercial and residential neighborhood, the Property is not well suited for the future growth and development of the Tri-Cities Campus. The Tri-Cities Campus supports the sale of the Property, and will have the opportunity to use the net proceeds from the sale of the Property for future improvements to and development of its Campus.

On April 2, 2019, the City adopted Resolution No. 42-19 in which the City provided its written consent for the University to move forward with the sale of the Property. In keeping with the City's conveyance of the Property to the University, the City's consent provides that the net proceeds from the sale of the Property will be reinvested into the University's Tri-Cities Campus. A copy of the City's Resolution is set forth in Attachment "C".

The Real Estate Office obtained an appraisal on the Property on February 4, 2019 that valued the Property at \$2,160,000. It is our intent to list the Property for sale in the spring of 2019 in order to maximize market exposure during the spring and early summer.

ATTACHMENTS: Exhibit A, B, and C

Exhibit "A"

Illustration of Property (Richland 24.79 Acres - Outlined in Red)

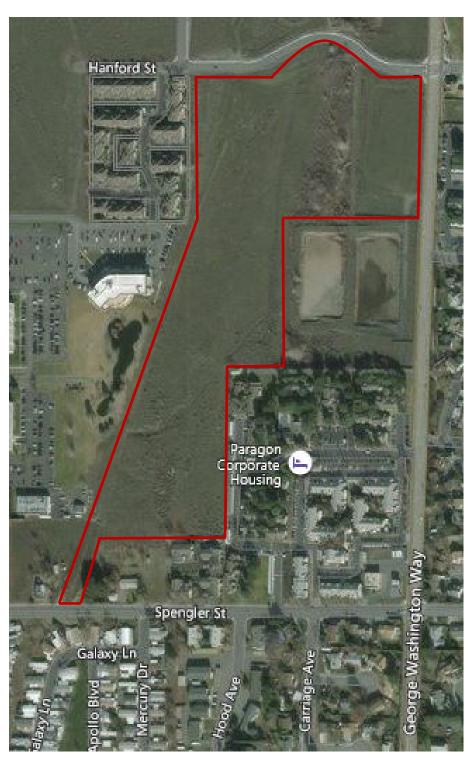


Exhibit "B"

Illustration of Property in relation to WSU Tri-Cities Campus



RESOLUTION NO. 42-19

A RESOLUTION of the City of Richland consenting to Washington State University's request to sell property previously gifted by the City of Richland.

WHEREAS, in 1993, the City of Richland gifted to Washington State University (WSU) a 24.79-acre parcel of property located west of George Washington Way and south of Hanford Road to be used as part of the college campus and for educational, scientific and research purposes related thereto; and

WHEREAS, the quitclaim deed conveying the property to WSU contains a deed restriction that requires City consent for any future sale of the property by WSU; and

WHEREAS, in 2009, City Council consented to WSU's sale of a portion of the parcel, but the sale did not take place; and

WHEREAS, in January 2019, WSU again contacted the City of Richland seeking consent to sell the parcel gifted in 1993. WSU advises that proceeds from the sale will be reinvested in the WSU-TC campus in the form of capital improvements; and

WHEREAS, the City benefits from private development of currently undeveloped land in the heart of North Richland in the form of tax revenues, increased population density, and additional recreational amenities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that consent is hereby given to WSU to sell the property gifted by the City under Quitclaim Deed AF No. 1993-033373 on the condition that proceeds from the sale are reinvested into the WSU-TC campus.

BE IT FURTHER RESOLVED that the City Manager is authorized to sign and execute all documents necessary to facilitate the sale by WSU, including but not limited to any documentation necessary to remove the existing deed restriction upon conveyance.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 2nd day of April, 2019.

ATTEST:

APPROVED AS TO FORM:

DEBBY BARHAM, Deputy City Clerk

HEATHER KINTZLEY, City Attorney

Adopted 04/02/2019

Resolution No. 42-19

BOARD OF REGENTS

Sale of Real Property (24.79 Acres) located in Richland, WA

Resolution #190503-608

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents authorize the sale of a parcel of vacant land in Richland, Washington totaling 24.79 acres, identified as Benton County Parcel No. 1-2608-200-0001-004 (the "Property"), and delegate authority to the President or his designee to select the best offer and to enter into any and all documents necessary to complete this sale.

Dated this 3rd day of May, 2019.

Chair, Board of Regents

Secretary, Board of Regents

WSU Tri-Cities

9+/- Acre Land Swap with the Richland School District and Athletic Fields Agreement (Stacy Pearson/Sandra Haynes)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Tri-Cities ("WSUTC"), 9+/- Acre Land Swap with the Richland

School District and Athletic Fields Agreement

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

PROPOSED: That the Board of Regents approve a land swap with the Richland

School District (the "District") pertaining to approximately 9 acres of land located on the WSUTC Campus that would be swapped for approximately 9 acres of land located on the District's Hanford High School Campus, and further delegate authority to the President or his designee to enter into any and all documents necessary to

complete this land swap.

BACKGROUND INFORMATION:

In 1993, the District deeded to the University approximately 30 acres of land adjacent to the south side of the WSUTC Campus. A copy of the WSUTC Campus Master Plan is illustrated in Attachment A and the 30-acre property is outlined in red. This was one of the incentives provided to the University by the Tri-Cities to locate a campus in Richland. At the time of the deed, the District had a baseball field, track and field complex, football field and bleacher seating on the land that was used by the adjacent Hanford High School. The 30acre property was deeded to the University pursuant to a "Disposition Agreement" that provided continued use by the District of its athletic facilities until such time that the land was needed by the University for its campus facilities. Under the Disposition Agreement, if the land was ever needed for WSUTC facilities, WSUTC would have to relocate the District's original facilities to other property owned by the District, at WSUTC's expense.

In 2006, the District and WSUTC entered into an Interagency Agreement whereby the District was permitted to improve and supplement its athletic facilities on the land with the provision that any required relocation of the new improvements would be at the District's expense. Since the 1993 Disposition Agreement, the District has maintained the entire 30-acre property and has paid all costs of operating the athletic facilities thereon. In 2014, the District and WSUTC also entered into an agreement whereby WSUTC obtained the right to use certain District athletic facilities on the 30 acres.

The District now desires to substantially improve its athletic facilities on a portion of the 30-acre property owned by WSUTC, and has obtained approval from its voters to issue bonds for that purpose. Such improvements will include, but not be limited to, new bleacher seating (2,000 seats), restroom facilities, a concession area, artificial field turf and resurfacing of the existing track. The District's improvements will cost in excess of \$6,000,000 and the District does not want to make the improvements on WSUTC's property in light of the 2006 Interagency Agreement between the parties, which could require the District to relocate such improvements, at the District's expense.

As a result of the foregoing, the District originally proposed to lease 15 of the 30 acres from WSUTC under a long-term ground lease, which we presented to the Board of Regents as a Future Action Item in March 2018. After that meeting, the District's Board (with community input and support), decided that the District should not build its proposed improvements on land that it does not own, and elected not to proceed with the ground lease. The District has now proposed the possibility of "swapping" a portion of WSUTC's 30-acre property for a similarly sized portion of Hanford High School's property.

The terms of this proposed land swap are currently being negotiated, although the District has agreed to the following key terms:

• WSUTC's land to be swapped with the District will be limited to approximately 9 acres. In doing so, WSUTC will retain approximately 6 acres of property on George Washington Way, to the west of the proposed 9 acres to be swapped with the District, and approximately 21 acres to the east of the proposed 9 acres. An illustration of the 21 acres to be retained by WSUTC is provided in Attachment "B". The District's 9-acre property to be swapped with WSUTC is also illustrated in Attachment "B", and includes Hanford High School's existing varsity soccer field and related

- improvements, such as bleacher seating and field lighting. The District's 9-acre property is located immediately to the south of, and adjacent to, WSUTC's property.
- All existing agreements between WSUTC and the District will terminate as they have become outdated (particularly upon completion of the land swap). WSUTC and the District will enter into new agreements to accurately reflect the relationship between the parties and their properties. For example, the parties will execute a new Interagency Agreement to exclude the 9 acres where the District will build its athletic facilities, as this property will then be owned by The new Interagency Agreement will only the District. pertain to the remaining 21 acres on WSUTC's property where the District's existing baseball fields are located. The new Interagency Agreement will accurately reflect that WSUTC has the right to require the District to relocate the baseball fields at any time, at the District's sole cost and expense. It will also reflect that WSUTC has the right to use the fields for its exclusive use if it ever elected to do so. In the meantime, the District and WSUTC will share the rights to use the baseball fields, and the District will continue to be responsible for maintaining them.
- WSUTC and the District will create and execute a new Athletic Fields Agreement (or similar document) to formalize the parties' agreement to co-brand the District's new athletic facilities. WSUTC will have priority rights to use such facilities for its commencement ceremonies, and will have second priority rights to use the facilities after the District for other activities.
- The District will continue to maintain the soccer fields on the 9-acre property that WSUTC will receive for ten (10) years after the land swap is complete.
- The District will be responsible for all fees and expenses associated with the land swap, including the surveying and civil engineering fees to create the two new 9+/- acre parcels, and any attorney's fees necessary to complete the swap.

WSUTC is in need of athletic facilities for use by its students and this proposed transaction would satisfy that need for the foreseeable future. WSUTC is in favor of moving forward with this proposed land swap.

ATTACHMENTS: Attachment A - WSUTC Campus Master Plan. The 30-acre property deeded to WSUTC by the District in 1993 is outlined in red.

Attachment B – the proposed 9 acres of WSUTC's land that will be subject to the land swap is outlined in outlined in red, as is the District's proposed 9 acres that will be subject to the land swap. The remaining 21 acres to be retained by WSUTC is outlined in blue.

"Attachment A"

WSUTC Campus Master Plan



"Attachment B"

Proposed 9 acre land swap



BOARD OF REGENTS

9+/- Acre Land Swap with the Richland School District and Athletic Fields Agreement

Resolution #190503-609

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents authorize a land swap with the Richland School District (the "District") pertaining to approximately 9 acres of land located on the WSUTC Campus that would be swapped for approximately 9 acres of land located on the District's Hanford High School, and further delegate authority to the President or his designee to enter into any and all documents necessary to complete this land swap.

Dated this 3rd day of May, 2019.

Chair, Board of Regents
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Secretary, Board of Regents

ACTION ITEM #10

WSU Tri-Cities, Academic Building Schematic Design and Construction Phase Approval (Stacy Pearson/Olivia Yang)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

WSU Tri-Cities, Academic Building, Schematic Design and SUBJECT:

Construction Phase Approval

PROPOSED: That the Board of Regents approve the WSU Tri-Cities, Academic

> Building with a total budget not to exceed \$30,400,000, authorize the project to proceed to design and construction using the Design-Build (DB) process pursuant to RCW 39.10, and further delegate authority to the President or his designee to enter into any and all contracts necessary to complete the project, within the budgeted

amount.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING INFORMATION:

The 40,000 qsf Academic Building will facilitate future growth in STEM-focused high demand bachelor's degrees in Biology, Chemistry, and Education with STEM content area endorsements. This will allow for the expansion of new degree offerings in other disciplines as existing classroom space becomes available. facility will include eight laboratories supporting Physics, two labs for Biology, two labs for Chemistry, Anatomy/Physiology and two 96 seat active learning classrooms. A central gathering area in the main entry will employ stadium style stairs to allow for large group presentations and community events.

A major focus will be on interdisciplinary programming and enhanced collaborations between the campus and adjacent research facilities within the Tri-Cities Research District including those at the Pacific Northwest National Laboratory (PNNL). WSUTC plans to offer the hands-on educational experiences that will lead to career opportunities and help meet the employment needs of Hanford contractors and other STEM industries. The existing laboratory space for teaching and training does not meet current standards for state-of-the-art instruction in the life and physical sciences.

The Academic Building will be located directly west of the Consolidated Information Center (CIC) building.

The Board of Regents approved \$400,000 for pre-design in the FY2015-17 and \$3,000,000 for the design and pre-construction in the FY2017-19 state capital budgets. The University has requested construction funding for the FY2019-21 State capital request. The project budget total will reflect final amount of construction funding as appropriated by Legislature.

Project Schedule:

Project Budget:

Regents Approval of Design and Construction	May <i>2019</i>
Design	Jan <i>2019 – Dec 2019</i>
Construction	Nov <i>2019 – Feb 2021</i>

Troject budget.	
Construction (incl. contingency & sales tax)	\$ 27,000,000
Professional Services	\$ 928,000
Project Management	\$ 956,000
Moveable Equipment/Furnishings	\$ 958,000
Other	\$ 558,000
Total Project Budget	\$ 30,400,000

Source of Funds:	
FY2015-2017 State Funds	\$ 400,000
FY2017-2019 State Funds	\$ 3,000,000
FY2019-2021 State Funds	<u>\$ 27,000,000</u>
Total Source of Funds	<u>\$ 30,400,000</u>

ATTACHMENTS: Attachment A - Aerial site map
Attachment B - Design Presentation

Attachment A



BOARD OF REGENTS

WSU Tri-Cities, Academic Building Schematic Design and Construction Phase Approval

Resolution #190503-606

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents approve the WSU Tri-Cities, Academic Building with a total budget not to exceed \$30,400,000, authorize the project to proceed to design and construction using the Design-Build (DB) process pursuant to RCW 39.10, and further delegate authority to the President or his designee to enter into any and all contracts necessary to complete the project, within the budgeted amount.

Chair, Board of Regents
Secretary, Board of Regents

Dated this 3rd day of May, 2019.

Attachment B

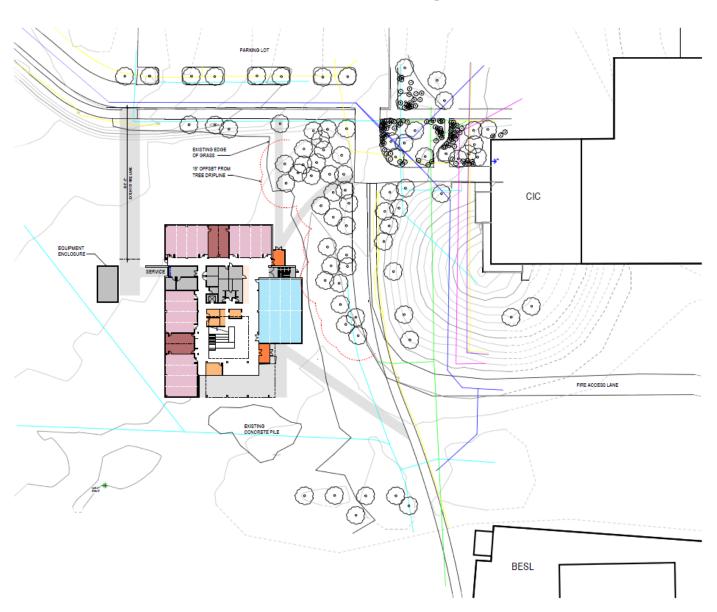
WSU Tri-Cities Academic Building

Board of Regents Meeting May 2, 2019

Tri-Cities Academic Building Site Plan

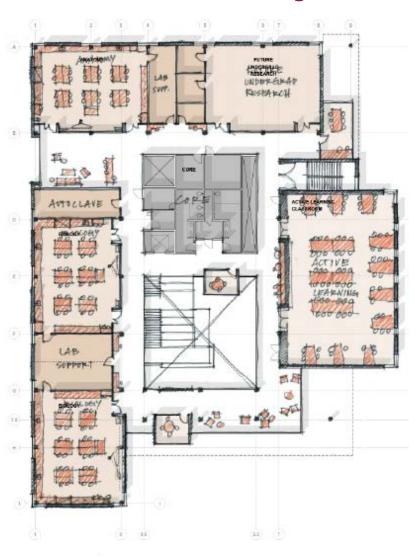


Tri-Cities Academic Building Site Plan



Tri-Cities Academic Building Level 01 PALLEWE TREES SERVICE SHIME CHEMISTRY LAN 000,000 CLASSISSOM 500 000

Tri-Cities Academic Building Level 02



Tri-Cities Academic Building Perspectives





SE View NE View



WSU TRI-CITIES NEW ACADEMIC BUILDING

ACTION ITEM #11

WSU Pullman, Baseball Clubhouse Schematic Design Approval (Stacy Pearson/Olivia Yang)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman, Baseball Clubhouse, Schematic Design Approval

PROPOSED: That the WSU Board of Regents approve the schematic design for

the WSU Pullman, Baseball Clubhouse project.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING

INFORMATION: The new baseball clubhouse will provide a home for the Cougar baseball

program as well as a new front door to Bailey-Brayton Field. This state-of-the-art facility will accommodate the daily needs of the baseball program and include a locker room, weight and cardio room, academic area, team meeting room, and areas for Cougar equipment and athletic medicine. In addition, the facility will enhance the game day experience for players, coaches and fans and provide improved ingress and egress

along with new public restrooms and concessions.

The Board of Regents approved the design and construction for the project within the budgeted amount of \$10,000,000 at the January

2019 meeting.

ATTACHMENTS: Attachment A: Aerial Site

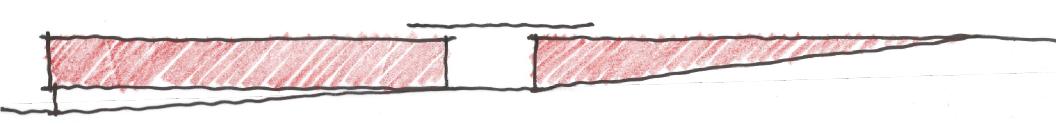
Attachment B: Design Presentation

Attachment A



WASHINGTON STATE B A S E B A L L

BACK TO OMAHA





























METAL PANEL COLOR I

METAL PANEL COLOR 2

ENTRY WINDOWS

SRG



NORTHWEST VIEW

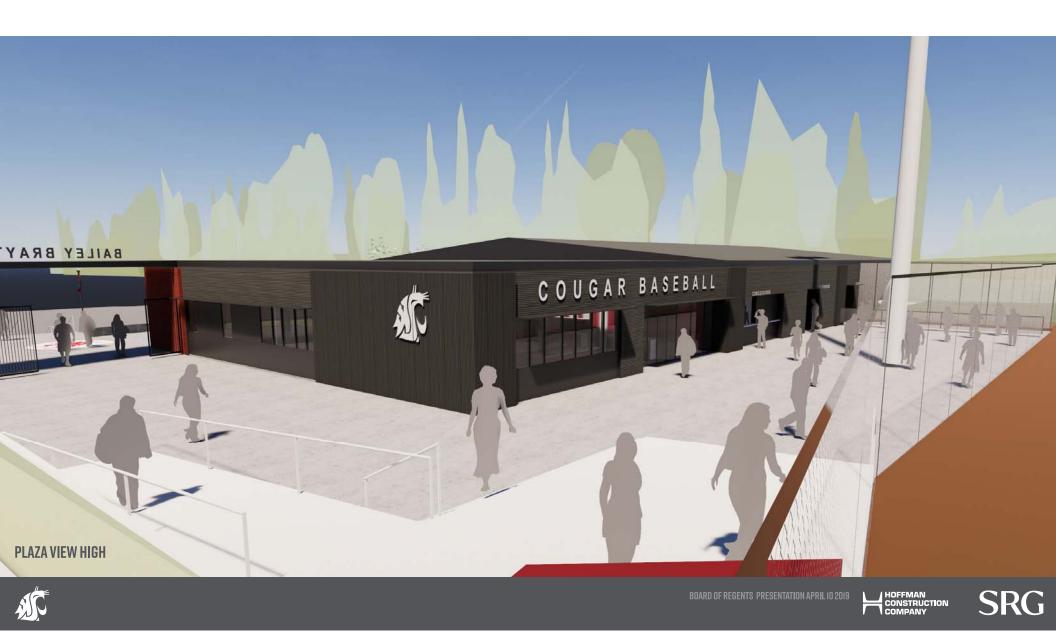












ACTION ITEM #12

Refunding of Trust and Building Fee Revenue Bonds, 2009B (Stacy Pearson/Matt Skinner)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Refunding of Trust and Building Fee Revenue Bonds, 2009B

(Pearson/Skinner)

PROPOSED: That the Board of Regents approve a Trust and Building Fee Revenue

Bond Refunding Resolution to authorize the issuance and sale of bonds to be used for refunding of Trust and Building Fee Revenue Bonds, 2009B (Refunded Bonds), with a maximum par amount not to exceed \$83,850,000; with a maximum term not to exceed the term of the Refunded Bonds, and a minimum savings threshold of 4.0% net present value savings; and delegate authority to the President or his designee to sell bonds including determining the final bond size, maturity schedule, redemption provisions and timing

of sale.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

Matt Skinner, Associate Vice President for Finance and

Administration

SUPPORTING INFORMATION:

The Board of Regents Policy #5 (Attachment A) and the corresponding General Revenue Refunding Bond Resolutions (GRB Refunding Resolutions) delegate authority for the Vice President for Finance and Administration to refund University debt when debt service savings can be achieved. At least annually, the Vice President for Finance and Administration provides a report to the Regents detailing activities within the University debt portfolio, including the results of refunding activities.

The University has the opportunity to refund the Trust and Building Fee Revenue Bonds, 2009B for estimated net present value savings of approximately \$7.3 million or 9.3% with no change to the term of the existing bonds.

However, since GRB Refunding Resolutions and delegation to the Vice President for Finance and Administration provide for the refunding of bonds that will be payable <u>solely</u> from general revenues,

it is necessary to seek this delegation via a separate resolution to refund the Trust and Building Fee Revenue Bonds, 2009B. The refunding bonds will be payable solely from Trust Land revenues and Building Fee Revenue.

History of the Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment)

In December 2009, the University issued the Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment) to finance multiple projects including: construction of a Veterinary Medical Research Building on the Pullman campus, a portion of the costs of construction of Applied Technology Classrooms on the Vancouver campus, and a portion of the costs of construction of the Global Animal Health – Phase 1 research building on the Pullman campus. Debt service payments on these bonds are secured by trust land revenues and building fee revenue, as provided for in the State capital budget.

Trust land revenues are revenues from lease, rental, timber sales and other income derived from the Land Grant of the 1889 Enabling Act. Building fee revenue is received from the Building fee component of tuition. Building fees are set at different levels for different categories of students, and are pro-rated for full-time and part-time students enrolled during the academic year.

RCW 28B.30.760 empowers the Board of Regents to issue refunding bonds for the purpose of refunding any or all outstanding Trust and Building Fee bonds, meaning the University does not have to seek additional State authorization to issue refunding bonds.

Financial Impacts to the University

In the current market, the refunding transaction is estimated to result in \$7.3 million or 9.3% net present value savings over the remaining term of the bonds. Trust Land and Building Fee revenues are restricted for capital purposes only. Thus, the estimated annual savings of approximately \$670,000 would accrue back to the trust and building fee revenue accounts.

Additionally, the Trust and Building Fee Revenue Bonds, 2009B are taxable "Build America Bonds" for which the University receives an interest subsidy from the Federal Government. This interest subsidy is subject to Federal sequestration or reduction. By undertaking this refunding, the University will issue tax-exempt bonds and no longer

face risk of potential reductions in the Federal interest subsidy in the future.

ATTACHMENTS: ATTACHMENT A: Board of Regents Policy #5, Debt Management

Policy

ATTACHMENT B: Bond Resolution Legal Document

BOARD OF REGENTS

Refunding of Trust and Building Fee Revenue Bonds, 2009B

Resolution #190503-603

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents approve a Trust and Building Fee Revenue Bond Resolution to authorize the issuance and sale of bonds to be used for refunding of Trust and Building Fee Revenue Bonds, 2009B, with a maximum par amount not to exceed \$83,850,000; with a maximum term not to exceed the term of the Refunded Bonds, and a minimum savings threshold of 4.0% net present value savings; and delegate authority to the President or his designee to sell bonds, or other obligations including determining the final bond size, maturity schedule, redemption provisions and timing of sale.

Dated this 3rd day of May, 2019.	
	Chair, Board of Regents
	Secretary, Board of Regents

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

PURPOSE

In accordance with the provisions of RCW 28B.10.022, 28B.10.300-330, 28B.30.700-780, 28B.140 and 39.94, the Board of Regents (the "Regents") of Washington State University (the "University") has the power and authority to enter into financing contracts secured by the revenues it controls, and not subject to state appropriation, or to borrow money to acquire, construct, and/or equip dormitories, hospitals, clinics, dining halls, facilities for student activities, facilities housing services for students, parking facilities, research facilities, and any buildings or facilities authorized by the legislature. This policy states the principles that will govern the use of debt instruments to finance University capital and infrastructure projects and assigns responsibilities for the implementation and management of the University's debt.

DEBT SUBJECT TO POLICY

Debt, as the term pertains to this policy, means University obligations for the repayment of borrowed money incurred to fund the construction or acquisition of capital assets, infrastructure and any other University purpose approved by the Regents. This includes, but is not limited to, University general revenue bonds, revenue bonds for various auxiliaries, and any public-private project that would impact the University's credit. It does not include state general obligation bonds or state certificates of participation benefitting the University, whether or not such obligations are reimbursable by the University.

GOVERNING PRINCIPLES

- No debt will be issued without prior approval of the Regents.
- The University will comply with all applicable laws, regulations, and bond covenants.
- Debt is a limited resource that will be used to fund only capital projects that are consistent with the University's mission and strategic priorities, and its capital plan(s).
- The maturity and term of debt repayment will be determined on the basis of expected availability of resources; other long term goals and obligations of the borrowing unit and the University; useful life of the assets being financed; and market conditions at the time of financing.
- The University will establish an internal compliance plan and will engage in regular debt monitoring under that plan, to ensure compliance with this policy, bond resolutions, and other requirements.
- The University will perform sensitivity analysis to evaluate varying cost and revenue drivers
 and discuss such analysis at the time of requesting additional debt and/or annual debt
 reporting to the Board of Regents. Such drivers will include, but are not limited to,
 enrollment deviations, tuition and fee variations, state and federal appropriation changes,
 sponsored research anomalies all as compared to current year budget, while reflecting
 varying market assumptions.
- The University's overall debt status and outlook will be reported to the Regents, at least annually, consistent with the requirements herein.

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

DEBT ISSUANCE PRINCIPLES

- In general, new debt will be secured by the general revenues of the University; but the University may secure debt by a specified revenue stream when legally and financially feasible for a specific project or purpose.
- For each project to be financed, the University will identify a source of repayment, sufficient in security and amount to support debt service over the life of the financing, as well as operating costs.
- The University will seek to maintain national credit ratings for general revenue bonds in the Aa/AA range and will employ financial ratios consistent with major credit rating agency criteria to confirm that it is operating within parameters that will support the desired credit rating.
- The University will seek to maintain a debt burden ratio below 7.5%, where debt burden is defined as the total annual debt service payment as a % of total operating costs.
- Financings will be coordinated, to the extent practical, to minimize the fixed costs of debt issuance.
- In general, fixed rate debt will be utilized, but the University may incur debt bearing interest at variable rates when appropriate for a particular financing plan, and taking into account bond market conditions, the University's liquidity position, and risks associated with variable rate debt (including interest rate risk, remarketing risk, and liquidity renewal risk).
- The University will not enter into any derivative transactions without first adopting a derivatives policy.

REFINANCING AND REFUNDING PRINCIPLES

Refinancing may be considered:

- If it relieves the University of covenants, payment obligations, constraints, or reserve requirements that limit flexibility;
- To consolidate debt into a general revenue pledge and/or reduce the cost and administrative burden of managing many small outstanding obligations, after demonstration of the proposed benefits; or
- If the net present value ("NPV") savings to the University exceeds minimum threshholds, when measured as a percentage of the par amount of debt to be refinanced, and the refinancing supports the strategic need of the University.

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

Refunding Thresholds

• Current refunding (i.e. refinancing completed up to 90 days prior to the first call date for the bonds) may be considered when NPV savings are expected to meet the following thresholds:

Years Between Call Date	Present Value Standard
1-2	1%
3-4	2%
5-6	3%
7+	4%

 Advance refunding (i.e. refinancing completed more than 90 days prior to the first call date for the bonds) may be considered when NPV savings are expected to meet the following thresholds:

Years Between	Present Value
Call Date and	Standard
Final Maturity Date	
1-2	1%
3-4	2%
5-6	3%
7-8	4%
9+	5%

RESPONSIBILITIES

The Board of Regents is responsible for:

- Reviewing and approving any capital project to be considered for financing,
- Reviewing and authorizing each individual debt financing transaction, and
- Approving this policy and any changes to this policy.

The Vice President of Finance and Administration is responsible for:

- Implementing this policy,
- Establishing an internal compliance plan for all debt management and issuance,

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

RESPONSIBILITIES (cont.)

The Vice President of Finance and Administration is responsible for (cont.):

- Retaining expert advisors as needed to assist with the issuance and administration of debt;
- Analyzing and presenting recommendations to the President and the Regents in connection with each proposed debt financing transaction, including:
 - Identification of source of repayment for each project, together with pro forma financial statements and assumptions relating thereto, and
 - Internal coverage requirements for each project and/or auxiliary providing repayment;
- Overseeing management of daily activities relating to debt and debt issuance, including coordination with legal and financial advisors to prepare and review the documents necessary for bond issuance and rating agency communication;
- Ensuring the University fulfills its continuing disclosure obligations, monitors compliance with bond covenants and IRS regulations, and invests unspent bond funds prudently; and
- Fulfilling the reporting requirements of this policy.

If at any time the Vice President for Finance and Administration becomes aware of and substantiates concerns about project revenue streams or ability of a project or auxiliary to meet debt service or coverage requirements on outstanding or proposed debt, and/or the ability of the University to meet internal compliance targets or service outstanding or proposed debt, he or she shall report such concerns at the next meeting of the Board of Regents, and shall periodically report thereafter until the concerns have been fully addressed and resolved.

GENERAL REPORTING REQUIREMENTS

At least annually, the Vice President for Finance and Administration will provide a report to the Regents detailing:

- All outstanding debt (by series and auxiliary, where applicable),
- The amount of outstanding principal, interest rates, maturity dates, debt-service requirements, and changes in outstanding debt since the previous year's report;

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

GENERAL REPORTING REQUIREMENTS (cont.)

- Key covenants and ratios identified in the University's internal compliance plan, to include, at a minimum:
 - Ratio of unrestricted net assets to debt (University-wide);
 - Ratio of debt service to operating expenses (University-wide);
 - Debt service coverage (University-wide and by auxiliary);
- Comparative ratios (same as above) showing University comparison to the rating category medians and to peer institutions with the same or similar ratings;
- For any variable rate debt, the status and remaining term of any letter of credit or similar liquidity source;
- For any derivatives, an overview of terms and the "mark-to-market" value;
- · Any known or anticipated new debt issuance; and
- Any restructuring or refinancing opportunities.

WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS

RESOLUTION NO. 190503-603

A RESOLUTION OF THE BOARD OF REGENTS OF WASHINGTON STATE UNIVERSITY AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF TRUST AND BUILDING FEE REVENUE REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$83,850,000 FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING TRUST AND BUILDING FEE REVENUE BONDS OF THE UNIVERSITY AND PAYING THE COSTS OF ISSUANCE OF SUCH BONDS; AUTHORIZING AN OFFICIAL STATEMENT; AND DELEGATING AUTHORITY TO THE DESIGNATED UNIVERSITY REPRESENTATIVE TO DETERMINE THE MANNER OF SALE OF THE BONDS, APPROVE THE NUMBER OF SERIES, THE SERIES DESIGNATION, FINAL PRINCIPAL AMOUNT, DATE OF THE BONDS, DENOMINATIONS, INTEREST RATES, PAYMENT DATES, REDEMPTION PROVISIONS, AND MATURITY DATES FOR THE BONDS, TO DETERMINE THE FUNDING OF THE RESERVE REQUIREMENT, IF ANY, AND TO NEGOTIATE AN AGREEMENT FOR CONTINUING DISCLOSURE UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

ADOPTED: May 3, 2019

Prepared by:

K&L GATES LLP Seattle, Washington

WASHINGTON STATE UNIVERSITY

RESOLUTION NO. 190503-603

TABLE OF CONTENTS*

		Page
Section 1.	Definitions	3
Section 2.	Findings; Compliance with Certain Parity Conditions	11
Section 3.	Authorization and Purpose of Bonds	11
Section 4.	Bond Details	11
Section 5.	Redemption and Purchase	12
Section 6.	Registration, Exchange and Payments	14
Section 7.	Form of Bonds and Registration Certificate	17
Section 8.	Execution	19
Section 9.	Designation of Refunded Bonds; Sale of Bonds	20
Section 10.	Revenues; Building Account	22
Section 11.	Application of Bond Proceeds; Refunding Procedures	25
Section 12.	Defeasance	26
Section 13.	Investment of Funds	27
Section 14.	Establishment of Additional Accounts and Subaccounts	27
Section 15.	Source of Repayment and Security for Bonds	27
Section 16.	Additional Bonds	28
Section 17.	Additional Covenants of the University	28
Section 18.	Covenants Regarding Tax Exemption	28
Section 19.	Lost, Stolen or Destroyed Bonds	30
Section 20.	No Recourse Against Individuals	30
Section 21.	Amendment of Resolution	30
Section 22.	Concerning the Registered Owners	31
Section 23.	Determination of Registered Owners' Concurrence	32
Section 24.	Undertaking to Provide Ongoing Disclosure	33
Section 25.	Resolution a Contract with Bondowners	33
Section 26.	Contract-Savings Clause	33
Section 27.	No Benefits to Outside Parties	33
Section 28.	Immediate Effect	34

Exhibit A: Escrow Deposit Agreement Exhibit B: Costs of Issuance Agreement

502130504 -**i**-

^{*} This Table of Contents and the Cover Page are for convenience of reference and are not intended to be a part of this resolution.

BOARD OF REGENTS

WASHINGTON STATE UNIVERSITY

RESOLUTION NO. 190503-603

A RESOLUTION OF THE BOARD OF REGENTS OF WASHINGTON STATE UNIVERSITY AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF TRUST AND BUILDING FEE REVENUE REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$83,850,000 FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING TRUST AND BUILDING FEE REVENUE BONDS OF THE UNIVERSITY AND PAYING THE COSTS OF ISSUANCE OF SUCH BONDS; AUTHORIZING AN OFFICIAL STATEMENT: AND DELEGATING AUTHORITY TO DESIGNATED UNIVERSITY REPRESENTATIVE TO DETERMINE THE MANNER OF SALE OF THE BONDS, APPROVE THE NUMBER OF SERIES, THE SERIES DESIGNATION, FINAL PRINCIPAL AMOUNT, DATE OF THE BONDS, DENOMINATIONS, INTEREST RATES, PAYMENT DATES, REDEMPTION PROVISIONS, AND MATURITY DATES FOR THE BONDS, TO DETERMINE THE FUNDING OF THE RESERVE REQUIREMENT, IF ANY, AND TO NEGOTIATE AN AGREEMENT FOR CONTINUING DISCLOSURE UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

WHEREAS, the Washington State Legislature, pursuant to the Bond Act and the Trust Land and Building Fee Revenue Bond Act (as each is hereinafter defined) has authorized the Board of Regents of Washington State University (the "University") to sell and issue revenue bonds to finance or refinance the acquisition, construction, and equipping of University facilities; and

WHEREAS, the University currently has outstanding its trust and building fee revenue bonds, as follows:

Authorizing		Original	Principal Amount	Final
Resolution	Date of	Principal	Outstanding	Maturity
Numbers	Bonds	Amount	(5/1/2019)	Dates
091009-367	12/01/2009	\$ 111,665,000	\$ 82,745,000	10/01/2034
120504-436	08/15/2012	27,355,000	22,080,000	04/01/2037
131004-462	02/13/2014	$18,130,000^{(1)}$	16,055,000	04/01/2039

The bonds were issued as part of series that were designated as general revenue bonds, however, a portion of the general revenue bonds were also secured by Trust Land Revenues and Building Fees (as each is hereinafter defined).

(the "Outstanding Trust and Building Fee Revenue Bonds"); and

WHEREAS, the University's Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment), issued under date of December 1, 2009, pursuant to Resolution No. 091009-367 approved by the Board of Regents on October 9, 2009 (the "2009 Resolution"), remain outstanding as follows:

Maturity Dates (October 1)	Principal Amounts	Interest Rates
2019	\$ 3,795,000	4.933%
2020	3,925,000	5.183
2021	4,060,000	5.283
2029^*	39,090,000	6.314
2034^{*}	31,875,000	6.414

^{*} Term Bonds

(the "2009 Bonds"); and

WHEREAS, the 2009 Bonds maturing on and after October 1, 2020, are subject to optional redemption at the option of the University in whole or in part on any date on or after October 1, 2019, at a price of par plus accrued interest to the date of redemption; and

WHEREAS, the 2009 Bonds were issued as Taxable Build America Bonds—Direct Payment ("Build America Bonds"); and

WHEREAS, the 2019 maturity of the 2009 Bonds may be defeased as provided in the 2009 Resolution, and the callable maturities of the 2009 Bonds may be defeased and redeemed prior to their maturities as described above (collectively, the "Refunding Candidates"); and

WHEREAS, upon the defeasance of 2009 Bonds in accordance with the 2009 Resolution, the 2009 Bonds will no longer qualify as Build America Bonds, the University will no longer be able to collect federal interest payment subsidies in connection with the 2009 Bonds, and the defeased 2009 Bonds will be taxable obligations eligible for advance refunding on a tax-exempt basis; and

WHEREAS, the University has been advised that debt service savings may be obtained by refunding some or all of the Refunding Candidates through the issuance of one or more series of trust and building fee revenue refunding bonds in the aggregate principal amount of not to exceed \$83,850,000 (the "Bonds"); and

WHEREAS, the Board of Regents wishes to delegate authority to the President of the University or his designee (hereinafter defined as the "Designated University Representative") to approve the manner of sale of such Bonds, number of series, series designation, the final principal amounts of the Bonds, date of the Bonds, denominations, interest rates, payment dates, date of the Bonds, principal maturities, redemption provisions, and the true interest cost of such Bonds to be fixed under such terms and conditions as are approved by this resolution;

502130504 -2-

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF WASHINGTON STATE UNIVERSITY, as follows:

<u>Section 1</u>. <u>Definitions</u>. The terms defined in this Section 1 shall, for all purposes of this resolution (including the recitals) and of any resolution supplemental hereto, have the following meanings:

Acquired Obligations means the Government Obligations acquired by the University under the terms of this resolution and an Escrow Agreement to effect the defeasance and refunding of Refunding Candidates.

Additional Bonds means one or more series of additional obligations of the University issued on a parity of lien with the Bonds in accordance with Section 14 of Resolution No. 091009-367 and Section 15 of Resolution Nos. 120504-436 and 131004-462.

Annual Debt Service means, for any specified Fiscal Year, the sum of the amounts required to be paid in such Fiscal Year, to pay (a) the interest due in such Fiscal Year on all outstanding Parity Bonds, excluding interest to be paid from the proceeds of the sale of bonds, (b) the principal of all outstanding Serial Bonds due in such Fiscal Year, and (c) the sinking fund requirement, if any, for Term Bonds for such Fiscal Year. For purposes of the Additional Bonds test in Section 16, and computing the Reserve Requirement, with respect to Parity Bonds bearing variable rates of interest, an amount for any period equal to the amount which would have been payable for principal and interest on such Parity Bonds during such period computed on the assumption that the amount of Parity Bonds Outstanding as of the date of such computation would be amortized (i) in accordance with the mandatory redemption provisions, if any, set forth in the resolution authorizing the issuance of such Parity Bonds, or if mandatory redemption provisions are not provided, during a period commencing on the date of computation and ending on the date 30 years after the date of issuance; (ii) at an interest rate determined as follows: (A) if the Parity Bonds have been Outstanding for at least twelve (12) months, assume that the Parity Bonds bear interest at the higher of the actual rate borne by the Parity Bonds on the date of calculation or the average rate borne by the Parity Bonds over the twelve (12) months immediately preceding the date of calculation, and (B) if the Parity Bonds have been Outstanding for less than twelve (12) months or are not yet Outstanding, assume that the Parity Bonds bear interest at the higher of the actual rate borne by the Parity Bonds on the date of calculation or (X) if interest on the Parity Bonds is excludable from gross income under the applicable provisions of the Code, the average rate set forth on the Securities Industry and Financial Markets Association Municipal Swap Index over the twelve (12) months immediately preceding the date of calculation, or (Y) if interest is not so excludable, the average rate on Federal Securities with maturities comparable to the rate reset period; and (iii) to provide for essentially level annual debt service of principal and interest over such period.

Approved Bid means the winning bid submitted for a series of the Bonds if such series is sold by Competitive Sale.

Beneficial Owner means any person that has or shares the power, directly or indirectly, to make investment decisions concerning ownership of any Bond (including persons holding Bonds through nominees, depositories or other intermediary).

502130504 -3-

Board means the Board of Regents of the University, which exists and functions pursuant to chapter 28B.30 RCW, as heretofore and hereafter amended.

Bond Act means RCW 28B.30.700 through RCW 28B.30.780, inclusive, as heretofore or hereafter amended.

Bond Counsel means an attorney or firm of attorneys whose opinion is accepted in the national governmental bonds capital markets as to the issuance and validity of municipal securities, which attorney or firm has been approved by, selected by or retained by the University from time to time.

Bond Purchase Contract means, with respect to a series of Bonds sold by Negotiated Sale, the purchase contract or approved term sheet relating to the Bonds between the University and the Underwriter.

Bond Register means the registration records for the Bonds maintained by the Registrar.

Bond Year means each one-year period that ends on the date selected by the University. The first and last Bond Years may be short periods. If no day is selected by the University before the earlier of the final maturity date of the Bonds or the date that is five years after the date of issuance of the Bonds, Bond Years end on each anniversary of the date of issue and on the final maturity date of the Bonds.

Bonds means the Washington State University Trust and Building Fee Revenue Refunding Bonds, [year of issuance][series designation], authorized to be issued by this resolution.

Building Account means Fund 062 Washington State University Building Account established pursuant to RCW 43.79.335.

Build America Bonds means bonds issued under authority of Section 54AA of the Code, enacted by the American Recovery and Reinvestment Act of 2009.

Building Fees means the building fee component of tuition (established pursuant to RCW 28B.15.025).

Business Day means a day which is not a Saturday, Sunday or other day on which commercial banks in the cities of Seattle, Washington and New York, New York, are authorized or required by law to close.

Call Date means the date determined by the Designated University Representative as the date of redemption of the Refunded Bonds.

Capital Budget means the State of Washington's Biennial Capital Budget ESHB 1216 (Chapter 497, Laws of 2009).

502130504 -4-

Closing means the date and time when the Bonds are delivered to the Underwriter in exchange for payment in full therefor.

Code means the Internal Revenue Code of 1986, as heretofore or hereafter amended, together with all corresponding and applicable final, temporary or proposed regulations and revenue rulings as issued or amended with respect thereto by the United States Treasury Department or the Internal Revenue Service to the extent applicable to the Bonds.

Competitive Sale means the process by which the Bonds (or a portion of them) are sold through the public solicitation of bids from underwriting firms.

Cost of Issuance Agreement means the agreement of that name, to be entered into by the University and the Escrow Agent, providing for the payment of certain costs of issuance with respect to the issuance of the Bonds, substantially in the form attached hereto as Exhibit B.

Credit Facility means a policy of municipal bond insurance, a letter of credit, surety bond, guarantee or other financial instrument or any combination of the foregoing, which obligates a third party to make payment or provide funds for the payment of financial obligations of the University, including but not limited to payment of the scheduled principal of and interest on Parity Bonds.

Credit Facility Issuer means the issuer of any Credit Facility.

Designated University Representative means, for purposes of this resolution, the President of the University or the designee appointed by the President of the University in writing.

DTC means The Depository Trust Company of New York, as depository for the Bonds, or any successor or substitute depository for the Bonds pursuant to Section 6 hereof.

Escrow Agent means any escrow agent selected by the Designated University Representative in accordance with this resolution.

Escrow Agreement means an Escrow Deposit Agreement to be dated as of the date of closing and delivery of the Bonds, substantially in the form attached hereto as Exhibit B.

Federal Tax Certificate means the certification of the University executed and delivered in connection with the issuance of Bonds that are Tax-Exempt Bonds.

Fiscal Year means the University's duly adopted fiscal year.

Fully Funded means, with respect to the Reserve Subaccount, when the value of the money and investments on deposit therein, together with the amount available for drawing under any Reserve Subaccount Credit Facility, equals the Reserve Requirement.

Fund means any special fund created by this resolution and pledged as security for the Parity Bonds pursuant to this resolution.

502130504 -5-

Fund 347 Bond Retirement Account means the Washington State University bond retirement fund established pursuant to RCW 28B.30.740.

Government Obligations has the meaning given to such term in RCW Chapter 39.53, as the same may be amended from time to time, provided that such obligations are noncallable and are obligations issued or unconditionally guaranteed by the United States of America.

Letter of Representation means the Blanket Issuer Letter of Representations from the University to DTC.

Moody's means Moody's Investors Service, a corporation duly organized and existing under and by virtue of the laws of the State of Delaware, and its successors and assigns, except that if such corporation shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, then the term "Moody's" shall be deemed to refer to any other nationally recognized securities rating agency (other than S&P) selected by the Designated University Representative.

Negotiated Sale means the process by which the Bonds (or a portion of them) are sold by negotiation to one or more underwriting firms selected by the Designated University Representative.

Net Proceeds, when used with reference to Bonds, means the principal amount of such Bonds, plus accrued interest and original issue premium, if any, and less original issue discount, if any, and proceeds, if any, deposited in the Reserve Subaccount.

Official Notice of Sale means, if the Bonds shall be sold by Competitive Sale, the notice of bond sale authorized to be given in Section 9 of this resolution.

Official Statement means the Official Statement of the University pertaining to the sale of the Bonds, in either preliminary or final form.

Opinion of Bond Counsel means an opinion in writing of Bond Counsel.

Opinion of Counsel means an opinion in writing of a lawyer admitted to practice in the State.

Outstanding, when used as of a particular time with reference to the Bonds, means all Bonds delivered hereunder except:

- (a) Bonds canceled by the Registrar or surrendered to the Registrar for cancellation;
- (b) Bonds paid or deemed to have been paid within the meaning of this resolution; and

502130504 -6-

(c) Bonds in lieu of or in substitution for which replacement Bonds shall have been executed by the University and delivered by the Registrar hereunder.

Outstanding Trust and Building Fee Revenue Bond Resolutions mean Resolution Nos. 091009-367, 120504-436 and 131004-462 of the Board.

Outstanding Trust and Building Fee Revenue Bonds mean the outstanding Trust and Building Fee Revenue Bonds issued under the dates and in the principal amounts identified in the table in the recitals hereto.

Parity Bonds means the Outstanding Trust and Building Fee Revenue Bonds, the Bonds and any Additional Bonds.

Person means any natural person, firm, joint venture, association, partnership, business trust, corporation, public body, agency or political subdivision thereof or any other similar entity.

Private Person means any natural person engaged in a trade or business or any trust, estate, partnership, association, company or corporation.

Private Person Use means the use of property in a trade or business by a Private Person if such use is other than as a member of the general public. Private Person Use includes ownership of the property by the Private Person as well as other arrangements that transfer to the Private Person the actual or beneficial use of the property (such as a lease, management or incentive payment contract or other special arrangement) in such a manner as to set the Private Person apart from the general public. Use of property as a member of the general public includes attendance by the Private Person at municipal meetings or business rental of property to the Private Person on a day-to-day basis if the rental paid by such Private Person is the same as the rental paid by any Private Person who desires to rent the property. Use of property by nonprofit community groups or community recreational groups is not treated as Private Person Use if such use is incidental to the governmental uses of property, the property is made available for such use by all such community groups on an equal basis and such community groups are charged only a de minimis fee to cover custodial expenses.

Qualified Insurance means any noncancellable municipal bond insurance policy or surety bond issued by any insurance company licensed to conduct an insurance business in any state of the United States (or by a service corporation acting on behalf of one or more such insurance companies) (A) which insurance company or companies, as of the time of issuance of such policy or surety bond, are rated in one of the two highest Rating Categories by the Rating Agency for unsecured debt or insurance underwriting or claims paying ability or (B) by issuing its policies causes obligations insured thereby to be rated in one of the two highest Rating Categories.

Qualified Letter of Credit means any irrevocable letter of credit issued by a financial institution, which institution maintains an office, agency or branch in the United States and as of the time of issuance of such letter of credit, is rated in one of the two highest Rating Categories by the Rating Agency.

502130504 -7-

Rating Agency means Moody's and S&P (or, in each case, any nationally recognized ratings agency selected by the Designated University Representative).

Rating Category means the generic rating categories of the Rating Agency, without regard to any refinement or gradation of such rating category by a numerical modifier or otherwise.

Record Date means the close of business on the 15th day of the month prior to each interest payment date for the Bonds of a series.

RCW means the Revised Code of Washington, as now in existence or hereafter amended, or any successor codification of the laws of the State.

Refunded Bonds means the 2009 Bonds that are Refunding Candidates and are designated by the Designated University Representative pursuant to Section 9 of this resolution.

Refunding Candidates has the meaning given in the recitals to this resolution.

Registered Owner of any Bond means the person named as the Registered Owner of such Bond on the Bond Register.

Registrar means at the option of the Designated University Representative, the University or the fiscal agent of the State of Washington, whose duties include registering and authenticating the Bonds, maintaining the Bond Register, transferring ownership of the Bonds, and paying the principal of and interest on the Bonds.

Reserve Assets means, collectively, (a) the money and investments on deposit in the Reserve Subaccount, and (b) the stated amount available under any Reserve Subaccount Credit Facility provided in lieu thereof as permitted herein.

Reserve Requirement means, with respect to the Bonds, the dollar amount or formula calculated and approved by the Designated University Representative pursuant to Section 9, which amount may be zero and, with respect to any Additional Bonds, the amount, if any, established in the proceedings for the sale and issuance of such Additional Bonds. No Reserve Requirement has been established for any of the Outstanding Trust and Building Fee Revenue Bonds.

Reserve Subaccount means a subaccount of that name in the Fund 347 Bond Retirement Account, which subaccount may be created pursuant to Section 10 hereof.

Reserve Subaccount Credit Facility means an irrevocable and unconditional letter of credit, insurance policy or surety bond, issued by a bank, insurance company or other financial institution, having a long-term credit rating in one of the two highest rating categories, as determined by each Rating Agency then rating the Bonds, which credit facility names the University as the beneficiary thereunder; provided, that any such credit facility must, at a minimum, (a) if of a term shorter than the final maturity of the Bonds, be renewable or extendable on an annual basis; (b) have a combined initial and reimbursement term of not fewer

502130504 -8-

than five years; (c) provide that the bank or insurance company or other financial institution providing such credit facility must notify the University no fewer than 180 days in advance of the expiration of the credit facility of its intention not to renew or extend such credit facility; (d) permit the University to make a drawing thereunder to fund the Reserve Subaccount no later than the last Business Day prior to the earliest of (1) the expiration date of such credit facility and (2) the date the proceeds of such drawing will be needed to fund the Reserve Subaccount.

Resolution means this resolution of the Board and all supplements or amendments hereto made in conformity herewith.

Revenues mean (a) Building Fees, (b) Trust Land Revenues and (c) any additional fees and revenues hereinafter pledged by the University for payment of debt service on one or more series of Parity Bonds. Subsidy payments received from the federal government for payment of debt service on Parity Bonds, including any interest subsidy for Parity Bonds that are Build America Bonds, shall be included as Revenues.

Rule means Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

Savings Target means a dollar amount equal to at least four percent (4%) of the outstanding principal of the 2009 Bonds being refunded.

S&P means S&P Global Ratings, a Standard & Poor's Financial Services LLC business, a New York corporation and its successors and assigns, except that if such corporation or division shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, then the term "S&P" shall be deemed to refer to any other nationally recognized securities rating agency (other than Moody's) selected by the University.

Serial Bonds means those Bonds identified as "Serial Bonds" in the Bond Purchase Contract for such Bonds and shall include any Parity Bonds that were identified as Serial Bonds in the proceedings authorizing their issuance.

State means the State of Washington.

Tax-Exempt Bonds means the Bonds issued on a federally tax-exempt basis.

Term Bonds means the portion of the Bonds, if any, designated as "Term Bonds" in the Bond Purchase Contract or Approved Bid for such Bonds.

Trust Land Revenues mean (a) pursuant to RCW 28B.30.741, all moneys received from the lease or rental on account of the trust lands set apart by the enabling act for a scientific school, all interest or income arising from the proceeds of the sale of such lands or of the timber, fallen timber, stone, gravel or other valuable material thereon, except for investment income derived pursuant to RCW 43.84.080 and, less the allocation to the State investment board expense account pursuant to RCW 43.33A.160 and all moneys received as interest on deferred payments on contracts for the sale of such lands, and (b) pursuant to RCW 28B.30.742, all moneys received from the lease or rental of lands set apart by the enabling act, pursuant to

502130504 -9-

federal law, for an agricultural college, all interest or income arising from the proceeds of the sale of such lands or of the timber, fallen timber, stone, gravel or other valuable material thereon, except for investment income derived pursuant to RCW 43.84.080 and, less the allocation to the state investment board expense account pursuant to RCW 43.33A.160; and all moneys received as interest on deferred payments on contracts for the sale of such lands, and identified as the Washington State University Agricultural School Trust and the Washington State University Scientific School Trust.

2009 Bonds has the meaning given in the recitals to this resolution.

2009 Resolution has the meaning given in the recitals to this resolution.

Underwriter means the underwriter(s) of the Bonds selected by the Designated University Representative if the Bonds are sold by public Negotiated Sale, the financial institution if the Bonds are sold by a private Negotiated Sale or the successful bidder submitting the Approved Bid if the Bonds are sold by Competitive Sale.

University means Washington State University, a higher educational institution of the State, co-located in Pullman and Spokane, Washington, with additional campuses in Everett, Richland and Vancouver.

Valuation Date means, with respect to any Reserve Subaccount, the last Business Day of each Fiscal Year; and any day on which the University transfers funds from the Reserve Subaccount to the Fund 347 Bond Retirement Account because funds therein are insufficient to pay debt service on Parity Bonds when due.

Rules of Interpretation. In this resolution, unless the context otherwise requires:

- (a) The terms "hereby," "hereof," "hereto," "herein, "hereunder" and any similar terms, as used in this resolution, refer to this resolution as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this resolution;
- (b) Words of the masculine gender shall mean and include correlative words of the feminine and neuter genders and words importing the singular number shall mean and include the plural number and vice versa;
- (c) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;
- (d) Any headings preceding the text of the several articles and sections of this resolution, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect;

502130504 -10-

- (e) All references herein to "articles," "sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof;
- (f) Whenever any consent or direction is required to be given by the University, such consent or direction shall be deemed given when given by a Designated University Representative or his or her designee; and
- (g) Whenever any transfer is required or permitted to be made to or from a Fund under this resolution, such transfer may be authorized by a Designated University Representative or his or her designee.
- <u>Section 2</u>. <u>Findings; Compliance with Certain Parity Conditions</u>. The University has reserved the right pursuant to the Outstanding Trust and Building Fee Revenue Bond Resolutions to issue Additional Bonds upon compliance with certain conditions set forth therein. The University hereby finds and determines, as required by Section 14 of Resolution No. 091009-367 and Section 15 of Resolution Nos. 120504-436 and 131004-462 as follows:

<u>First</u>, the University has not been in default of its any of its covenants and undertakings in connection with the Outstanding Trust and Building Fee Revenue Bonds; and

<u>Second</u>, the University will have on file, prior to the issuance of Bonds a certificate of the Designated University Representative to the effect that Trust and Building Fee Revenues will be sufficient to pay debt service on all Parity Bonds to be outstanding following the date of issuance of such Bonds.

The limitations contained and the conditions provided in the Outstanding Trust and Building Fee Revenue Bond Resolutions having been complied with or assured, the payments required herein to be made out of the Trust Land and Building Fee Revenues pledged to pay and secure the principal of and interest on the Bonds shall constitute a lien and charge upon such Trust Land and Building Fee Revenues equal in rank to the lien and charge thereon of the Outstanding Trust and Building Fee Revenue Bonds.

- Section 3. Authorization and Purpose of Bonds. For the purpose of refunding all or a portion of the costs of refunding the Refunded Bonds, paying costs of issuing the Bonds, and providing funding for the Reserve Subaccount, if approved by the Designated University Representative, the Board hereby authorizes the sale and issuance of revenue refunding bonds (the "Bonds") to refund the 2009 Bonds that financed capital projects authorized and approved by the Capital Budget. The University may issue the Bonds in one or more series. The latest maturity for any series of Bonds shall not be later than October 1, 2034. The aggregate principal amount of the Bonds to be issued for each series and the maximum term for any series of Bonds under this resolution shall be determined by the Designated University Representative, pursuant to the authority granted in Section 9. The principal amount of all Bonds to be issued under this resolution shall not exceed \$83,850,000.
- <u>Section 4.</u> <u>Bond Details.</u> The Bonds shall be designated as the "Washington State University Trust and Building Fee Revenue Refunding Bonds, [year of issuance]" with additional series designation if the Bonds are issued in more than one series. The Bonds shall be

502130504 -11-

issued in fully registered form in the denomination of \$5,000 within a series or in integral multiples of \$5,000 within a maturity as approved by the Designated University Representative, provided no Bond shall represent more than one maturity, and shall be numbered separately in the manner and with such additional designation as the Registrar deems necessary for purposes of identification, shall be designated, by series, dated and bear interest at the per annum rates, payable on the dates and maturing in principal amounts set forth in the Bond Purchase Contract or Approved Bid, pursuant to Section 9. The Bonds shall be obligations only of the Fund 347 Bond Retirement Account and shall be payable and secured as provided herein. The Bonds are not general obligations of the University. The Bonds shall not constitute an indebtedness of the University within the meaning of the constitutional provisions and limitations of the State of Washington.

Section 5. Redemption and Purchase.

- (a) Optional or Extraordinary Redemption. The Bonds shall be subject to optional and/or extraordinary redemption on the dates, at the prices and under the terms set forth in the Bond Purchase Contract or Official Notice of Sale and Approved Bid, approved by the Designated University Representative pursuant to Section 9.
- (b) *Mandatory Redemption*. The Bonds shall be subject to mandatory redemption to the extent, if any, set forth in the Bond Purchase Contract or Official Notice of Sale and Approved Bid, and as approved by the Designated University Representative pursuant to Section 9.
- (c) *Purchase of Bonds for Retirement*. The University reserves the right to use at any time any surplus Revenue available after providing for the payments required by Section 12 and Section 10(a) of this resolution to purchase for retirement any of the Bonds offered to the University at any price deemed reasonable to the Designated University Representative.
- (d) Effect of Optional Redemption/Purchase. To the extent that the University shall have optionally redeemed or purchased any Term Bonds prior to the scheduled mandatory redemption of such Term Bonds, the University may reduce the principal amount of the Term Bonds to be redeemed in like aggregate principal amount. Such reduction may be applied in the year specified by the Designated University Representative.
- (e) Selection of Bonds for Redemption. If the Bonds are called for optional redemption, the series and maturities of the Bonds to be redeemed shall be selected as provided in the Bond Purchase Contract or Official Notice of Sale and Approved Bid.
- or Approved Bid (in which case, notice shall be given in accordance with the Sale Contract or Approved Bid) or waived by any owner of Registered Bonds to be redeemed, official notice of any such redemption (which notice, in the case of an optional redemption, may be conditional and also shall state that redemption is conditioned by the Registrar on the receipt of sufficient funds for redemption) shall be given by the Registrar on behalf of the University by mailing a copy of an official redemption notice by first class mail at least 20 days and not more than 60 days prior to the date fixed for redemption to each Registered Owner of the Bonds to be

502130504 -12-

redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such Registered Owner to the Registrar.

All official notices of redemption shall be dated and shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if fewer than all outstanding Bonds of a series are to be redeemed, the identification by maturity (and, in the case of partial redemption, the respective principal amounts) of the Bonds of a series to be redeemed,
- (4) that on the redemption date, provided that in the case of optional redemption the full amount of the redemption price is on deposit therefor, the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date, and
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Registrar.

Unless the University has revoked a notice of redemption in the case of an optional redemption, on or prior to any redemption date, the University shall deposit with the Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Failure to give notice as to redemption of any Bond or any defect in such notice shall not invalidate redemption of any other Bond.

Notwithstanding the foregoing, if the Bonds are then held in book-entry only form, notice of redemption shall be given only in accordance with the operational arrangements then in effect at DTC but not less than 20 days prior to the date of redemption.

Contract or Approved Bid (in which case, notice shall be given in accordance with the Bond Purchase Contract or Approved Bid) or unless the University has revoked a notice of redemption (or unless the University provided a conditional notice and the conditions for redemption set forth therein are not satisfied), official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date (unless in the case of optional redemption the University shall default in the payment of the redemption price), become due and payable at the redemption price therein specified, and from and after such date such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Registrar at the redemption price. Installments of interest due on or prior to a mandatory redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the Registered Owner a new Bond of the

502130504 -13-

same maturity and series in the aggregate amount of the unpaid principal. All Bonds which have been redeemed shall be canceled and destroyed by the Registrar and shall not be reissued.

- Additional Notice. Unless otherwise provided in the Bond Purchase Contract or Approved Bid (in which case, notice shall be given in accordance with the Bond Purchase Contract or Approved Bid) or unless in addition to the foregoing notice, further notice shall be given by the University as set out below, but no defect in said further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as above prescribed. Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (i) the CUSIP numbers of all Bonds being redeemed; (ii) the date of issue of the Bonds as originally issued; (iii) the rate of interest borne by each Bond being redeemed; (iv) the maturity date of each Bond being redeemed; and (v) any other descriptive information needed to identify accurately the Bonds being redeemed. Each further notice of redemption may be sent at least 20 days before the redemption date to each party entitled to receive notice pursuant to Section 24 of this resolution under agreements for continuing disclosure information, and to the Underwriter or to its business successors, if any, and with such additional information as the Registrar deem appropriate, but such mailings shall not be a condition precedent to the redemption of such Bonds.
- (i) Use of CUSIP Numbers. Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by maturity, the Bonds being redeemed with the proceeds of such check or other transfer.
- (j) Amendment of Notice Provisions. The foregoing notice provisions of this Section 5, including but not limited to the information to be included in redemption notices and the persons designated to receive notices, may be amended without the consent of any Registered Owners of Bonds by additions, deletions and changes in order to maintain compliance with duly promulgated regulations and recommendations regarding notices of redemption of municipal securities.

<u>Section 6.</u> <u>Registration, Exchange and Payments.</u>

- (a) Registrar/Bond Register. If the Bonds are sold by public sale, the University will utilize the system of registration approved by the Washington State Finance Committee, which utilizes the fiscal agent of the State of Washington, as registrar, authenticating agent, paying agent and transfer agent (collectively, the "Registrar"). The Registrar shall keep, or cause to be kept, at its principal corporate trust office, sufficient records for the registration and transfer of the Bonds (the "Bond Register"), which shall be open to inspection by the University. The Registrar is authorized, on behalf of the University, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of such Bonds and this resolution and to carry out all of the Registrar's powers and duties under this resolution. The Registrar shall be responsible for its representations contained in the Certificate of Authentication on the Bonds.
- (b) Registered Ownership. The University and the Registrar may deem and treat the Registered Owner of each Bond as the absolute owner for all purposes, and neither the

502130504 -14-

University nor the Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 6(h) hereof, but such registration may be transferred as herein provided. All such payments made as described in Section 6(h) shall be valid and shall satisfy the liability of the University upon such Bond to the extent of the amount or amounts so paid.

(c) DTC Acceptance/Letter of Representations. If the Bonds are sold by public sale, the Bonds shall initially be held in fully immobilized form by DTC acting as depository. To induce DTC to accept the Bonds as eligible for deposit at DTC, the University has heretofore executed and delivered to DTC the Letter of Representations.

Neither the University nor the Registrar will have any responsibility or obligation to DTC participants or the persons for whom they act as nominees with respect to the Bonds for the accuracy of any records maintained by DTC or any DTC participant, the payment by DTC or any DTC participant of any amount in respect of the principal of or interest on Bonds, any notice that is permitted or required to be given to Registered Owners under this resolution (except such notices as shall be required to be given by the University to the Registrar or to DTC), the selection by DTC or any DTC participant of any person to receive payment in the event of a partial redemption of the Bonds, or any consent given or other action taken by DTC as the Registered Owner. For so long as any Bonds are held in fully immobilized form hereunder, DTC or its successor depository shall be deemed to be the Registered Owner for all purposes, and all references in this resolution to the Registered Owners shall mean DTC or its nominee and shall not mean the Beneficial Owners.

(d) *Use of Depository*.

- (1) If the Bonds are sold by public sale, the Bonds shall be registered initially in the name of CEDE & Co., as nominee of DTC, with a single Bond for each maturity of a series in a denomination equal to the total principal amount of such maturity. Registered ownership of such immobilized Bonds, or any portions thereof, may not thereafter be transferred except (A) to any successor of DTC or its nominee, provided that any such successor shall be qualified under any applicable laws to provide the service proposed to be provided by it; (B) to any substitute depository appointed by the Designated University Representative pursuant to subsection (2) below or such substitute depository's successor; or (C) to any person as provided in subsection (4) below.
- (2) Upon the resignation of DTC or its successor (or any substitute depository or its successor) from its functions as depository or a determination by the University to discontinue the system of book-entry transfers through DTC or its successor (or any substitute depository or its successor), the Designated University Representative may appoint a substitute depository. Any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it.
- (3) In the case of any transfer pursuant to clause (A) or (B) of subsection (1) above, the Registrar shall, upon receipt of all outstanding Bonds, together with a written request on behalf of the University, issue a single new Bond for each maturity of a series then

502130504 -15-

outstanding, registered in the name of such successor or substitute depository, or its nominee, all as specified in such written request of the University.

- (4) In the event that (A) DTC or its successor (or substitute depository or its successor) resigns from its functions as depository, and no substitute depository can be obtained, or (B) the Designated University Representative determines that it is in the best interest of the Beneficial Owners of the Bonds that the Bonds be provided in certificated form, the ownership of such Bonds may then be transferred to any person or entity as herein provided, and shall no longer be held in fully immobilized form. The Designated University Representative shall deliver a written request to the Registrar, together with a supply of definitive Bonds in certificated form, to issue Bonds in any authorized denomination. Upon receipt by the Registrar of all then outstanding Bonds, together with a written request on behalf of the University to the Registrar, new Bonds of each series shall be issued in the appropriate denominations and registered in the names of such persons as are provided in such written request.
- (e) Transfer or Exchange of Registered Ownership; Change in Denominations. The registered ownership of any Bond may be transferred or exchanged, but no transfer of any Bond shall be valid unless it is surrendered to the Registrar with the assignment form appearing on such Bond duly executed by the Registered Owner or such Registered Owner's duly authorized agent in a manner satisfactory to the Registrar. Upon such surrender, the Registrar shall cancel the surrendered Bond and shall authenticate and deliver, without charge to the Registered Owner or transferee, a new Bond (or Bonds at the option of the new Registered Owner) of the same date, series, maturity and interest rate and for the same aggregate principal amount in any authorized denomination, naming as Registered Owner the person or persons listed as the assignee on the assignment form appearing on the surrendered Bond, in exchange for such surrendered and canceled Bond. Any Bond may be surrendered to the Registrar and exchanged, without charge, for an equal aggregate principal amount of Bonds of the same date, series, maturity and interest rate, in any authorized denomination. The Registrar shall not be obligated to transfer or exchange any Bond after the mailing of notice of the call of such Bonds for redemption.
- (f) Registrar's Ownership of Bonds. The Registrar may become the Registered Owner or Beneficial Owner of any Bond with the same rights it would have if it were not the Registrar, and to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as member of, or in any other capacity with respect to, any committee formed to protect the rights of the Registered Owners of the Bonds.
- (g) Registration Covenant. The University covenants that, until all Tax-Exempt Bonds have been surrendered and canceled, it will maintain a system for recording the ownership of each Bond that complies with the provisions of Section 149 of the Code.
- (h) Place and Medium of Payment. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America. For so long as all Bonds are in fully immobilized form, payments of principal and interest shall be made as provided in accordance with the operational arrangements of DTC referred to in the Letter of Representations. In the event that the Bonds are no longer in fully immobilized form, interest on the Bonds shall be paid by check or draft mailed to the Registered Owners at the addresses for

502130504 -16-

such Registered Owners appearing on the Bond Register as of the Record Date, and principal of the Bonds shall be payable upon presentation and surrender of such Bonds by the Registered Owners at the principal office of the Registrar; provided, however, that if so requested in writing by the Registered Owner of at least \$1,000,000 principal amount of Bonds of a series, interest will be paid by wire transfer on the date due to an account with a bank located within the United States.

<u>Section 7.</u> Form of Bonds and Registration Certificate. Each series of the Bonds shall be in substantially the following form, with appropriate or necessary insertions or series designation, depending upon the omissions and variations as permitted or required hereby. If the Bonds are no longer held in fully-immobilized form, the form of Bonds will be changed to reflect the changes required in connection with the preparation of certificated Bonds.

UNITED STATES OF AMERICA

NO.	
NO.	D

STATE OF WASHINGTON WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS, [year of issuance][series designation]

INTEREST RATE: % MATURITY DATE: CUSIP NO.:

REGISTERED OWNER: PRINCIPAL AMOUNT:

WASHINGTON STATE UNIVERSITY (the "University"), a state university organized and existing under and by virtue of the laws of the State of Washington (the "State"), promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date identified above, solely from the special fund of the University known as the "Fund 347 -Washington State University Bond Retirement Fund" (the "Fund 347 Bond Retirement Account") maintained by the State and Revenues to be deposited therein pursuant to a Resolution adopted by the Board of Regents on May 3, 2019 (the "Bond Resolution") the Principal Amount indicated above and to pay interest thereon from the Fund 347 Bond Retirement Account from ____, 20___, or the most recent date to which interest has been paid or duly provided for or until payment of this bond at the Interest Rate set forth above, payable on _______, 20____, and semiannually thereafter on the first days of each _____ and ____. Both principal of and interest on this bond are payable in lawful money of the United States of America. Principal shall be paid to the Registered Owner or assigns upon presentation and surrender of this bond at the principal office of the fiscal agent of the State of Washington (the "Registrar"). For so long as the bonds of this issue are held in fully immobilized form, payments of principal and interest thereon shall be made as provided in accordance with the operational arrangements of The Depository Trust Company ("DTC") referred to in the Blanket Issuer Letter of Representations (the "Letter of Representations") from the University to DTC. The fiscal agent of the State is acting as the registrar, authenticating agent and paying agent for the bonds of this issue (the "Bond Registrar"). Capitalized terms used in this bond which are not specifically defined have the meanings given such terms in the Bond Resolution. Reference is made to the Bond Resolution for other covenants of the University and other terms and conditions upon

502130504 -17-

which this bond has been issued, which terms and conditions are made a part hereof by this reference. The University irrevocably and unconditionally covenants that it will keep and perform all of the covenants of this bond and of the Bond Resolution.

This bond is one of an issue of bonds of the University of like date, tenor and effect, except as to number, amount, rate of interest and date of maturity and is issued pursuant to the Bond Resolution to refund certain outstanding bonds of the University and to pay costs of issuance.

The bonds of this issue are subject to redemption prior to their scheduled maturity under the terms of the [Bond Purchase Contract][Official Notice of Sale and Approved Bid].

[The bonds of this issue are not private activity bonds. The bonds of this issue have [not] been designated by the University as "qualified tax-exempt obligations" for investment by financial institutions under Section 265(b) of the Internal Revenue Code of 1986, as amended.] [The University has taken no action to cause the interest on this bond to be exempt from federal income taxation.]

The bonds of this issue are payable solely from the Fund 347 Bond Retirement Account. The University has irrevocably obligated and bound itself to cause Revenues to be deposited into the Fund 347 Bond Retirement Account or from such other money as may be provided for such purpose certain amounts necessary to pay and secure the payment of the principal and interest on such bonds.

To the extent more particularly provided by the Bond Resolution, the amounts of Revenues so pledged to be paid into the Fund 347 Bond Retirement Account to pay and secure the payment of the principal of and interest on the bonds of this issue shall be a lien and charge thereon equal in rank to the lien and charge upon such Revenues of the amounts required to pay and secure the payment of the Outstanding Trust and Building Fee Revenue Bonds and any revenue bonds hereafter issued on a parity with the Outstanding Trust and Building Fee Revenue Bonds and the bonds of this issue and superior to all other liens and charges of any kind or nature.

This bond is a special limited obligation of the University and is not an obligation of the State of Washington or any political subdivision thereof other than the University, and neither the full faith and credit nor the taxing power of the University or the State of Washington is pledged to the payment of this bond.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Registrar.

It is hereby certified and declared that this bond and the bonds of this issue are issued pursuant to and in strict compliance with the Constitution and laws of the State of Washington and resolutions of the Board of Regents of the University and that all acts, conditions and things required to be done precedent to and in the issuance of this bond have happened, been done and performed.

502130504 -18-

executed by the manual or facsimile signature	n State University has caused this bond to be es of the Chair and Secretary of the Board of niversity to be imprinted hereon as of the
[SEAL]	WASHINGTON STATE UNIVERSITY
[SEAL]	WASHINGTON STATE UNIVERSITT
	By/s/ Chair, Board of Regents
	Chair, Board of Regents
ATTEST:	
/s/	
Secretary, Board of Regents	
The Registrar's Certificate of Authentic following form:	ation on the Bonds shall be in substantially the
CERTIFICATE OF A	AUTHENTICATION
	in the within mentioned Bond Resolution and is e Refunding Bonds, [year of issuance][series ted, 20
	WASHINGTON STATE FISCAL AGENT, Registrar
	By
	ByAuthorized Signer

<u>Section 8.</u> <u>Execution.</u> The Bonds of each series shall be executed on behalf of the University with the manual or facsimile signature of the Chair of the Board of Regents, shall be attested by the manual or facsimile signature of the Secretary of the Board of Regents and shall have the seal of the University impressed or a facsimile thereof imprinted thereon.

Only such Bonds as shall bear thereon a Certificate of Authentication in the form hereinbefore recited, manually executed by the Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution. Such Certificate of Authentication shall be conclusive evidence that the Bonds so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this resolution.

In case either of the officers of the University who shall have executed the Bonds shall cease to be such officer or officers of the University before the Bonds so signed shall have been authenticated or delivered by the Registrar, or issued by the University, such Bonds may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the University as though those who signed the same had continued to be such officers of the University. Any Bond may also be signed and attested on

502130504 -19-

behalf of the University by such persons as at the actual date of execution of such Bond shall be the proper officers of the University although at the original date of such Bond any such person shall not have been such officer.

<u>Section 9</u>. <u>Designation of Refunded Bonds; Sale of Bonds</u>.

- (a) Designation of Refunded Bonds. As outlined in the recitals and Section 3 of this resolution, the Refunding Candidates may be called for redemption prior to their scheduled maturities. All or some of the Refunding Candidates may be refunded with the proceeds of the Bonds authorized by this resolution. The Board of Regents has determined that it would be in the best interest of the University to delegate to the Designated University Representative the authority to approve the number of series and series designation, to approve the manner of sale, the final principal amounts of the Bonds (within the parameters required to achieve the Savings Target) and aggregate principal amounts for each series, date of the Bonds, interest rates, maturity dates, payment dates, redemption provisions (provided that the Bonds issued to refund the Refunding Candidates shall not be subject to optional redemption in less than 5 years from the date of issue), and Reserve Requirement, if any, and other terms and conditions of the Bonds in the manner provided hereafter so long as:
 - (1) the aggregate principal amount of the Bonds does not exceed \$83,850,000;
 - (2) the final maturity of the Bonds is not later than October 1, 2034; and
- (3) the net present value aggregate savings with respect to Refunded Bonds to be realized as a result of the refunding of the Refunded Bonds, <u>after</u> payment of all costs of issuance, is at least equal to the Savings Target.

In determining the designation of the Refunded Bonds, manner of sale, number of series, the taxable or tax-exempt status of each series, the series designation, the final principal amounts of the Bonds (within the parameters required to achieve the Savings Target), date of the Bonds, interest rates, payment dates, the Reserve Requirement, if any, redemption provisions (provided that the Bonds issued to refund the Refunding Candidates shall not be subject to optional redemption in less than 5 years from the date of issue), and maturity dates of such Bonds, the Designated University Representative, in consultation with University staff and the University's financial advisor, shall take into account those factors that, in his judgment, will result in the lowest true interest cost on the applicable series of the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable in tenor and quality to the applicable series of the Bonds.

(b) Bond Sale. The Designated University Representative is hereby authorized to determine whether the Bonds shall be sold by Negotiated Sale or by Competitive Sale. Upon the selection of one or more underwriters, the Designated University Representative shall negotiate the terms of sale for the Bonds, including the terms described in this section, in a contract of sale (the "Bond Purchase Contract"). If the Bonds are sold by Competitive Sale, sealed bids will be received by the Designated University Representative or the Competitive Sale will be undertaken by electronic means, in the manner and on such date and time as the Designated University Representative hereafter shall determine. The Designated University Representative will

502130504 -20-

approve the bid offering to purchase the Bonds at the lowest true interest cost to the University at such price as shall be determined at the time of sale by the Designated University Representative, plus accrued interest to the date of delivery, on all the terms and conditions set out in the applicable Official Notice of Sale.

All bids submitted for the purchase the Bonds shall be as set forth in the applicable Official Notice of Sale or otherwise as established by the Designated University Representative which will be furnished upon request made to the Designated University Representative. Such bids shall be accompanied by surety bond or a cashier's or certified check, as a good faith deposit, made payable to the order of the University, in an amount not less than one percent of the par amount of the Bonds. The good faith deposit of the successful bidder shall be security for the performance of its bid and shall be held as liquidated damages in case the successful bidder fails to take up and pay for the applicable series of the Bonds within 45 days if tendered for delivery. All bids submitted shall be opened (but not read publicly) by the University. The University reserves the right to reject any and all bids and to waive any irregularity or informality in any bid.

Subject to the terms and conditions set forth in this Section 9, the Designated University Representative is hereby authorized to accept an Approved Bid in a Competitive Sale and/or execute the final form of a Bond Purchase Contract in a Negotiated Sale, upon his approval of the number of series, the series designation, the final principal amounts of the Bonds (within the parameters required to achieve the Savings Target), date of the Bonds, interest rates, payment dates, redemption provisions (provided that the Bonds issued to refund the Refunding Candidates shall not be subject to optional redemption in less than 5 years from the date of issue), and maturity dates of such bonds set forth therein. Following each sale of the Bonds, the Designated University Representative shall provide a report to the Board of Regents, describing the final terms of each series of the Bonds approved pursuant to the authority delegated in this section.

- officials of the University including the Designated University Representative, are authorized and directed to undertake all other actions necessary for the prompt sale, execution and delivery of the Bonds and further to execute all closing certificates and documents required to effect the closing and delivery of the Bonds in accordance with the terms of the Bond Purchase Contract or Official Notice of Sale and Approved Bid. In furtherance of the foregoing, the Designated University Representative is authorized to approve and enter into agreements for the payment of costs of issuance, including Underwriter's discount, the fees and expenses specified in the Bond Purchase Contract, including fees and expenses of Underwriter and other retained services, including Bond Counsel, rating agencies, fiscal agent, and other expenses customarily incurred in connection with issuance and sale of bonds. The disbursement of Bond proceeds to pay certain costs of issuance shall be made by the Escrow Agent under the terms set forth in the Cost of Issuance Agreement substantially in the form attached to this Resolution as Exhibit B.
- (d) Official Statement. The Designated University Representative is authorized to ratify and to approve for purposes of the Rule, on behalf of the University, an Official Statement for each series (and any Preliminary Official Statement) and any supplement thereto relating to the issuance and sale of each series of the Bonds and the distribution of each series of the Bonds pursuant thereto with such changes, if any, as may be deemed by him/her to be appropriate.

502130504 -21-

(e) *Term of Authority*. The authority granted by this section shall remain in effect until June 30, 2020.

Section 10. Revenues; Building Account.

- (a) The University maintains the Fund 062 Washington State University Building Account pursuant to RCW 43.79.335 (the "Building Account").
- (1) Deposits into Building Account. The University will make the following deposits into the Building Account:
 - (A) Building Fees, as authorized by RCW 28B.15.310;
- (B) Funds transferred by the University from Fund 347 Bond Retirement Account pursuant to Section 10(b)(2)(D); and
 - (C) All investment income derived from the investment thereof.
- (2) Disbursements from Building Account. Money on hand in the Building Account shall be disbursed by the University as follows:
- (A) For transfer to Fund 347 Bond Retirement Account pursuant to RCW 28B.30.730 in the event there is ever an insufficient amount of money in Fund 347 Bond Retirement Account to pay any installment of interest or principal and interest coming due on any Parity Bonds, as required by Section 10(b)(1)(D); and
- (B) To pay, finance or refinance the costs of major construction and minor capital projects at the University, including payments for reimbursement of debt service on bonds issued by the State for University capital projects as approved by the Legislature and specified to be paid from the Building Account.
- (b) Flow of Funds; Priorities. The Fund 347 Bond Retirement Account is maintained by the State pursuant to RCW 28B.30.740.
- (1) <u>Deposits to Fund 347 Bond Retirement Account.</u> The following Revenues shall be paid into Fund 347 Bond Retirement Account:
- (A) All Trust Land Revenues shall be paid into Fund 347 Bond Retirement Account pursuant to RCW 28B.30.741;
- (B) One half of all Building Fees or such larger portion as may be necessary to prevent default with respect to Parity Bonds;
- (C) Any grants which may be made, or may become available, for the purpose of furthering the construction of any authorized projects of the University, or for the repayment of the costs thereof;

502130504 -22-

- (D) Money transferred from the Building Account, which transfer is hereby covenanted to be made pursuant to RCW 28B.30.730(8)(c), in the event there is ever an insufficient amount of money in Fund 347 Bond Retirement Account to pay any installment of interest or principal and interest coming due on any Parity Bonds;
 - (E) Additional Revenues hereinafter pledged by the University;
 - (F) Such additional funds as the Legislature may provide; and
- (G) Interest earnings on amounts held in Fund 347 Bond Retirement Account not otherwise required by statute to be transferred otherwise.
- (2) <u>Withdrawals from Fund 347 Bond Retirement Account</u>. The following amounts shall be withdrawn from the Fund 347 Bond Retirement Account:
- (A) On or prior to each date on which a payment of principal of, premium, if any, and interest on Parity Bonds is due, the amount of such principal, premium and interest shall be withdrawn and used to pay such principal, premium and interest;
- (B) For payment to the provider of any Reserve Subaccount Credit Facility, within the time frames required thereby or by any Reserve Subaccount Credit Facility related thereto, amounts necessary to reimburse such provider for draws made thereunder and any interest accrued on such draws, at such times and in such places as may be necessary to permit such issuer to reinstate such Reserve Subaccount Credit Facility in a timely manner.
- (C) For transfers to the Reserve Subaccount necessary to maintain the Reserve Requirement therein, if any; and
- (D) For transfers to the Building Account provided that the balance in Fund 347 Bond Retirement Account shall be the greater of (i) the amount required to be maintained therein by State law (currently RCW 28B.30.750) and (ii) the amount required for payment of debt service on Parity Bonds in the then current fiscal year.
- (c) Transfers to Reserve Subaccount. If a Reserve Requirement has been established for the Bonds, the University further covenants to transfer to the Reserve Subaccount, from money and investments in the Fund 347 Bond Retirement Account, the following:
- (1) If the University chooses to satisfy the Reserve Requirement over a period of five years pursuant to a determination made under subsection (c) hereof, within one year of the date of closing, beginning in 2020, and continuing annually thereafter until the Reserve Subaccount is Fully Funded, an amount equal to not less than 20% of the Reserve Requirement; and
- (2) If the value of the Reserve Assets is less than the Reserve Requirement on any Valuation Date, within 90 days thereafter, the amount necessary to restore the value of the Reserve Assets to the Reserve Requirement (if the Reserve Subaccount is then required to be Fully Funded) or to the pro rata portion of the Reserve Requirement then required to be on

502130504 -23-

deposit in the Reserve Subaccount pursuant to Section 10(d) hereof (if such date occurs before the Reserve Subaccount is Fully Funded).

(d) Reserve Subaccount.

- (1) If the Designated University Representative determines that the funding of the Reserve Subaccount is necessary or beneficial for the marketing of the Bonds, the University covenants to establish such Subaccount and deposit into the Reserve Subaccount the amounts required to be transferred into the Reserve Subaccount pursuant to Section 10(c) hereof, if any, the net income earned on investments in the Reserve Subaccount and all other amounts required to be transferred to the Reserve Subaccount pursuant to this resolution. Each Reserve Requirement may be funded annually over a five-year period or through a Reserve Subaccount Credit Facility. In the event the Designated University Representative elects to fund the Reserve Requirement over a five-year period, the University shall not be in default of its obligation hereunder as long as the annual deposits are made on a timely basis.
- (2) The University pledges and covenants to use the money and investments or proceeds of draws on any Reserve Subaccount Credit Facility in the Reserve Subaccount solely for the following purposes (in order of priority):
- (A) For transfer to the Fund 347 Bond Retirement Account whenever funds therein are insufficient to make any required payment of principal of or interest on any Outstanding Bonds; *provided, that* such transfer shall be made, first, from any available cash or the proceeds from the liquidation of any available investments in the Reserve Subaccount and, second, from the proceeds of any draw under any Reserve Subaccount Credit Facility; and provided further, that the University shall give the provider of the Reserve Subaccount Credit Facility prompt notice of any withdrawals from the Reserve Subaccount to pay principal of or interest on any Bonds; and
- (B) If the value of the Reserve Assets exceeds the Reserve Requirement on any Valuation Date, for transfer of the excess to pay rebatable arbitrage and second, to the Fund 347 Bond Retirement Account.
- (C) The Reserve Requirement may be met either with cash deposits/balances or with a Reserve Subaccount Credit Facility. The Designated University Representative reserves the right, to be exercised in his sole discretion, to substitute a Reserve Subaccount Credit Facility for any Reserve Subaccount Credit Facility previously provided or for money and investments in the Reserve Subaccount equal to the stated amount available under such Reserve Subaccount Credit Facility upon satisfaction of the following conditions precedent:
- (i) The University shall have received an Opinion of Counsel approving the due authorization, execution, delivery and enforceability of the Reserve Subaccount Credit Facility in accordance with its terms, subject to applicable laws affecting creditors' rights generally, and, in the event the issuer of the Reserve Subaccount Credit Facility is not a domestic entity, an opinion of foreign counsel to the same effect in form and substance satisfactory to the University;

502130504 -24-

- (ii) The University shall have received an Opinion of Bond Counsel to the effect that substitution of such Reserve Subaccount Credit Facility will not cause the interest on the Bonds to become includable in gross income for federal income taxation purposes;
- (iii) The obligation of the University to reimburse the issuer of the Reserve Subaccount Credit Facility for any fees or expenses or claims or drawings under such Reserve Subaccount Credit Facility shall be subordinate to the payment of debt service on any Outstanding Parity Bonds;
- (iv) The issuer of such Reserve Subaccount Credit Facility must have a rating at least equal to the underlying rating then in effect with respect to the Bonds, but in any event not lower than one of the two highest rating categories of each Rating Agency then maintaining a rating on the Bonds; and
- (v) The aggregate value of the Reserve Subaccount must equal the Reserve Requirement immediately upon such substitution.
- (D) The University covenants that it will not terminate any Reserve Subaccount Credit Facility unless, prior to such termination, either (1) it provides in lieu thereof a Reserve Subaccount Credit Facility, or (2) it deposits in the Reserve Subaccount money and investments equal to the Reserve Requirement. In the event that the provider of a Reserve Subaccount Credit Facility notifies the University that it will not renew or extend such credit facility, the University shall deposit in the Reserve Subaccount the money and investments necessary to equal the Reserve Requirement on the date that the Reserve Subaccount Credit Facility terminates.

Section 11. Application of Bond Proceeds; Refunding Procedures.

- (a) Application of Bond Proceeds. The net proceeds of sale of the Bonds shall be remitted to the Escrow Agent and shall be used immediately upon receipt thereof to defease the Refunded Bonds and, at the option of the Designated University Representative, to pay related costs of issuance. The Escrow Agent shall purchase certain Government Obligations (which obligations so purchased, are herein called "Acquired Obligations"), bearing such interest and maturing as to principal and interest in such amounts and at such times which, together with any necessary beginning cash balance, will provide for the payment of:
- (1) Interest on the Refunded Bonds as such become due on and prior to the Call Date; and
- (2) The redemption price (100% of par) of the Refunded Bonds on the Call Date.
- (b) Escrow Agent, Escrow Agreement and Costs of Issuance Agreement. The Designated University Representative is hereby requested and directed to select a financial institution to serve as the Escrow Agent for the Refunded Bonds (the "Escrow Agent"). A beginning cash balance, if any, and Acquired Obligations shall be deposited irrevocably with the Escrow Agent in an amount sufficient to defease the Refunded Bonds. The proceeds of the

502130504 -25-

Bonds remaining after acquisition of the Acquired Obligations and provision for the necessary beginning cash balance shall be utilized to pay expenses of the acquisition and safekeeping of the Acquired Obligations and expenses of the issuance of the Bonds. The Designated University Representative is authorized and directed to execute and deliver to the Escrow Agent an Escrow Deposit Agreement and a Costs of Issuance Agreement substantially in the forms attached to this resolution as Exhibit A and Exhibit B, respectively, with such changes or modifications as the Designated University Representative, with the advice of bond counsel to the University, consider necessary or advisable.

(c) Redemption. The University hereby irrevocably sets aside sufficient funds out of the purchase of Acquired Obligations from proceeds of the Bonds to make the payments described in subsection (a) of this section.

The University hereby irrevocably calls the Refunded Bonds for redemption on their Call Date in accordance with the provisions of the 2009 Resolution, authorizing the redemption and retirement of the Refunded Bonds prior to their fixed maturities. Said defeasance and call for redemption of the Refunded Bonds shall be irrevocable after the issuance of the Bonds and delivery of the Acquired Obligations to the Escrow Agent.

The Escrow Agent is hereby authorized and directed to provide for the giving of notices of the defeasance and the redemption of the Refunded Bonds in accordance with the applicable provisions of the 2009 Resolution. The Designated University Representative is authorized and requested to provide whatever assistance is necessary to accomplish such redemption and the giving of notices therefore. The costs of publication of such notices shall be an expense of the University.

The University will take such actions as are found necessary to see that all necessary and proper fees, compensation and expenses of the Escrow Agent for the Refunded Bonds shall be paid when due.

The University hereby irrevocably sets aside for and pledges to the payment of the Refunded Bonds the moneys and obligations to be deposited with the Escrow Agent pursuant to the Escrow Agreement to accomplish the plan of refunding and defeasance of the Refunded Bonds set forth herein and in the Escrow Agreement. When all of the Refunded Bonds shall have been redeemed and retired, the University may cause any remaining money to be transferred to the Bond Fund for the purposes set forth above.

- (d) *Termination of Subsidy*. The University hereby further covenants that from and after the issuance of the Refunded Bonds, the University shall no longer apply for, collect or retain any federal subsidy with respect to the Refunded Bonds.
- Section 12. Defeasance. In the event that money and/or noncallable Government Obligations, which are direct obligations of the United States or obligations unconditionally guaranteed by the United States, maturing or having guaranteed redemption prices at the option of the owner at such time or times and bearing interest to be earned thereon in amounts (together with such money, if any) sufficient to redeem and retire part or all of the Bonds in accordance with their terms, are hereafter irrevocably set aside in a special account and pledged to effect such redemption and retirement, and, if the Bonds are to be redeemed prior to maturity,

502130504 -26-

irrevocable notice, or irrevocable instructions to give notice of such redemption has been delivered to the Registrar, then no further payments need be made into the Fund 347 Bond Retirement Account or any account therein for the payment of the principal of, premium, if any, and interest on the Bonds so provided for and such Bonds shall then cease to be entitled to any lien, benefit or security of this resolution, except the right to receive the funds so set aside and pledged and such notices of redemption, if any, and such Bonds shall no longer be deemed to be Outstanding hereunder, under this resolution or under any resolution authorizing the issuance of bonds or other indebtedness of the University.

Within 20 days after any defeasance of Bonds, the University shall provide notice of defeasance of Bonds to Registered Owners of Bonds being defeased and to each party entitled to receive notice under agreements for continuing disclosure entered into pursuant to Section 24.

<u>Section 13</u>. <u>Investment of Funds</u>. The University covenants to invest and reinvest money deposited in the Fund 347 Bond Retirement Account only in those investments in which agencies of the State are authorized to invest pursuant to State law.

Section 14. Establishment of Additional Accounts and Subaccounts. The University reserves the right, to be exercised in its sole discretion, to establish such additional accounts within the funds established pursuant to this resolution, and subaccounts within such accounts, as it deems necessary or useful for the purpose of identifying more precisely the sources of payments herein and disbursements therefrom; provided that the establishment of any such account or subaccount does not alter or modify any of the requirements of this resolution with respect to a deposit or use of money or result in commingling of funds not permitted hereunder.

Section 15. Source of Repayment and Security for Bonds.

- (a) The Bonds shall be special revenue fund obligations of the University, payable solely from Revenues and the money and investments deposited into the Fund 347 Bond Retirement Account. The Bonds shall not constitute an obligation, neither general, special or moral, of the State, nor a general or moral obligation of the University. The Registered Owners of the Bonds shall have no right to require the State, nor has the State any obligation or legal authorization, to levy any taxes or appropriate or expend any of its funds for the payment of the principal thereof or the interest or any premium thereon. The University has no taxing power.
- (b) The Bonds shall be equally and ratably secured, without preference, priority or distinction because of date of issue or otherwise by liens, hereby created, against and pledge of the money and investments in the Fund 347 Bond Retirement Account. Said liens shall be immediately valid and binding against the money and investments in the Fund 347 Bond Retirement Account without filing or recording.

502130504 -27-

Section 16. Additional Bonds.

- (a) The University shall have the right to issue one or more series of Additional Bonds to finance the planning for, permitting, acquisition, construction, repair, renovation, alteration or betterment of University capital projects or to refund or advance refund any Parity Bonds, if:
- (1) The University is not in default of any of its covenants and undertakings in connection with all Outstanding Bonds; and
- (2) The University has on file a certificate of the Designated University Representative to the effect that Revenues will be sufficient to pay debt service on all Parity Bonds to be outstanding following the date of issuance of such Additional Bonds.

Upon compliance with the conditions set forth in this Section 16, such Additional Bonds shall be Parity Bonds, such Additional Bonds, the payments required therein to be made out of the Trust Land and Building Fee Revenues shall constitute a lien and charge upon such Trust Land and Building Fee Revenues equal in rank to the lien and charge thereon of all then outstanding Parity Bonds.

- (b) Nothing herein shall prevent the University from granting a lien or liens which are junior and subordinate to the lien of any Outstanding Bonds against the Trust Land Revenues and Building Fees and the money and investments in the Fund 347 Bond Retirement Account.
- <u>Section 17.</u> <u>Additional Covenants of the University.</u> So long as any Bonds are Outstanding, the University makes the following covenants.
- (a) Payment of Debt Service. The University shall pay or cause to be paid the principal of and the interest on all Outstanding Bonds on the dates, at the places, from the sources of funds and in the manner, all as provided herein.
- (b) Maintenance of the Building Fees. The Board shall charge and collect Building Fees and cause same to be deposited into Fund 347 Bond Retirement Account in amounts which, together with other amounts therein and legally available for the payment of debt service, will be sufficient to pay the principal of and interest on all Parity Bonds. In any event, no less than 50% of all Building Fee collections shall be deposited into Fund 347 Bond Retirement Account, as collected.
- (c) Deposit of Trust Land Revenues. The University will deposit Trust Land Revenues into the Fund 347 Bond Retirement Account, to be used as provided by State law and this resolution.
- <u>Section 18.</u> <u>Covenants Regarding Tax Exemption.</u> With regard to Bonds that are Tax-Exempt Bonds, the University covenants and agrees that:
- (a) *General Covenant*. It will not make any use of the proceeds from the sale of the Tax-Exempt Bonds or any other funds of the University which may be deemed to be proceeds of

502130504 -28-

such Tax-Exempt Bonds pursuant to Section 148 of the Code and the applicable regulations thereunder which will cause the Tax-Exempt Bonds to be "arbitrage bonds" within the meaning of Section 148 and said regulations. The University will comply with the applicable requirements of Section 148 of the Code (or any successor provision thereof applicable to the Tax-Exempt Bonds) and the applicable regulations thereunder throughout the term of the Tax-Exempt Bonds.

- (b) Bank Qualification. The Designated University Representative is authorized to determine whether the series of the Tax-Exempt Bonds may be qualified under Section 265(b) of the Code and to designate the series of the Tax-Exempt Bonds as "qualified tax-exempt obligations" pursuant to Section 265(b) of the Code for investment by financial institutions.
 - (c) *Private Use/Private Payments.* The University will not permit:
- (1) More than 10% of the Net Proceeds of the Bonds to be used for any Private Person Use; and
- (2) More than 10% of the principal or interest payments on the Bonds in a Bond Year to be directly or indirectly: (A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or (B) derived from payments (whether or not made to the University) in respect of property, or borrowed money, used or to be used for any Private Person Use.

The University further covenants that, if:

- (3) More than five percent of the Net Proceeds of the Bonds are to be used for any Private Person Use; and
- More than five percent of the principal or interest payments on the Bonds (4) in a Bond Year are (under the terms of this resolution or any underlying arrangement) directly or indirectly: (A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or (B) derived from payments (whether or not made to the University) in respect of property, or borrowed money, used or to be used for any Private Person Use, then, (i) any Private Person Use of the projects described in subsection (3) hereof or Private Person Use payments described in subsection (iv) hereof that is in excess of the five percent limitations described in such subsections (iii) or (iv) will be for a Private Person Use that is related to the state or local governmental use of the projects financed with bond proceeds, and (ii) any Private Person Use will not exceed the amount of Net Proceeds of the Bonds used for the state or local governmental use portion of the projects to which the Private Person Use of such portion of such projects relates. The University further covenants that it will comply with any limitations on the use of the projects by other than state and local governmental users that are necessary, in the opinion of its bond counsel, to preserve the tax exemption of the interest on the Bonds. The covenants of this section are specified solely to assure the continued exemption from regular income taxation of the interest on the Bonds.

502130504 -29-

- (d) It will not take any action or permit any action to be taken that would cause the Bonds to constitute "private activity bonds" under Section 141 of the Code.
- Section 19. Lost, Stolen or Destroyed Bonds. In case any Bond or Bonds shall be lost, stolen or destroyed, the Registrar may execute and deliver a new Bond or Bonds of like date, series, number and tenor to the Registered Owner thereof upon the owner's paying the expenses and charges of the Registrar and the University in connection therewith and upon his filing with the Registrar evidence satisfactory to the Registrar that such Bond was actually lost, stolen or destroyed and of his ownership thereof, and upon furnishing the Registrar and the University with indemnity satisfactory to the Registrar and the University.
- Section 20. No Recourse Against Individuals. No Registered Owner shall have any recourse for the payment of any part of the principal or redemption price, if any, of or interest on the Bonds, or for the satisfaction of any liability arising from, founded upon, or existing by reason of, the issuance or ownership of such Bonds against the officers of the University or officers or members of the Board in their individual capacities.
- <u>Section 21</u>. <u>Amendment of Resolution</u>. (a) *Amendment Without Consent*. This resolution may be amended or supplemented from time to time, without the consent of the Registered Owners by a resolution or resolutions amendatory or supplemental to this resolution adopted by the Board for one or more of the following purposes:
- (1) to add additional covenants of the Board or to surrender any right or power herein conferred upon the University; provided that such additional covenants and agreements are not contrary to or inconsistent with the covenants and agreements of the University contained in this resolution;
- (2) to confirm as further assurance any pledge or provision for payment of the Parity Bonds under and the subjection to any lien, claim or pledge created or to be created by the provisions of this resolution of Revenues or of any other moneys, securities or funds;
- (3) to cure any ambiguity or to cure, correct or supplement any defective (whether because of any inconsistency with any other provision hereof or otherwise) provision of this resolution in such manner as shall not be inconsistent with this resolution or to make any other provisions with respect to matters or questions arising under this resolution, provided such action shall not impair the security hereof or materially and adversely affect the interests of the Registered Owners; or
- (4) to prescribe further limitations and restrictions upon the issuance of Parity Bonds and the incurring of indebtedness by the University payable from the Revenues which are not contrary to or inconsistent with the limitations and restrictions thereon theretofore in effect;
- (5) to provide or modify procedures permitting Registered Owners to utilize a certificated system of registration for Bonds; or
- (6) to modify, alter, amend, supplement or restate this resolution in any and all respects necessary, desirable or appropriate in connection with the delivery of a Credit Facility or other security or liquidity arrangement; or

502130504 -30-

- (7) to modify, alter, amend, supplement or restate this resolution in any and all respects necessary, desirable or appropriate in order to satisfy the requirements of any Rating Agency which may from time to time provide a rating on the Bonds, or to obtain or retain such rating on any Parity Bonds as is deemed necessary by the University; or
- (8) to qualify this resolution under the Trust Indenture Act of 1939, as amended; or
- (9) to modify any of the provisions of this resolution in any other respects; provided that such modifications shall not materially and adversely affect the rights of any Parity Bondowners or that such modifications shall not take effect until all then Outstanding Parity Bonds are no longer Outstanding.

Notwithstanding anything in this Section 21 to the contrary, without the specific consent of the Registered Owners of each Parity Bond, no such resolution amending or supplementing the provisions hereof shall reduce the percentage of Parity Bonds, the Registered Owners of which are required to consent to any such resolution amending or supplementing the provisions hereof; or give to any Parity Bond or Parity Bonds any preference over any other Parity Bond or Parity Bonds secured hereby. No resolution amending or supplementing the provisions hereof shall change the date of payment of the principal of any Parity Bond, or reduce the principal amount of any Parity Bond, or change the rate or extend the time of payment of interest thereof, or reduce any premium payable upon the redemption or prepayment thereof, or advance the date upon which any Parity Bond may first be called for redemption prior to its fixed maturity date without the specific consent of the Registered Owner of that Parity Bond; and no such amendment shall change or modify any of the rights or obligations of any paying agent or other agent for a series of Parity Bonds without its written assent thereto.

(b) Amendments With Registered Owners' Consent. This resolution may be amended from time to time by a supplemental resolution approved by the Registered Owners of a majority in aggregate principal amount of the Parity Bonds then Outstanding; provided, that (1) no amendment shall be made which affects the rights of some but fewer than all of the Registered Owners of the Outstanding Parity Bonds without the consent of the Registered Owners of a majority in aggregate principal amount of the Parity Bonds so affected, and (2) except as expressly authorized hereunder, no amendment that alters the interest rates on any Parity Bonds, the maturity date, interest payment dates, purchase upon tender or redemption provisions of any Parity Bonds, this Section 21 without the consent of the Registered Owners of all Outstanding Parity Bonds affected thereby. For the purpose of consenting to amendments under this Section 21(b) except for amendments that alter the interest rate on any Parity Bonds, the maturity date, interest payment dates, the Credit Facility Issuer shall be deemed to be the sole Registered Owner of the Parity Bonds that are payable from such Credit Facility and that are then Outstanding.

Section 22. Concerning the Registered Owners.

(a) Form of Consent of Registered Owners. Any request, direction, consent or other written instrument required by this resolution to be signed or executed by the Registered Owners may be in any number of concurrent written instruments of similar tenor and may be signed or executed by such Registered Owners in person or by an agent or agents duly appointed by a

502130504 -31-

written instrument. For purposes of compliance with this section, the issuer of an irrevocable letter of credit securing the repayment of the Bonds or an issuer of a policy of municipal bond insurance insuring the payment of the Bonds shall be deemed to be the Registered Owner of the Bonds. Proof of the execution of any such written instrument and of the ownership of the Bonds shall be sufficient for any purpose of this resolution and shall be conclusive in favor of the University, and/or the Registered Owners with regard to any action taken under such instrument, if made in the following manner:

- (1) the fact and date of the execution by any Registered Owner of any such instrument may be proved by the certificate of any officer in any jurisdiction who, by the laws thereof, has power to take acknowledgments of deeds to be recorded within such jurisdiction, to the effect that the Registered Owner signing such instrument acknowledged to him or her the execution thereof, or by an affidavit of a witness to such execution; and
- (2) the ownership of Bonds shall be proved by the Bond Register maintained by the Registrar.

Nothing contained in this Section 22(a) shall be construed as limiting the University to the proof above specified, it being intended that the University may accept any other evidence of the matters herein stated to which it may seem sufficient.

- (b) Waiver of Form. Except as otherwise provided herein, any notice or other communication required by this resolution to be given by delivery, publication or otherwise to the Registered Owners or any one or more thereof may be waived, at any time before such notice or communication is so required to be given, by written waivers mailed or delivered to the University by the Registered Owners of all Bonds of a series entitled to such notice or communication.
- (c) Revocation; Conclusive Action. At any time prior to (but not after) the evidencing to the University of the taking of any action by the Registered Owners of the percentage in aggregate principal amount of Outstanding Bonds of a series specified in this resolution in connection with such action, any Registered Owner may, by filing written notice with the University, revoke any consent given by such Registered Owner or the predecessor Registered Owner of such Bond. Except as aforesaid, any such consent given by the Registered Owner of any Bond shall be conclusive and binding upon such Registered Owner and upon all future Registered Owners of such Bond and of any Bond issued in exchange therefor or in lieu thereof, irrespective of whether or not any notation in regard thereto is made upon such Bond. Any action taken by the Registered Owners of the percentage in aggregate principal amount of a series of Outstanding Bonds specified in this resolution in connection with such action shall be conclusively binding upon the University and the Registered Owners of all Outstanding Bonds.
- Section 23. Determination of Registered Owners' Concurrence. In determining whether the Registered Owners of the requisite aggregate principal amount of Outstanding Bonds have concurred in any demand, request, direction, consent or waiver under this resolution, Bonds which are owned by or held in the name of the University shall be disregarded and deemed not to be Outstanding for the purpose of any such determination. Bonds so owned which have been pledged in good faith may be regarded as Outstanding for the purposes of this

502130504 -32-

Section 23 if the pledgee shall establish to the satisfaction of the University the pledgee's right to vote such Bonds and that the pledgee is not the University.

<u>Section 24.</u> <u>Undertaking to Provide Ongoing Disclosure.</u> The Designated University Representative is authorized to, in his discretion, execute and deliver a certificate regarding continuing disclosure with respect to each series of the Bonds in order to assist the Underwriter for each series of Bonds in complying with Section (b)(5) of the Rule.

Section 25. Resolution a Contract with Bondowners. This resolution is adopted under the authority of and in full compliance with the Constitution and laws of the State of Washington. In consideration of the purchase and acceptance of the Bonds by those who shall hold the same from time to time, the provisions of this resolution shall constitute a contract with the owner or owners of each Bond and the coupons, if any, appurtenant thereto, and the obligations of the University and its Board under said laws and under this resolution shall be enforceable by any court of competent jurisdiction; and the covenants and agreements herein set forth to be performed on behalf of the University shall be for the equal benefit, protection and security of the owners of any and all of the Bonds and the coupons, if any, appurtenant thereto.

Section 26. Contract-Savings Clause. The covenants contained in this resolution, the Bonds and the provisions of the Bond Act shall constitute a contract between the University and the Registered Owners of the Bonds and shall be construed in accordance with and controlled by the laws of the State. If any one or more of the covenants or agreements provided in this resolution to be performed on the part of the University shall be declared by any court of competent jurisdiction and final appeal, if any appeal be taken, to be contrary to law, then such covenant or covenants, agreement or agreements shall be null and void and shall be deemed separable from the remaining covenants and agreements in this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bonds.

Section 27. No Benefits to Outside Parties. Nothing in this resolution, express or implied, is intended or shall be construed to confer upon or to give to any person, other than the University, the Registrar, any provider of a Reserve Subaccount Credit Facility and the Registered Owners of Bonds, any right, remedy or claim under or by reason of this resolution; and the covenants, stipulations and agreements in this resolution are and shall be for sole and exclusive benefit of the University, the Registrar, any provider of a Reserve Subaccount Credit Facility and the Registered Owners of Bonds, their successors and assigns.

502130504 -33-

 $\underline{Section\ 28}. \quad \underline{Immediate\ Effect}. \quad This\ resolution\ shall\ take\ effect\ immediately\ upon\ its$ adoption.

ADOPTED AND APPROVED by the Board of Regents of Washington State University, by a regular meeting of the Board held this 3rd day of May, 2019.

	WASHINGTON STATE UNIVERSITY
	Chair, Board of Regents
ATTEST:	
Secretary, Board of Regents	

502130504 -34-

EXHIBIT A

ESCROW DEPOSIT AGREEMENT

WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS, [YEAR OF ISSUANCE][SERIES DESIGNATION]

THIS ESCROW AGREEMENT, dated as of, 20 (herein, together
with any amendments or supplements hereto, called the "Agreement") is entered into by and between Washington State University (herein called the "University") and, as escrow agent (herein,
together with any successor in such capacity, called the "Escrow Agent"). The notice addresses of the University and the Escrow Agent are shown on Exhibit A attached hereto and made a part hereof.
WITNESSETH:
WHEREAS, the University has issued and there presently remain outstanding the obligations described in Exhibit B (the "Refunded Bonds"); and
WHEREAS, pursuant to Resolution No. 190503-603, adopted on May 3, 2019 (the "Resolution"), the University has determined to issue its Washington State University Trust and Building Fee Revenue Refunding Bonds, [year of issuance][series designation] (the "Refunding Bonds"). A portion of the Refunding Bonds are being used for the purpose of providing funds to pay the costs of refunding the Refunded Bonds; and
WHEREAS , the Escrow Agent has reviewed this Agreement, and is willing to serve as Escrow Agent; and
[WHEREAS,
WHEREAS, pursuant to the Resolution, the Refunded Bonds have been designated for defeasance and/or redemption prior to their scheduled maturity dates and, after provision is made for such defeasance and/or redemption, the Refunded Bonds will come due in such years, bear interest at such rates, and be payable at such times and in such amounts as are set forth in Exhibit C; and
WHEREAS, when Escrowed Securities have been deposited with the Escrow Agent for the payment of all principal and interest of the Refunded Bonds when due, then the Refunded

Bonds shall no longer be regarded as outstanding except for the purpose of receiving payment

502130504 A-1

from the funds provided for such purpose; and

WHEREAS, the Refunding Bonds have been duly authorized to be issued, sold, and delivered for the purpose of obtaining the funds required to provide for the payment of the principal of, interest on and redemption premium (if any) on the Refunded Bonds when due as shown on Exhibit C; and

WHEREAS, the University desires that, concurrently with the delivery of the Refunding Bonds to the purchasers, the proceeds of the Refunding Bonds, together with certain other available funds of the University, shall be applied to purchase certain direct obligations of the United States of America hereinafter defined as the "Escrowed Securities" for deposit to the credit of the Escrow Fund and to establish a beginning cash balance (if needed) in the Escrow Fund; and

WHEREAS, the Escrowed Securities shall mature and the interest thereon shall be payable at such times and in such amounts so as to provide money which, together with cash balances from time to time on deposit in the Escrow Fund, will be sufficient to pay interest on the Refunded Bonds as it accrues and becomes payable and the principal of the Refunded Bonds as it becomes due and payable; and

WHEREAS, to facilitate the receipt and transfer of proceeds of the Escrowed Securities, particularly those in book-entry form, the University desires to establish the Escrow Fund at the principal corporate trust office of the Escrow Agent; and

WHEREAS, the Escrow Agent is a party to this Agreement to acknowledge its acceptance of the terms and provisions hereof; and

WHEREAS, simultaneously herewith, the University is entering into a Cost of Issuance Agreement with the Escrow Agent to provide for the payment of costs of issuance relating to the Bonds;

NOW, THEREFORE, in consideration of the mutual undertakings, promises and agreements herein contained, the sufficiency of which hereby are acknowledged, and to secure the full and timely payment of principal of and the interest on the Refunded Bonds, the University and the Escrow Agent mutually undertake, promise and agree for themselves and their respective representatives and successors, as follows:

Article 1.

Section 1.1. Definitions.

Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them below when they are used in this Agreement:

Acquired Obligations mean the Government Obligations acquired by the University under the terms of the resolution and this Escrow Agreement to effect the defeasance and refunding of the Refunded Bonds.

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502130504 A-2

Escrow Fund means the fund created by this Agreement to be established, held and administered by the Escrow Agent pursuant to the provisions of this Agreement.

Escrowed Securities mean the noncallable Government Obligations described in Exhibit D, or cash or other noncallable obligations substituted therefor pursuant to Section 4.2 of this Agreement.

Government Obligations mean direct, noncallable (a) United States Treasury Obligations, (b) United States Treasury Obligations — State and Local Government Series, (c) non-prepayable obligations which are unconditionally guaranteed as to full and timely payment of principal and interest by the United States of America or (d) REFCORP debt obligations unconditionally guaranteed by the United States.

Paying Agent means the fiscal agent of the State of Washington, as the paying agent for the Refunded Bonds.

Refunded Bonds mean \$_____ of the University's Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds — Direct Payment), maturing [on and] after October 1, 2019.

Section 1.2. Other Definitions.

The terms "Agreement," "University," "Escrow Agent," "Resolution," "Verification Report," "Refunded Bonds," and "Refunding Bonds" when they are used in this Agreement, shall have the meanings assigned to them in the preamble to this Agreement.

Section 1.3. Interpretations.

The titles and headings of the articles and sections of this Agreement have been inserted for convenience and reference only and are not to be considered a part hereof and shall not in any way modify or restrict the terms hereof. This Agreement and all of the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to achieve the intended purpose of providing for the refunding of the Refunded Bonds in accordance with applicable law.

Article 2. Deposit of Funds and Escrowed Securities

Section 2.1. Deposits in the Escrow Fund.

Concurrently with the sale and delivery of the Refunding Bonds the University shall deposit, or cause to be deposited, with the Escrow Agent, for deposit in the Escrow Fund, the funds sufficient to purchase the Escrowed Securities described in Exhibit D, and the Escrow Agent shall, upon the receipt thereof, acknowledge such receipt to the University in writing.

502130504 A-3

Article 3. Creation and Operation of Escrow Fund

Section 3.1. Escrow Fund.

The Escrow Agent has created on its books a special trust fund and irrevocable escrow to be known as the Escrow Fund (the "Escrow Fund"). The Escrow Agent agrees that upon receipt it will deposit to the credit of the Escrow Fund the funds and the Escrowed Securities described in Exhibit D. Such deposit, all proceeds therefrom, and all cash balances on deposit therein (a) shall be the property of the Escrow Fund, (b) shall be applied only in strict conformity with the terms and conditions of this Agreement, and (c) are hereby irrevocably pledged to the payment of the principal of and interest on the Refunded Bonds on October 1, 2019 (the "Call Date"), which payment shall be made by timely transfer of such amounts as are provided for in Section 3.2. When the final transfer have been made for the payment of such principal of and interest on the Refunded Bonds, any balance then remaining in the Escrow Fund shall be transferred to the University, and the Escrow Agent shall thereupon be discharged from any further duties hereunder.

Section 3.2. Payment of Principal and Interest.

The Escrow Agent is hereby irrevocably instructed to transfer to the Paying Agent from the cash balances on deposit in the Escrow Fund, the amounts required to pay the principal of the Refunded Bonds and interest thereon to the Call Date as shown in Exhibit C.

Section 3.3. Sufficiency of Escrow Fund.

The University represents that, based upon the information provided in the Verification Report, the successive receipts of the principal of and interest on the Escrowed Securities will assure that the cash balance on deposit in the Escrow Fund will be at all times sufficient to provide money for transfer to the Paying Agent on the Call Date and in the amounts required to pay the interest on the Refunded Bonds coming due on the Call Date and the principal of the Refunded Bonds on the Call Date, all as more fully set forth in Exhibit E. If, for any reason, at any time, the cash balances on deposit or scheduled to be on deposit in the Escrow Fund shall be insufficient to transfer the amounts required by the Paying Agent to make the payments set forth in Section 3.2., the University shall timely deposit in the Escrow Fund, from any funds that are lawfully available therefor, additional funds in the amounts required to make such payments. Notice of any such insufficiency shall be given promptly as hereinafter provided, but the Escrow Agent shall not in any manner be responsible for any insufficiency of funds in the Escrow Fund or the University's failure to make additional deposits.

Section 3.4. Trust Fund.

The Escrow Agent shall hold at all times the Escrow Fund, the Escrowed Securities and all other assets of the Escrow Fund, wholly segregated from all other funds and securities on deposit with the Escrow Agent; it shall never allow the Escrowed Securities or any other assets of the Escrow Fund to be commingled with any other funds or securities of the Escrow Agent; and it shall hold and dispose of the assets of the Escrow Fund only as set forth herein. The Escrowed Securities and other assets of the Escrow Fund shall always be maintained by the

502130504 A-4

Escrow Agent as trust funds for the benefit of the owners of the Refunded Bonds; and a special account shall at all times be maintained on the books of the Escrow Agent. The owners of the Refunded Bonds shall be entitled to the same preferred claim and first lien upon the Escrowed Securities, the proceeds thereof, and all other assets of the Escrow Fund to which they are entitled as owners of the Refunded Bonds. The amounts received by the Escrow Agent under this Agreement shall not be considered as a banking deposit by the University, and the Escrow Agent shall have no right to title with respect thereto except as a trustee and Escrow Agent under the terms of this Agreement. The amounts received by the Escrow Agent under this Agreement shall not be subject to warrants, drafts or checks drawn by the University or, except to the extent expressly herein provided, by the Paying Agent.

Article 4. Limitation on Investments

Section 4.1. Investments.

Except for the initial investment in the Escrowed Securities, the Escrow Agent shall not have any power or duty to invest or reinvest any money held hereunder, or to make substitutions of the Escrowed Securities, or to sell, transfer, or otherwise dispose of the Escrowed Securities.

Article 5. Application of Cash Balances

Section 5.1. In General.

Except as provided in Sections 2.1 and 3.2, no withdrawals, transfers or reinvestment shall be made of cash balances in the Escrow Fund. Cash balances shall be held by the Escrow Agent in United States currency and shall not be reinvested by the Escrow Agent, except as directed or authorized herein.

Article 6. Redemption of Refunded Bonds

Section 6.1. Call for Redemption.

The University hereby irrevocably calls the Refunded Bonds for redemption on their earliest redemption dates, as shown [in the Verification Report and] on Appendix A attached hereto.

Section 6.2. Notice of Redemption/Notice of Defeasance.

The Escrow Agent agrees to give a notice of defeasance and a notice of the redemption of the Refunded Bonds pursuant to the terms of the Refunded Bonds and in substantially the forms attached as and as described in Appendices A and B to the Paying Agent for distribution as described therein. The notice of defeasance shall be given immediately following the execution of this Agreement, and the notice of redemption shall be given in accordance with the resolution authorizing the Refunded Bonds. The Escrow Agent hereby certifies that provision satisfactory and acceptable to the Escrow Agent has been made for the giving of notice of redemption of the Refunded Bonds.

Article 7. Records and Reports

Section 7.1. Records.

The Escrow Agent will keep books of record and account in which complete and accurate entries shall be made of all transactions relating to the receipts, disbursements, allocations and application of the money and Escrowed Securities deposited to the Escrow Fund and all proceeds thereof, and such books shall be available for inspection during business hours and after reasonable notice.

Section 7.2. Reports.

While this Agreement remains in effect, the Escrow Agent annually shall prepare and send to the University a written report summarizing all transactions relating to the Escrow Fund during the preceding year, including, without limitation, credits to the Escrow Fund as a result of interest payments on or maturities of the Escrowed Securities and transfers from the Escrow Fund for payments on the Refunded Bonds or otherwise, together with a detailed statement of all Escrowed Securities and the cash balance on deposit in the Escrow Fund as of the end of such period.

Article 8. Concerning the Paying Agent and Escrow Agent

Section 8.1. Representations.

The Escrow Agent hereby represents that it has all necessary power and authority to enter into this Agreement and undertake the obligations and responsibilities imposed upon it herein, and that it will carry out all of its obligations hereunder.

Section 8.2. Limitation on Liability.

The liability of the Escrow Agent to transfer funds for the payment of the principal of and interest on the Refunded Bonds shall be limited to the proceeds of the Escrowed Securities and the cash balances from time to time on deposit in the Escrow Fund. Notwithstanding any provision contained herein to the contrary, the Escrow Agent shall have no liability whatsoever for the insufficiency of funds from time to time in the Escrow Fund or any failure of the obligors of the Escrowed Securities to make timely payment thereon, except for the obligation to notify the University promptly of any such occurrence.

The recitals herein and in the proceedings authorizing the Refunding Bonds shall be taken as the statements of the University and shall not be considered as made by, or imposing any obligation or liability upon, the Escrow Agent.

The Escrow Agent is not a party to the proceedings authorizing the Refunding Bonds or the Refunded Bonds and is not responsible for nor bound by any of the provisions thereof (except to the extent that the Escrow Agent may be a place of payment and paying agent and/or a

paying agent/registrar therefor). In its capacity as Escrow Agent, it is agreed that the Escrow Agent need look only to the terms and provisions of this Agreement.

The Escrow Agent makes no representations as to the value, conditions or sufficiency of the Escrow Fund, or any part thereof, or as to the title of the University thereto, or as to the security afforded thereby or hereby, and the Escrow Agent shall not incur any liability or responsibility in respect to any of such matters.

It is the intention of the parties that the Escrow Agent shall never be required to use or advance its own funds or otherwise incur personal financial liability in the performance of any of its duties or the exercise of any of its rights and powers hereunder.

The Escrow Agent shall not be liable for any action taken or neglected to be taken by it in good faith in any exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Agreement, nor shall the Escrow Agent be responsible for the consequences of any error of judgment; and the Escrow Agent shall not be answerable except for its own action, neglect or default, nor for any loss unless the same shall have been through its negligence or want of good faith.

Unless it is specifically otherwise provided herein, the Escrow Agent has no duty to determine or inquire into the happening or occurrence of any event or contingency or the performance or failure of performance of the University with respect to arrangements or contracts with others, with the Escrow Agent's sole duty hereunder being to safeguard the Escrow Fund, to dispose of and deliver the same in accordance with this Agreement. If, however, the Escrow Agent is called upon by the terms of this Agreement to determine the occurrence of any event or contingency, the Escrow Agent shall be obligated, in making such determination, only to exercise reasonable care and diligence, and in event of error in making such determination the Escrow Agent shall be liable only for its own misconduct or its negligence. In determining the occurrence of any such event or contingency the Escrow Agent may request from the University or any other person such reasonable additional evidence as the Escrow Agent in its discretion may deem necessary to determine any fact relating to the occurrence of such event or contingency, and in this connection may make inquiries of, and consult with, among others, the University at any time.

Section 8.3. Successor Escrow Agents.

If at any time the Escrow Agent or its legal successor or successors should become unable, through operation or law or otherwise, to act as escrow agent hereunder, or if its property and affairs shall be taken under the control of any state or federal court or administrative body because of insolvency or bankruptcy or for any other reason, a vacancy shall forthwith exist in the office of Escrow Agent hereunder. In such event and upon receipt of notice of such event by the University, the University, by appropriate action, promptly shall appoint an Escrow Agent to fill such vacancy. If no successor Escrow Agent shall have been appointed by the University within 60 days, a successor may be appointed by the owners of a majority in principal amount of the Refunded Bonds then outstanding by an instrument or instruments in writing filed with the University, signed by such owners or by their duly authorized attorneys-in-fact. If, in a proper case, no appointment of a successor Escrow Agent shall be made pursuant to the foregoing

provisions of this section within three months after a vacancy shall have occurred, the owner of any Refunded Bond may apply to any court of competent jurisdiction to appoint a successor Escrow Agent. Such court may thereupon, after such notice, if any, as it may deem proper, prescribe and appoint a successor Escrow Agent.

Any successor Escrow Agent shall be a corporation organized and doing business under the laws of the United States or any state, authorized under such laws to exercise corporate trust powers, having a combined capital and surplus of at least \$100,000,000 and subject to the supervision or examination by federal or state authority.

Any successor Escrow Agent shall execute, acknowledge and deliver to the University and the Escrow Agent an instrument accepting such appointment hereunder, and the Escrow Agent shall execute and deliver an instrument transferring to such successor Escrow Agent, subject to the terms of this Agreement, all the rights, powers and trusts of the Escrow Agent hereunder. Upon the request of any such successor Escrow Agent, the University shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor Escrow Agent all such rights, powers and duties.

The obligations assumed by the Escrow Agent pursuant to this Agreement may be transferred by the Escrow Agent to a successor Escrow Agent if (a) the requirements of this Section 8.4 are satisfied; (b) the successor Escrow Agent has assumed all the obligations of the Escrow Agent under this Agreement; and (c) all of the Escrowed Securities and money held by the Escrow Agent pursuant to this Agreement have been duly transferred to such successor Escrow Agent.

Article 9. Miscellaneous

Section 9.1. Notice.

Any notice, authorization, request, or demand required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given when mailed by registered or certified mail, postage prepaid addressed to the University or the Escrow Agent at the address shown on Exhibit A attached hereto. The United States Post Office registered or certified mail receipt showing delivery of the aforesaid shall be conclusive evidence of the date and fact of delivery. Any party hereto may change the address to which notices are to be delivered by giving to the other parties not less than ten days prior notice thereof.

Section 9.2. Termination of Responsibilities.

Upon the taking of all the actions as described herein by the Escrow Agent, the Escrow Agent shall have no further obligations or responsibilities hereunder to the University, the owners of the Refunded Bonds or to any other person or persons in connection with this Agreement.

Section 9.3. Binding Agreement.

This Agreement shall be binding upon the University and the Escrow Agent and their respective successors and legal representatives, and shall inure solely to the benefit of the owners of the Refunded Bonds, the University, the Escrow Agent and their respective successors and legal representatives.

Section 9.4. Severability.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.

Section 9.5. Washington Law Governs.

This Agreement shall be governed exclusively by the provisions hereof and by the applicable laws of the State of Washington.

Section 9.6. Time of the Essence.

Time shall be of the essence in the performance of obligations from time to time imposed upon the Escrow Agent by this Agreement.

Section 9.7. Notice to Moody's and S&P.

In the event that this agreement or any provision thereof is severed, amended or revoked, the University shall provide written notice of such severance, amendment or revocation to Moody's Investors Service at 7 World Trade Center, 250 Greenwich Street, New York, New York, 10007, Attention: Public Finance Rating Desk/Refunded Bonds and to S&P Global Ratings, 55 Water Street, New York, New York 10041, Attention: Refunded Bonds Municipal Bond Department.

Section 9.8. Amendments.

This Agreement shall not be amended except to cure any ambiguity or formal defect or omission in this Agreement. No amendment shall be effective unless the same shall be in writing and signed by the parties thereto. No such amendment shall adversely affect the rights of the holders of the Refunded Bonds. No such amendment shall be made without first receiving written confirmation from the rating agencies, (if any) which have rated the Refunded Bonds that such amendment will not result in a withdrawal or reduction of its rating then assigned to the Refunded Bonds. If this Agreement is amended, prior written notice and copies of the proposed changes shall be given to the rating agencies which have rated the Refunded Bonds.

EXECUTED as of the date first written above.

	WASHINGTON STATE UNIVERSITY
	Title:
	[ESCROW AGENT]
	Title:
Exhibit A Exhibit B Exhibit C Exhibit D Exhibit E Appendix A Appendix B	 Addresses of the University and the Escrow Agent Description of the Refunded Bonds Schedule of Debt Service on Refunded Bonds Description of Beginning Cash Deposit (if any) and Escrowed Securities Escrow Fund Cash Flow Notice of Redemption — 2009 Bonds Notice of Defeasance — 2009 Bonds

EXHIBIT A Addresses of the University and Escrow Agent

University:	Washington State University Office of Business and Finance 432 French Administration Building P.O. Box 641045 Pullman, Washington 99164-1045 Attention: Vice President of Finance and Administration
Escrow Agent:	
	Attention: Corporate Trust Services

502130504 A-A-1

Washington State University Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds — Direct Payment) ("Refunded Bonds")

Maturities (October 1)	Principal Amounts	Interest Rates
2019	\$ 3,795,000	4.933%
2020	3,925,000	5.183
2021	4,060,000	5.283
2029^*	39,090,000	6.314
2034^*	31,875,000	6.414

^{*} Term Bonds

502130504 A-B-1

⁽¹⁾ Any or all of the 2009B Bonds as selected by the Designated University Representative.

EXHIBIT CSchedule of Debt Service on Refunded Bonds

Date	Interest	Principal/ Redemption Price	Total
[Month, Date, Year]	\$	\$	\$[Total Amount]
Total	\$[Total Amount]	\$[Total Amount]	\$[Total Amount]

502130504 A-C-1

EXHIBIT D Escrow Deposit

I. Cash: \$_____

II. Other Obligations

Description	Maturity Date	Principal Amount	Interest Rate	Total Cost
[SLG, TNOTE]	[Month, Date, Year]	\$	[Rate]%	\$
		\$[Total Amount]		\$[Total Amount]

502130504 A-D-1

EXHIBIT E Escrow Fund Cash Flow

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Cash Balance
[Month, Date, Year]	\$	\$	\$	\$
	\$[Total Amount]	\$[Total Amount]	\$	

502130504 A-E-1

APPENDIX A

Notice of Redemption* Washington State University Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment)

NOTICE IS HEREBY GIVEN that the University has called for redemption on ______, its then outstanding Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment) (the "Bonds").

The Bonds will be redeemed at a price of 100% of their principal amount, plus interest accrued to ______. The redemption price of the Bonds is payable on presentation and surrender of the Bonds at the office of:

U.S. Bank National Association Global Corporate Trust Services 111 Fillmore Ave E St. Paul, MN 55107

Interest on all Bonds or portions thereof which are redeemed shall cease to accrue on

The following Bonds are being redeemed:

Washington State University
Trust and Building Fee Revenue Bonds, 2009B
(Taxable Build America Bonds – Direct Payment)
(Dated December 1, 2009)

Maturity Date (October 1)	Par Amount Defeased	Interest Rate	CUSIP No.
2020	\$ 3,925,000	5.183%	940093Z26
2021	4,060,000	5.283	940093Z34
2029^*	39,090,000	6.314	940093Z42
2034^*	31,875,000	6.414	940093 Z 59

^{*} Term Bonds

By Order of Washington State University

^{*}To conform with notice provisions of Refunded Bonds. This notice shall be given not more than 60 nor less than 30 days prior to the Call Date by first class mail to each registered owner of the Refunded Bonds. In addition notice shall be mailed at least 35 days prior to the Call Date to The Depository Trust Company of New York, New York; Wells Fargo Securities, LLC, Denver, Colorado; Moody's Investors Service; Standard & Poor's Ratings Services; and to the Municipal Securities Rulemaking Board.

U.S. Bank National Association, as Paying Agent Dated: ______.

Withholding of 28% of gross redemption proceeds of any payment made within the United States may be required by the Jobs and Growth Tax Relief Reconciliation Act of 2003 (the "Act") unless the Paying Agent has the correct taxpayer identification number (social security or employer identification number) or exemption certificate of the payee. Please furnish a properly completed Form W-9 or exemption certificate or equivalent when presenting your Bonds.

APPENDIX B

Notice of Defeasance* Washington State University (Taxable Build America Bonds – Direct Payment) Trust and Building Fee Revenue Bonds, 2009B

NOTICE IS HEREBY GIVEN to the owners of that portion of the above captioned bonds with respect to which, pursuant to an Escrow Agreement dated _______, by and between Washington State University (the "University") and _______ (the "Escrow Agent"), the University has deposited into an escrow account, held by the Escrow Agent, cash and non-callable direct obligations of the United States of America, the principal of and interest on which, when due, will provide money to pay each year, to and including the respective maturity or redemption dates of such bonds so provided for, the principal thereof and interest thereon (the "Defeased Bonds"). Such Defeased Bonds are therefore deemed to be no longer outstanding pursuant to Section 11 of Resolution No. 091009-367, adopted on October 9, 2009, of the University authorizing the Defeased Bonds, but will be paid by application of the assets in such escrow.

The Defeased Bonds are described as follows:

Washington State University
Trust and Building Fee Revenue Bonds, 2009B
(Taxable Build America Bonds – Direct Payment)
(Dated December 1, 2009)

Maturity Date (October 1)	Par Amount Defeased	Interest Rate	Call Date	CUSIP No.
2019	\$ 3,795,000	4.933%	Maturity	940093Y92
2020	3,925,000	5.183	October 1, 2019	940093Z26
2021	4,060,000	5.283	October 1, 2019	940093Z34
2029^*	39,090,000	6.314	October 1, 2019	940093Z42
2034^{*}	31,875,000	6.414	October 1, 2019	940093Z59

^{*} Term Bonds

* This notice shall be given immediately by first class mail to each registered owner of the Defeased Bonds and to the Municipal Securities Rulemaking Board.

Exhibit A - Page 1 - Appendix B 502130504

[Bond Numbers of 2009B Defeased Bonds

Information for Individual Registered Owner

The addressee of this notice	e is the registered owner of Bond Certificate No	of the
Defeased Bonds described above,	which certificate is in the principal amount of \$	
Of that principal amount, \$	has been defeased as described above.	
[Date]		
	as Escrow Agent]	

EXHIBIT B

COSTS OF ISSUANCE AGREEMENT

WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS, [YEAR OF ISSUANCE][SERIES DESIGNATION]

THIS COSTS OF ISSUANCE AGREEMENT, dated as of, (herein,
together with any amendments or supplements hereto, called the "Agreement"), is entered into by and between the WASHINGTON STATE UNIVERSITY, (herein called the "University") and, as Escrow Agent
(herein, together with any successor in such capacity, called the "Escrow Agent").
WITNESSETH:
WHEREAS , pursuant to Resolution No. 190503-603, adopted on May 3, 2019 (the "Resolution"), the University has determined to issue its Trust and Building Fee Revenue Refunding Bonds, [year of issuance][series designation] (the "Bonds"). A portion of the Bonds are being used for the purpose of providing funds to pay the costs of refunding certain outstanding bonds of the University; and
WHEREAS, simultaneously herewith, the University is entering into an Escrow Deposit Agreement, dated under which the Escrow Agent will hold invested proceeds of the Bonds in order to pay and defease and redeem the refunded bonds under the terms set forth therein; and
WHEREAS, certain proceeds of the Bonds will be delivered to the Escrow Agent on the date of issuance of the Bonds that are required to be disbursed to pay costs of issuance of the Bonds; and
WHEREAS , the Escrow Agent has agreed, without additional compensation to disburse the Bond proceeds received to pay costs of issuance under the terms of this Agreement;
Section 1. Deposit in the Costs of Issuance Fund.
The Escrow Agent has created on its books a special trust fund and escrow fund to be known as the Costs of Issuance Fund. The Escrow Agent agrees that upon receipt it will deposit to the credit of the Costs of Issuance Fund Account the sum of \$ to pay those costs of issuance set forth on Exhibit A. Such deposit, all proceeds therefrom, and all cash balances on deposit therein shall be the property of the Costs of Issuance Fund to pay those costs of issuance set forth on Exhibit A upon receipt of invoices. If any of the \$ deposit allocated for costs of issuance for the Bonds remains unspent on, the Escrow Agent shall transfer such unspent amount to the University, and this Agreement shall be deemed fully performed and terminated.

Section 2. Investments.

The Escrow Agent shall not have any power or duty to invest or reinvest any money held hereunder.

Section 3. Limitation on Liability.

The liability of the Escrow Agent to transfer funds for the payment of the costs of issuance identified herein shall be limited to the proceeds of the Bonds delivered to the Escrow Agent.

Section 4. Compensation.

The University shall pay to the Escrow Agent fees for performing the services hereunder and under the Escrow Agreement for the expenses incurred or to be incurred by the Escrow Agent in the administration of this Agreement and the Escrow Agreement pursuant to the terms of the Fee Schedule attached as Exhibit B. The Escrow Agent hereby agrees that in no event shall it ever assert any claim or lien against funds held under the Escrow Agreement for any fees for its services, whether regular or extraordinary, as Escrow Agent, or in any other capacity, or for reimbursement for any of its expenses as Escrow Agent or in any other capacity.

Section 5. Notice.

Any notice, authorization, request, or demand required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given when mailed by registered or certified mail, postage prepaid addressed to the University or the Escrow Agent at the address shown on Exhibit A to the Escrow Agreement.

Section 6. Washington Law Governs.

This Agreement shall be governed exclusively by the provisions hereof and by the applicable laws of the state of Washington.

502130504 B-2

EXECUTED as of the date first written above.

Title: [ESCROW AGENT]	WASH	INGTO	N STAT	E UNIVE	RSIT
[ESCROW AGENT]	Title:				
	[ESCF	OW AG	ENT]		

Exhibit A - Costs of Issuance Schedule

Exhibit B - Fee Schedule

502130504 B-3

EXHIBIT A

Costs of Issuance [as applicable]

Escrow Agent Fee ()	\$
Bond Counsel Fee (K&L Gates LLP)		
[Escrow Verification Fee ([Escrow Verification])]		
OS Printing and Mailing Costs ()	
Rating Agency ([Rating Agency(ies)])		
TOTAL:		\$

502130504 B-A-1

EXHIBIT B

FEE SCHEDULE OF ESCROW AGENT

CERTIFICATE

- I, the undersigned, Secretary of the Board of Regents ("Board") of Washington State University (the "University"), DO HEREBY CERTIFY:
- 1. That the attached Resolution (the "Resolution") is a true and correct copy of a resolution of the University, as finally adopted at a regular meeting of the Board of Regents held on the 3rd day of May, 2019, and duly recorded in my office.
- 2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum of the Board was present throughout the meeting and a legally sufficient number of members of the Board voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 3rd day of May, 2019.

Secretary

Agenda

Strategic and Operational Excellence Committee Thursday, May 2, 2019 4:30 p.m. – 5:00 p.m.

Location: WSU Health Sciences Spokane, SNRS 205

Committee: Committee of the whole – Scott Carson (Chair)

<u>Action Item</u> <u>Section</u>

1. Centers, Institutes, and Laboratories (CIL) Task Force Recommendations (*Keane*)

SO-1

ACTION ITEM #1

Centers, Institutes, and Laboratories (CIL) Task Force Recommendations (Chris Keane)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Centers, Institutes, and Laboratories (CIL) Task Force

Recommendations

PROPOSED: That the Board of Regents approve the proposed CIL Task Force

Recommendations and delegate authority to the President or designee to have final approval of Centers, Institutes, and

Laboratories, previously approved by the Board.

SUBMITTED BY: Chris Keane, Vice President for Research

SUPPORTING

INFORMATION: A task force was convened in November 2017 at the request of the

Vice President for Research and the Faculty Senate to review policies and procedures associated with defining, creating, reviewing, and renewing centers, institutes, and laboratories at WSU. The final recommendations were approved at the Faculty Senate meeting on

February 7, 2019, including this proposed delegation.

Because the Board of Regents meets on a limited basis throughout the year, delegating final approval of CILs to the University President will reduce the time of application to final approval from

approximately one year to approximately eight weeks.

BOARD OF REGENTS

Delegation of Authority to Approve University Centers, Institutes, and Laboratories

Resolution # 190503-604

WHEREAS, RCW 28B.30.095, RCW 28B.30.100, and RCW 28B.30.150 vest the governance and management of Washington State University (WSU) in the Board of Regents of WSU;

WHEREAS, the Board of Regents is authorized by RCW 28B.10.528 to delegate to the President of WSU or designee powers and duties versed in or imposed upon the Board of Regents by law and to enable the President or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of WSU;

NOW, THEREFORE, BE IT RESOLVED that the Board of Regents hereby delegates authority to the President or designee to officially approve University Centers, Institutes, and Laboratories.

Dated this 3 rd day of May, 2019.	
	Chair, Board of Regents
	Secretary, Board of Regents

AGENDA

BOARD OF REGENTS MEETING

Washington State University Health Sciences Spokane College of Nursing Building, Room 205 Spokane, Washington Friday, May 3, 2019 – 9:00 am

l.	OPE	NING	<u>Section</u>
	A.	Report from the Chair of the Board of Regents	
	В.	Report from the President	
	C.	Report from the WSU Health Sciences Spokane Chancellor	
II.	CON	SENT AGENDA	
	A.	Approval of Minutes – March 8, 2019 and March 28, 2019 Board of Regents Meetings	Minutes
III.	REPC	ORTS FROM SHARED GOVERNANCE GROUPS	Reports
IV.	EXEC	CUTIVE AND GOVERNANCE COMMITTEE REPORT	
	A.	Action Items:	
		1. Board of Regents Election of Officers	E-1
		2. Clarification of Delegation of Authority to Commence Litigation	E-2
V.	STUE	DENT AFFAIRS AND STUDENT LIFE COMMITTEE REPORT	
VI.	RESE	ARCH AND ACADEMIC AFFAIRS COMMITTEE REPORT	
	A.	Action Items:	
		 Rename the Department of Educational Leadership Sport Studies and Education/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and Create the Department of Educational Leadership and Sports Management 	R-2
		2. Establish a Center for Arts and Humanities	R-3

VII. INSTITUTIONAL INFRASTRUCTURE COMMITTEE REPORT

VIII. FINANCE AND COMPLIANCE COMMITTEE REPORT

A. Action Items

		Services and Activities Fees Rate Change for Academic Fear 2019-2020 Fear 2019-2020	-2
		2. Services and Activities Fees Committee Allocations for Summer 2019 and Academic Year 2019-2020	-3
		3. WSU Pullman, Undergraduate Technology Fee Committee Allocations for Academic Year 2019-2020	-4
		4. WSU Vancouver, Undergraduate Technology Fee Committee Allocations for Academic Year 2019-2020	-5
		5. WSU Spokane, Proposed Changes to WSU Health Sciences Spokane Farking System Rates	-6
		6. Proposed Changes to Summer Session Tuition Policy F-	-7
		7. Initiative for Research and Education to Advance Community Health (IREACH), Extension of Office Lease	-8
		8. Richland 24.29 Acres – Sale of Real Property	-9
		9. WSU Tri-Cities, 9+/- Acre Land Swap with the Richland School District and Athletic Fields Agreement	0
		10.WSU Tri-Cities, Academic Building, Schematic Design and Construction Phase Approval F-1	1
		11.WSU Pullman, Baseball Clubhouse, Schematic Design Approval F-1	2
		12. Refunding of Trust and Building Fee Revenue Bonds 2009B F-1	3
IX.	STRAT	TEGIC AND OPERATIONAL EXCELLENCE COMMITTEE REPORT	
	A.	Action Item:	

1. Centers, Institutes, and Laboratories (CIL) Task Force

Recommendations

SO-1

- X. OTHER BUSINESS
- XI. PUBLIC COMMENT PERIOD
- XII. ADJOURN

MINUTES Board of Regents March 8, 2019

The Board of Regents of Washington State University (WSU or University) met pursuant to call in Open Meeting at 9:00 a.m. on Friday, March 8, 2019 at WSU Everett, Everett, Washington.

Present: Ron Sims, Chair, Regents Ted Baseler, Brett Blankenship, Scott Carson, Jordan Frost, Lura Powell, Heather Redman, Lisa Schauer, and Mike Worthy; Faculty Representative Judith McDonald and President Kirk H. Schulz.

I. OPENING

- A. Report from the Chair of the Board of Regents. Chair Sims welcomed everyone to the meeting. Chair Sims reported the following activities Board members have participated in since the last regular meeting:
 - January 25th, Regents held a retreat in Seattle, WA. Regents heard presentations on and discussed Student Success Initiatives, Leadership Development and Strategic Planning.
 - January 29th, Regents Dickinson, Redman, Frost and Sims participated in Regents and Trustees Day in Olympia.
 - February 26th, Regent Schauer attended and was the keynote speaker at the ASWSU Multicultural Conferences Fundraising Event in Pullman.
 - March 1st, Regent Ted Baseler was inducted into the School of Hospitality Business Management Hall of Fame at this years annual Bellhop Event in Pullman. Regents Carson, Worthy and Blankenship also attended.

In conclusion, Chair Sims reminded the audience there would be a public comment period during the meeting. He said the public comment period would be after the regular agenda items and would be for up to ten minutes.

- B. Report from the President of the University. President Schulz welcomed the audience and the Regents to WSU Everett. President Schulz began his report commenting that it is an exciting time as WSU moves forward and looks at how it can and should evolve and expand to meet the future needs of the state of Washington. President Schulz then went on to provide the following updates:
 - A time for evolution for land-grant institutions: President Schulz commented the
 mission of land grant universities is to bring science, technology, agriculture and
 the arts to the public. He said this is more important than ever in this tumultuous
 time. Stephen Gavazzi and Gordon Gee, authors of Land-Grant Universities for the
 Future: Higher Education for the Public Good, make the point that leaders and
 supporters should work more vigorously to uphold the community focused

- missions of land-grants as reflected in their teaching, research, and service-oriented activities. President Schulz said Gavazzi and Gee see land-grants as the engine of higher education in America. President Schulz announced Stephen Gavazzi will be speaking on campus in May.
- Multiple initiative underway to guide WSU's evolution: President Schulz reported
 initiatives range from strategic planning process to modernization, from our
 internationalization effort to an increased focus on innovation and
 entrepreneurship. He said, all these initiatives will enhance the University's ability
 to better meet the state's future needs, enhance WSU's role as Washington's state
 university, and advance the effort to become one of the nation's top 25 public
 research universities.
- Expanding health care for the underserved: President Schulz reported during the
 past year the medical school had doubled its clinical partnerships to 70 plus,
 including many in rural communities. He further reported WSU's medical school
 achieved initial accreditation for graduate medical education and started the
 clinical education of medical students around the state in rural and underserved
 areas.
- Boosting the state's agricultural economic engine: The new United States Department of Agriculture (USDA) budget provides funds to construct a new Agricultural Research Service (ARS) BioSciences Building on the Pullman Campus. President Schulz reported the building will support scientists from WSU and ARS, who will continue to work together on research that supports Washington's \$51 billion food and agriculture industry. President Schulz further reported the enhanced federal funding from the USDA is also helping WSU scientists deploy next-generation technology and techniques for better grains, legumes potatoes and fruit crops, and provide virus free fruit teas, grapevines and hops to safeguard multi-billion-dollar industries.
- Increasing access to higher education: President Schulz reported efforts are
 ongoing to ensure a WSU education is accessible. He said a record 31,478
 students enrolled system-wide fall semester and commented on the
 unprecedented success in enrolling ethnically diverse and first-generation
 students. President Schulz further reported, for two years in a row, WSU Global
 Campus has added four new academic degree programs and currently has
 approximately 3,000 students enrolled.
- Creating programs that meet state needs Data Analytics: President Schulz reported the Data Analytics programs was established in 2017 to meet industry needs. He said this was only the second such program in the U.S. and reflects on of WSU's strengths as it is true interdisciplinary in nature. Students complete the Data Analytics courses plus courses in another field, ranging from art and music to sports medicine and physics. The joint program was created by the college of Arts and Sciences and the Voiland College and graduates of the program are highly sought after. President Schulz reported the first 8 students will graduate in May.
- C. Report from WSU Everett Chancellor. Chancellor Paul Pitre welcomed the Board of Regents and audience to the Everett campus and began his report providing updates on Snohomish County demographics, growth projections, economic overview, and workforce

demands. Chancellor Pitre further provided updates on WSU Everett's strategic planning efforts; improved educational access, active learning and student engagement and sustainability efforts.

II. CONSENT AGENDA.

Chair Sims reported there was one item on the Consent Agenda.

A) Approval of Minutes – November 16, 2018 and January 25, 2019 Board of Regents Meetings

Chair Sims asked if any Regent wished to remove the item on the Consent Agenda to be considered separately. Hearing no requests, it was moved and seconded that the Consent Agenda be approved. Carried.

- III. REPORTS FROM SHARED GOVERNANCE GROUPS. Representatives from each of the University groups—Foundation Board of Governors, Faculty Senate, Associated Students of Washington State University, the Graduate and Professional Student Association, Administrative and Professional Advisory Council, and the Alumni Association—reviewed their reports as submitted. (*Exhibit A*)
- IV. EXECUTIVE AND GOVERNANCE COMMITTEE REPORT. Chair Sims reported the committee discussed one Information Item on Board of Regents Election of Officers and said the item would be coming before the Board for action at the May 2019 Board of Regents meeting. Chair Sims further reported the committee reviewed one Action Item and submitted the following for the Board's consideration:

Bylaws Modification – Election of Officers – Board Chair Succession

It was moved and seconded that the Board of Regents modify its Bylaws to reflect the practice of the Vice Chair succeeding as Chair as proposed. Carried. (Exhibit B)

- V. STUDENT AFFAIRS AND STUDENT LIFE COMMITTEE REPORT. Regent Powell reported the Committee heard a presentation from Athletic Director Pat Chun on WSU Spring Game Initiatives and Game Day for Mental Health and a presentation on #oneWSU High Impact Practices from the Vice President for Student Affairs Mary Jo Gonzales.
- VI. RESEARCH AND ACADEMIC AFFAIRS COMMITTEE REPORT. Regent Redman reported the Committee heard presentations on Information Items: Faculty Manual Changes and the Extension of the Bachelor of Arts in Political Sciences Degree to Global Campus presented by Associate Vice Provost Craig Parks, both approved by the President under delegated authority. Regent Redman further report the committee heard an Office of Research update and reviewed and discussed a presentation, Centers, Institutes, Laboratories (CILs) Task Force Recommendations presented by Vice President for Research Chris Keane. Lastly, Regent Redman reported the committee hear presentations on two Future Action Items: Rename the Department of Educational Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of

Educational Leadership and Sport Management and Establish the Center for Arts and Humanities presented by Associate Vice Provost Craig Parks.

- VII. INSTITUTIONAL INFRASTRUCTURE COMMITTEE REPORT. Regent Blankenship reported the Committee reviewed and discussed two Future Action Items: Proposed Extension of IREACH Lease Agreement in the Metro Park West Building and Richland 24.29 Acres Sale of Real Property both presented by Vice President for Finance and Administration Stacy Pearson.
- VIII. FINANCE AND COMPLIANCE COMMITTEE REPORT. Regent Baseler reported that the Committee heard an Internal Audit Update presented by Chief Audit Executive Heather Lopez as well as a WSU 2018 Financial Statement Audit Exit presented by Team Pullman Audit Manager Alisha Shaw, Matt Thompson and Andrew Chilton. Regent Baseler further reported, the Committee reviewed the 2018 WSU Comprehensive Annual Financial Report, the annual Trends and Debt Report, and an update on the Athletics FY2019 budget presented by Vice President for Finance and Administration Stacy Pearson. Regent Basler reported the Committee reviewed seven Future Action Items: Academic Year 2019-2020 Tuition Rates; Services and Activities Fee Rate Changes for Academic Year 2019-2020; Services and Activities Fees Committee Allocations for Summer 2019 and Academic Year 2019-2020; WSU Pullman, Undergraduate Technology Fee Committee Allocations for Fiscal Year 2020; WSU Vancouver, Undergraduate Technology Fee Committee Allocations for Fiscal Year 2020; WSU Spokane, Proposed Changes to WSU Health Sciences Spokane Parking System Rates; and Proposed Changes to Summer Session Tuition Policy all presented by Vice President Pearson. Lastly, Regent Baseler reported the Committee reviewed two Action Items and submitted the following for the Board's consideration:

Meyer's Point Conservation Easement

It was moved and seconded that the Board of Regents adopt resolution #190308-598 approving the negotiation of a Conservation Easement in favor of the Capitol Land Trust, a Washington non-profit corporation ("CLT"), on a portion of the Meyer's Point property, and further delegate authority to the President or his designee to enter into a resulting Deed of Conservation Easement with CLT in order to complete such transaction as proposed. Carried. (Exhibit C)

FY2020 Housing and Dining Rates

It was moved and seconded that the Board of Regents approve FY2020 Housing and Dining Rates as proposed. Carried. (Exhibit D)

- IX. STRATEGIC AND OPERATIONAL EXCELLENCE COMMITTEE REPORT. Regent Carson reported Chief of Staff Chris Hoyt provided the Committee a presentation on the Honorary Doctoral Degree program and nomination process. Regent Carson further reported the Committee reviewed and discussed one Future Action Item: Delegation of Authority to the President or Designee to Approve Centers and Institutes presented by Vice President for Research Chris Keane.
- X. OTHER BUSINESS. The Regents met in Executive Session on March 7, 2019, with legal counsel to discuss the performance of a public employee. Related to that discussion the Board did not take any formal action.

Secret	ary, Board of Regents
Chair,	Board of Regents
Appro	ved by the Board of Regents at its meeting held May 3, 2019, in Spokane, Washington
XII.	ADJOURNMENT. The meeting adjourned at 10:11 a.m.
XI.	PUBLIC COMMENT PERIOD. No public comment.

EXHIBIT A Board of Regents March 8, 2019



March 8, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Foundation Regents Report

SUBMITTED BY: Lisa Calvert, Vice President for Advancement

CEO, Washington State University Foundation

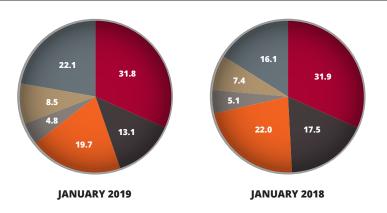
The Washington State University Foundation is pleased to report the following:

- To date during Fiscal Year 2019 (July 1, 2018—June 30, 2019) the WSU Foundation received \$81,453,069 in total fundraising commitments as of January 31, 2019. FY2019 activity is tracking about 5.0% (\$3.9 million) ahead of the same timeframe in FY2018.
- As of December 31, 2018, the endowment market value was \$481,957,932. More information can be found on the Year-to-Date Progress Report that accompanies this report.
- Senior Advancement Leadership met with WSU Foundation Board of Directors in a retreat in Palm
 Desert, California, February 21-22. A survey of volunteers was completed prior to the retreat, assessing
 perceptions of fundraising and priority setting while helping inform discussions. During the retreat,
 conversation was focused on WSU Advancement's continued alignment of best-in-industry
 organizational structure, systems, processes, staffing, and resources as we continue to position WSU to
 optimize its fundraising operation for sustainable philanthropic growth.
- The WSU Foundation is attracting some of the most experienced and respected professionals in higher education advancement to key leadership positions. Industry leader Jo Ann Grainger accepted the position of Associate Vice President for Campaign Operations. Beginning April 1, Jo Ann will provide leadership, implementation and administration of comprehensive fundraising campaign(s) for WSU. The Foundation will also announce the hires of two additional senior leadership positions—Senior Associate Vice President of Advancement, Constituent Development Units; and Senior Associate Vice President of Advancement, Finance, Operations, and Advancement Services—this spring.
- More than 65 advancement staff continue to actively participate in six strategic task forces—Inclusion
 and Empowerment; Portfolio Optimization; Benchmarking and Forecasting; Principal Gifts; Operations;
 and Bold, Fundable Ideas—each created to tackle specific objectives aimed at improving WSU's
 fundraising operation.
- The next meetings of the WSU Foundation Trustees will be May 16-17, 2019, in Blaine, Washington. The next meeting of the WSU Foundation Board of Directors will be May 17, 2019, in Blaine, Washington.

WASHINGTON STATE UNIVERSITY FOUNDATION YEAR-TO-DATE PROGRESS REPORT

July 1, 2018 - January 31, 2019

\$36,749,750 \$17,937,372 \$54,687,121 \$10,802,360	\$37,486,975 \$12,450,019 \$49,936,993 \$7,413,230
54,687,121 \$10,802,360	\$49,936,993
\$10,802,360	• •
	\$7,413,230
\$65,489,482	\$57,350,224
\$10,228,830	\$10,908,002
\$75,718,312	\$68,258,226
\$5,734,758	\$9,303,462
\$81,453,069	\$77,561,688
	\$75,718,312



FISCAL YEAR CONTRIBUTIONS BY SOURCE

OTHER ORGANIZATIONS
GRANTS

Month Ending	1/31/2019	1/31/2018
Gift Totals	\$7,552,264	\$12,100,487
Private Grants	\$3,813,498	\$2,753,672
Sub Total, Gifts & Grants	\$11,365,762	\$14,854,158
Pledge Balance	\$2,405,821	-\$2,126,369
Sub Total Gifts, Grants & Pledges	\$13,771,583	\$12,727,789
Revocable Gifts	\$2,668,392	\$1,615,000
Other Contributions	\$0	\$0
Monthly Total	\$16,439,975	\$14,342,789

Endowment Summary	6 Months	6 Months
	Ended 12/31/2018	Ended 12/31/2017
Endowment, Beginning 6/30	\$502,262,759	\$466,147,989
Gifts and Other Additions	9,225,496	8,668,499
Investment Gains (Losses)	-16,634,511	24,805,603
Distributions to WSU and Endowment Advc. Assessment	-12,895,812	-6,022,976
Endowment, Ending	\$481,957,932	\$493,599,115
Investment Return FY-To-Date (July 1-June 30)	-3.30%	7.00%
1-year Return	-2.40%	15.70%
3-year Return	6.00%	7.00%
5-year Return	4.80%	8.00%
10-year Return	7.10%	4.60%

KEY STATISTICS	1/31/2019	1/31/2018
Alumni of Record Available for solicitation	191,439	185,674
Alumni Participation Rate	6.8%	7.3%
Total Number of FY Donors	32,715	33,042
Total FY Gifts, Grants, Pledges, Revocable Commitments	60,920	60,374



Office of Faculty Senate

February 22, 2019

To: Members of the Board of Regents

Subject: Faculty Senate Report

Submitted by: Jeannette Mageo, Chair of the Faculty Senate

- 1. Faculty Senate Executive members traveled to the annual PAC 12 Academic Leadership Coalition conference held on the USC campus this January. We met with ALC member shared governance leaders to discuss current topics and best practices. Among the topics discussed at length were campus safety, incentivizing, evaluating, and rewarding teaching excellence, and how to recruit and retain diverse faculty. Officer elections were held, and Judi McDonald was elected president-elect for the upcoming 2019/2020 term. Amy Nielsen continues to serve as Executive Director of the organization.
- 2. The Centers Institutes and Laboratories Taskforce recommendations passed the Senate on February 7th. This will streamline the approval of CILs and provide a pathway for interim CIL status.
- 3. The Campus and Community Health Taskforce has been convened with the charge of "identifying barriers to expanding community health care in the Washington State University and the Pullman communities." Whereas immediate needs may focus on expanding mental health care services, the task force's larger charge is to consider comprehensive health care needs of the campus and community. The task force will establish WSU and community partnerships to develop solutions to overcome barriers to health care, including provisions of support at various levels (universal preventions, targeted prevention, and intervention). The task force will also regularly assess and modify goals as health care needs evolve and will make ongoing recommendations toward a sustainable plan.
- 4. Course Materials Value and Effectiveness Committee (CMVEC) is a partnership between Faculty Senate and the Provost's Office to investigate issues concerning the increasing cost of course materials to WSU students. As the costs of course materials are increasing beyond the financial means of an increasing number of students, it is incumbent on the WSU academic community to find alternatives for course materials that are of good value for students while not sacrificing effectiveness. The committee has constituted three working groups, one devoted to Open Educational Resources (OERs), the second centering on programs such as First Day, and the third focused on the relationship between WSU's academic community and the Student Book Corporation (SBC).
 - a. OERs are no- or low-cost alternatives to traditionally published course materials. Current estimates of adopting OERs (from a sample of 16 courses) include total savings to students of approximately \$600,000.00 per term.
 - b. The First Day program is intended to grant students immediate access to electronic course materials on the first day of class. Estimated total savings to students over three terms is nearly \$500,000.00 in the initial pilot program.
 - c. The unusual relationship between WSU and the SBC—few universities do not directly own or run their associated bookstores—brings unique challenges to the table. Fostering communication among the stakeholders in this partnership is in the best interest of all. The CMVEC is exploring ways to improve the lines of communication, beginning with increased SBC outreach to faculty organizations such as Faculty Senate. A review of SBC website textbook offerings, including estimated overall costs of course materials, is under way.

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: The Associated Students of Washington State University Washington Everett's '18-'19
Report

SUBMITTED BY: Andrew Bragg – ASWSU Everett President

The 2018-2019 academic year has been a wonderful year for ASWSU Everett. We have made exceptional progress as a leadership team and have affected great unity as a student body.

ASWSU Everett collaborated with each other ASWSU organization to organize Coug Day at the Capitol 2019! A handful of Everett Cougs, and 80+ Cougs from all other WSU campuses, were sent to lobby directly with Washington State legislators for bills affecting Washington State University, its students, & higher education Statewide. These students lobbied for: an expansion of the State Need Grant, greater mental health care resources for students, tuition wavers for honorably discharged veterans, Title IX guidelines, expediting construction on more passing lanes on State Route 26, and more!

Our goal this year was to develop a more collective campus culture and create a space that helped fight the commuter stigma our campus has been fighting since its founding four years ago. We worked to improve this culture by implementing more frequent and low cost student appreciation events such as Cougsgiving (A Cougar potluck around Thanksgiving time), as well as dead week breakfasts, & movie nights. We also have worked to gain more continuity between all student clubs so that all are aware of what each other are planning and involved in to better serve our students.

Another goal was to create an inclusive environment that focused on student mental health and well-being. We brought in service dogs during the week before finals in order to share the importance of students taking time out to focus on their mental health and happiness during a well-known stressful time. This event allowed us to have a platform that let students know we care about their mental health and are open as a leadership team to meet with them about their concerns.

Other plans for this year included to make sure that we, as a branch campus, are still affording all of our students access to be successful in their studies, as well as take note of special concerns and programs our students may need to be successful that other campuses do not. We worked to send 128 of our students to Pullman for the Voiland hosted technical career fair in October. Many of our students were able to access interviews and connections from this trip. This trip also inspired many other club leaders to set the groundwork for more networking events and a push for a career fair hosted on our campus next fall.

Date: March 8, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: GPSA Board of Regents Report

SUBMITTED BY: Amir Gilmore

On behalf of GPSA, I would like to thank the Board of Regents for your continued support of graduate and professional students. It is with great pleasure that I report the following:

Graduate Stipend Level: A major concern for graduate students at WSU is the current stipend level that they receive. As the standard of living continues to rise in Pullman, graduate students are struggling to provide for themselves and sometimes their families. GPSA had broad and initial discussions with Dean Gloss, VP Gonzales, and President Schulz about the graduate student stipend levels and its effects on student well-being and degree completion rates. In the spring, GPSA will be administering a census survey that will capture more data on stipend levels and financial difficulties. GPSA looks forward to sharing that information with WSU administrators to have deeper conversations about graduate student affordability. While it may not be feasible to have a higher minimum stipend level currently, it is our hope that GPSA can work with WSU administrators to make that a possibility in the future.

S.H.A.R.C.: SHARC stands for Scholars Harmonizing & Adapting Research within the Community. GPSA will be replacing our TEDx event with our event called SHARC. This first annual, three-session event, will equip graduate & professional researchers with the ability to leverage campus & community resources to adapt their research program, obtain research funding, and enrich their community through research-based collaboration. GPSA will be receiving support from the Graduate School Dean Gloss, Dean Jockers, Pullman 2040 and others. SHARC will take place March 29, 2019, from 12-3pm in the CUB Auditorium. It will coincide with the great research presentations of Academic Showcase and SURCA.

GPSA Research Expo: The Research Expo has been a staple event for graduate and professional students to present their research in a low-risk academic environment. The interest in the event is reflected in the abstract submissions. This year, GPSA nearly received 200 abstracts for the expo. Unfortunately, due to spacing, we can only accept 83. GPSA will be exploring alternative ways to increase graduate and professional student acceptance rates.

Advocacy: Graduate and professional student advocacy will always be a priority for GPSA. This year our Vice President of Legislative Affairs Joshua Munroe, brought 12 graduate students (2 from Research and Extension Centers) to raise awareness about graduate student issues to state legislators at Coug Day at the Capitol. In March, Josh will be bringing a team of 8 to Washington, D.C. to raise awareness at the Federal level. GPSA continues to have an active involvement in the National Association of Graduate-Professional Student (NAGPS) and the Washington Student Association (WSA).



Administrative Professional Advisory Council

March 8, 2019

TO: ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Administrative Professional Advisory Council Report

SUBMITTED BY: Stephanie Rink, Chair

The Administrative Professional Advisory Council is pleased to report the following:

- 1. The inaugural semester of the WSU Employee Presidential Scholarship had an outstanding 94 applicants of which 89 were determined to be eligible (per BPPM
 60.70). With support from Global Campus and the Office of the President, APAC was able to award twelve scholarships. Current financial support allows APAC to award six scholarships over the next two years. It is our hope that we can continue to grow support for this much-needed program and we are grateful that Global Campus has identified the Employee Presidential Scholarship as their WSU CougsGive campaign.
- 2. APAC continues to work on the Professional Development Initiative. We have rescheduled our fall 2018 speaker to May 22, Jake French, a motivational speaker who is the living example of what is possible when the right attitude, mindset, and strategies are in place. He will present in partnership with the Carson College of Business on *Leadership without Limits* and *Anyone can be a Leader; How to Gently Lead your Leadership.*
- 3. APAC hosted a Diversity Panel "Diversity: do we really need it in Washington's higher education institutions?" on February 14, 2019 from 10am 1pm, which included seven panelists from Washington State University, Gonzaga University, Eastern Washington University, Community Colleges of Spokane, and Whitworth University. The name of the panel was intended to be controversial to spark discussion on what is diversity, why do we need to know about diversity, and what can we do to be inclusive. Registrations from all campuses totaled 235. Due to the delayed start on the Pullman campus we fell short of the 189 total registered but still had 150 in attendance. The panel was also livestreamed and is on YouTube at
 - https://www.youtube.com/watch?v=KJNFJYiVQZk&feature=youtu.be. This was an excellent first step towards the education of diversity and how to be inclusive to all. We will now focus on smaller sessions to allow even more open dialogue and active learning.
- 4. APAC hosted AP Forums on the Pullman, Vancouver, and Everett campuses in fall semester, APAC's Executive Leadership and President Schulz accompany these. The Vancouver and Everett forums provided great conversations, which led to some difficult questions that were left unanswered at the time. However, the APAC executive leadership and President Schulz worked hard for a couple of months getting answers to these questions. We are pleased to report that our constituents from all campuses are able to read the full Q&A report on our website at https://apac.wsu.edu/meetings-and-events/2018-fall-forum-qa/ and this was sent to all our Vancouver and Everett constituents via email. The forums on the Spokane campus is scheduled for April 18th and on the Tri-Cities campus on April 23rd. APAC will again provide an avenue for constituents at these campuses to send questions anonymously.
- 5. APAC continues monthly council meetings where all APs are encouraged to attend and VPs and upper administration are asked to present on initiatives and updates throughout the year. APAC Executive Leadership will continue to meet with President Schulz monthly.

March 8, 2019

TO: ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Alumni Association Progress Report

SUBMITTED BY: Ashley MacMillan, WSUAA President 2018-19

As we near the end of the first quarter of 2019, it's not too late to reflect on last fall's many achievements. The success of Cougar Football provided a fantastic spark for Cougs to enthusiastically celebrate their team and WSU. As a result, the sky-high Cougar Pride had a positive impact on all facets of the University system, including the WSUAA. Alumni and friends came out in droves to support the Alumni Association, sell out events, and join as members. Over 33,000 Cougs attended WSUAA events in the fall—a number greater than the entire capacity of Martin Stadium. Go Cougs!

Another Sell-Out Feast Dinner Series

The international gold award-winning *Feast of the Arts* dinner series kicked off on Friday, September 7. For the 11th consecutive year, all *Feast* dinners sold out (one dinner sold out 36 hours after it was announced!). Over 400 people attended *The Feast* during the season. In partnership with the Carson College of Business and School of Hospitality Business Management, Jordan Schnitzer Museum of Art WSU, School of Music and the Cougar Marching Band, and the WSUAA's Wine-By-Cougars Wine Club, the WSUAA presents a series of exquisite four-course dinners featuring WSU-sourced fare prepared and served by talented Hospitality Business Management students and paired with exceptional wines by Cougar-connected wineries. The featured wineries included REININGER Winery, Mercer Wine Estates, Gordon Estate, Clearwater Canyon Cellars, Northstar Winery and Chateau Ste. Michelle, and Basalt Cellars. *Feast* dates for 2019 have already been set: August 30, September 6, October 18, and November 15 & 22. Mark your calendars and make plans to attend.

Plenty of PreGames

The WSUAA hosted five PreGame events in cooperation with Cougar Athletics, including September 1 vs. Wyoming, September 21 vs. USC, October 27 vs. Stanford, November 10 vs. Colorado, and December 28 at the Alamo Bowl. Four of these events sold out before the doors opened, with 3,125 total PreGame attendees. Over 1,800 Cougs attended Alamo Bowl events. The Alamo Bowl PreGame highlights included a sold-out event with beautiful indoor/outdoor seating held at a museum with a vast amount of Texan cultural history. The WSUAA's air and land packages to San Antonio also sold out quickly. Local WSUAA volunteers organized a pub crawl and a post-game 'Stache Bache After-Party to celebrate the victory.

Viewing Parties Connecting Cougs Nationwide

The WSUAA chapters hosted 630 football TV Viewing Parties across the country, an increase of 25% over the previous year. 28,000 WSU alumni and friends were in attendance. These events allow Cougs to watch the games together, network, socialize, and learn more about the Alumni Association and WSU.

A Great Cougar Homecoming

Nearly 900 Cougs participated in Homecoming events, kicked off with the WSUAA's *Student Alumni Ambassadors'* annual Bonfire and Pep Rally, followed by the WSUAA's exclusive Platinum Life and Life Member reception (which recorded double the number of attendees over the previous year). Also that weekend, the WSUAA hosted our Fall Leadership Conference, an opportunity for over 110 Chapter and Club presidents and volunteers from across the country to come to Pullman for a semi-annual training and networking conference.

ACTION ITEM #1

Bylaws Modification - Election of Officers – Board Chair Succession (Kirk Schulz)

March 8, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Election of Officers – Board Chair Succession

PROPOSED: That the Board of Regents modify its Bylaws to reflect the practice

of the Vice Chair succeeding as Chair to provide for a more efficient

process and seamless transition in Board leadership.

SUBMITTED BY: Kirk Schulz, President

SUPPORTING

INFORMATION: <u>Background</u>

At the May Board of Regents meeting each year, the Regents elect

a Chair and Vice Chair.

Generally, the practice has been for the Vice Chair to succeed as Chair. However, succession does not automatically occur, because the Bylaws provide for a separate election of both the Chair and Vice Chair each year.

The Chair and Vice Chair hold their offices for a one-year term, commencing on July 1.

Potential Modification

The Regents may wish to modify its Bylaws to reflect the practice of the Vice Chair succeeding as Chair to provide for a more efficient process and seamless transition in Board leadership.

The process would be for the Board to elect a Regent to serve as Vice Chair each year. There would be no separate nomination and election of this individual again the following year, as the Vice Chair would automatically succeed as Chair and therefore would essentially be the Chair-Elect for the following year.

Also, currently, there is no provision for removing an officer from the Chair and Vice Chair positions. This may be a suitable time to include such a provision, as *Robert's Rules of Order* recommends including this in the Bylaws.

Bylaws

Following is an excerpt from the Board of Regents Bylaws with draft modifications:

Article 1: Officers of the Board

- 1. Membership. The governance of Washington State University (University) shall be vested in a Board of Regents (Board) consisting of ten (10) members (Regents), one (1) of whom shall be a student.
- 2. Designation. The Officers of the Board shall consist of a President, who shall also be known as the Chair of the Board (Chair), and a Vice Chair, Secretary, and Treasurer.
- 3. Election and Appointment Process. At its regular meeting held after the first Wednesday in April of each year, the Board shall hold elections to fill the offices of Chair and Vice Chair. The Board shall elect by majority vote, as defined in Article II, Section 6 a Chair and a Vice Chair, as nominated by the Executive Committee, based upon the advice of the Board and in consultation with the President of the University. The Chair and Vice Chair shall hold office for a one-year (1-year) term, commencing on July 1. Except in the case of resignation or removal, or other exigent circumstances, the Vice Chair shall then automatically succeed as Chair of the Board the following year and shall hold the office of Chair for one-year (1-year), commencing on July 1.

The President of the University shall serve as Secretary of the Board as prescribed by RCW 28B.30.135. Secretary of the

Board, where used in these Bylaws hereinafter, shall refer to the President of the University.

The Treasurer of the Board shall be the Vice President for Finance and Administration of the University, unless the Board in its discretion appoints another individual to this office.

- 4. Chair. The Chair of the Board shall preside at all meetings of the Board and shall sign all written instruments on behalf of the Board that are necessary to implement programs and policies which have been approved by the Board. The Chair of the Board shall have the authority and responsibility to perform the duties customarily attached to the office and shall have such other authority and duties as prescribed by these Bylaws, Board of Regents Policies (Board Policies), and the Board.
- 5. Vice Chair. The Vice Chair of the Board shall have the authority to perform the duties of the Chair of the Board in the event of the Chair's absence or incapacity. The Vice Chair may have such other authority and duties as prescribed by these Bylaws, Board Policies, and the Board.
- 6. Secretary. The Secretary of the Board shall not have the right to vote. The Secretary: shall be responsible for giving notice of all meetings of the Board, and recording and keeping of the minutes of the proceedings of the Board; shall be the custodian of all official records of the Board; shall attest all instruments required to be signed by the Chair of the Board; and shall perform all the duties pertaining to the office and do all other things required by the Board.
- 7. Treasurer. The Treasurer shall not have the right to vote. The Treasurer shall be the financial officer of the Board and shall render a true and faithful account of all moneys received and paid out.
- 8. Vacancies in Office and Removal. In the event of resignation, disability, or death a vacancy in the office of

Chair, the Vice Chair shall assume the office of the Chair, serving both the unexpired term of the Chair and the full term as Chair as provided in Article 1, Section 3, of these Bylaws. In the event of a vacancy in the office of the Vice Chair, the vacancy shall be filled by a majority vote of the Board in the same manner Board shall elect a Vice Chair to complete the unexpired term of the Vice Chair. A new election is then required as provided in Article 1, Section 3.

The Chair and Vice Chair of the Board may be removed from their respective positions as an officer of the Board by a majority vote at a regular or special meeting of the Board. Removal under this paragraph shall not affect the officer's continued service as a Regent.

ACTION ITEM #1

Meyer's Point Conservation Easement (Stacy Pearson/Ryan Goodell)

March 8, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Meyer's Point Conservation Easement with Capitol Land Trust, a

Washington non-profit corporation

PROPOSED: That the Board of Regents approve the negotiation of a Conservation

Easement in favor of the Capitol Land Trust, a Washington non-profit corporation ("CLT"), on a portion of the Meyer's Point property, and further delegate authority to the President or his designee to enter into a resulting Deed of Conservation Easement with CLT in order to

complete such transaction.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

BACKGROUND INFORMATION:

Dr. Edward Meyer gifted the 95-acre Meyer's Point property to Washington State University in 1990. In his bequest, he stated that the property should be used to promote environmental education, research and the arts. The Meyer's Point property has substantial natural resources, including extensive terrestrial, wetland and aquatic habitats. The property is utilized by diverse groups of people from within and outside of the University, which groups desire to expand their use of the property. As such, and pursuant to Dr. Meyer's bequest, the College of Arts and Sciences ("CAS") has developed a vision to create an Environmental Field Station for teaching, outreach and research in the South Puget Sound. Development of the WSU Meyer's Point Environmental Field Station ("MPEFS") will allow the University to: enhance place-based environmental and cultural education through field studies; provide a facility for environmental research undertaken by WSU faculty, staff and students and others that address critical Puget Sound issues; provide programmatic outreach activities to the local communities; partner with K-12 schools and regional colleges and universities for better learning and stewardship of the environment; and elevate the University's profile and level of engagement with prospective students, alumni, donors and State legislators in the South Puget Sound area. An illustration of the Meyer's Point property is provided in Attachment "A".

In order to realize the potential of the MPEFS, additional infrastructure needs to be developed beyond the existing caretaker's house, garage, barn and office (storage) building. Some of these existing buildings can be upgraded to meet some of the infrastructure needs, although a new building is also necessary to provide laboratory space, classrooms and conference rooms, a lounge area, 2-4 small bedrooms and a communal kitchen. CAS has set aside approximately \$200,000 from its modest endowment for the maintenance of the property, which can be contributed to the cost of the new building, but the majority of the funding for the new building will have to come from other, external sources. CAS has recently established an External Advisory Board to advise and assist fund-raising opportunities with private individuals, philanthropic foundations and state and federal agencies. Granting the Conservation Easement to CLT would likely also generate funding in excess of \$500,000, which would be paid by CLT to the University in exchange for the Conservation Easement, and could be used toward the construction and/or maintenance of the new building.

Discussions with CLT have been ongoing since early 2018, and the terms of the Deed of Conservation Easement are currently being discussed and negotiated. Such terms include the amount of consideration to be paid by CLT, the size and location of the Conservation Easement on the property, the University's continued rights to access the property, its future development of the property and ongoing maintenance of the property. Of particular importance is the need for the University to retain the right to continue using the property for the following purposes:

- 1. Allow faculty, staff, students and partners to have access to the property to undertake research activities, teach classes and engage in outreach activities with the public.
- 2. Maintain and modernize the existing buildings on the property to support the research, teaching and outreach mission of MPEFS.
- 3. Retain the option to construct a new building on the property, mostly likely in the upland areas of the property, to serve the purposes identified above.
- 4. Construct a modest trail network to link the new building in the upland area to the lowland/wetlands to provide access to researchers and educators.

- 5. Use and steward the natural resources (trees, plants, animals, etc.) on the property in a manner consistent with WSU's mission.
- 6. Continue annual harvesting of the hayfield area.

As illustrated above, the proposed Conservation Easement will allow the University to elevate its promotion of environmental education, research and the arts on the Meyer's Point property. The Conservation Easement will also ensure that the property, and the substantial natural resources that it boasts, will be preserved in perpetuity and in keeping with Dr. Meyer' bequest.

ATTACHMENT: Attachment A: Illustration of 95-Acre Meyer's Point Property

BOARD OF REGENTS

Meyer's Point Conservation Easement

Resolution #190308-598

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents authorize the negotiation of a Conversation Easement in favor of the Capitol Land Trust, a Washington non-profit corporation ("CLT"), on the Meyer's Point property and delegate authority to the President or his designee to enter into a resulting Deed of Conservation Easement with CLT in order to complete such transaction.

Dated this 8th day of March, 2019.

Chair, Board of Regents

Secretary, Board of Regents



ACTION ITEM #2

FY2020 Housing and Dining Rates (Mary Jo Gonzales/Terry Boston)

March 8, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: FY2020 Housing and Dining Rates

PROPOSED: That the Board of Regents approve an increase in the

Housing and Dining Rates not to exceed the following

percentage from the FY2019 Rates.

Residence Halls:

2.3% (\$259) of the total weighted average for room and board (weighted average of a double room and level 2 dining plan).

Apartments:

2.0% of the total weighted average for apartment rates.

SUBMITTED BY: Mary Jo Gonzales, Vice President for Student Affairs

SUPPORTING INFORMATION:

The Housing and Dining System is a self-sustaining auxiliary unit that requires establishing room and board rates that are sufficient to meet bond covenants and support the University's strategic goals.

The Housing and Dining Advisory Board is comprised of student representatives from the Resident Hall Association (RHA), Associated Students of Washington State University (ASWSU), Graduate and Professional Students Association (GPSA), as well as representatives from the Budget Office, Finance & Administration, and Student Affairs.

The Housing and Dining Advisory Board met throughout the fall and part of spring semester to review current operations and discuss operational changes anticipated for next year. The Advisory Board toured various facilities within the system and provided notebooks containing detailed information with regard to budget, organizational charts, and system goals as they relate to the long-range housing plan. The rate recommendations increases are based upon

student input, economic projections and system demands. The recommended increases received unanimous support from the Advisory Board. Pending Regent's approval, the new rates will begin with the start of fall semester 2019.

The Advisory Board is comprised of seven student representatives* and six administrators as outlined below.

Representative: Area:

Amir Gilmore * GPSA President

Jessica Higginbotham* Apartment Coordinator
Griffin Hogan* Assistant Hall Director
Jenin Reyes* Resident Advisor

Andrew Rink* Resident Technology Advisor

Savannah Rogers* ASWSU President

Marguerite Crokem* RHA Representative

Cyndi Arbour Facilities Services

Terry Boston Administrative Services
Sean Greene Housing & Dining Services
Edwin Hamada Residence Life & Housing

Mollie Holt AFO, Student Affairs

Kelly Westhoff Budget Office

WSU Housing and Dining System

Resident Hall, Dining and Apartment Rate Proposal 2019-2020 Academic Year

Occupancy trends, Fall Census Day (10th day after classes start)

	Residence Halls	Single Student Ap	artments Family Apartments
2015	5,400	829* 98%	875 97%
2016	5,191	829* 97%	867 97%
2017	5,372	891* 95%	865 97%
2018	5,818	914 97%	850 95%
2019 (projecte	ed) 5,789	914 97%	855 95%

^{*}Chief Joseph units varied due to construction and renovation.

Revenue Assumptions 4,300 targeted freshmen class

Expense Assumptions

- 3.0% cost of living increase for employees per legislature approval
- 5.9% increase for temporary and student employees due to minimum wage increase
- 2.0% increase in food costs
- 2.0% net increase in employee benefits.
- 3.5% increase in utility costs
- 2.3% increase in perquisites
- 2.0% increase inflation on supplies and services

Target \$2.0 million for major repairs and equipment

Recommended Increases

Apartments

Single Student apartments increase 2.0% Family Housing increase 2.0%

Residence Halls Room and Board

	<u> 2018-19</u>	<u>2019-20</u>	<u>Increase</u>	%Increase
Weighted ave.				
residence hall double room	\$ 6,869	\$ 7,078	\$209	3.0%
Dining Plan, Level 2	4,248	4,298	50	1.2%
Total*	\$11,117	\$11,376	\$259	2.3%

^{*}Total is the sum of weighted average double room and level 2 dining plan.

MINUTES Board of Regents March 28, 2019

The Board of Regents of Washington State University (WSU) held a special meeting pursuant to call in Open Meeting at 11:00 a.m., on Thursday, March 28, 2019. The meeting was held on the WSU Pullman campus in French Administration Building, Room 422B.

- I. Call to Order. Regent Ron Sims, Chair called the special meeting to order. He welcomed everyone to the meeting and said the purpose of the meeting was for Regents to consider a request for approval of additional expenditures over \$250,000 that were not included in the Fiscal Year 2019 Athletic Budget. Chair Sims informed the audience that the Regents would be participating in the meeting by telephone conference call. Chair Sims noted President Kirk Schulz, Provost Dan Bernardo, Senior Assistant Attorney General Danielle Hess, Faculty Representative to the Board Judi McDonald, Chief of Staff Chris Hoyt and Executive Assistant to the Board Desiree Jacobsen were present in Pullman. Chair Sims reminded the audience that there would be a public comment period during the meeting and that the public comment period would be after the regular agenda items and would be for up to 10 minutes. Chair Sims then instructed Ms. Jacobsen to take a roll call.
- II. Roll Call. Present: Regent Ron Sims, Chair; Regents Ted Baseler, Brett Blankenship, Scott Carson, Marty Dickinson, Jordan Frost, Lura Powell, Heather Redman, Lisa Schauer and Mike Worthy.
- III. Action Item 1: FY2018-2019 Athletics Budget Approval for additional Expenditure Exceeding \$250,000.

President Schulz reviewed the Action Item with the Board. After Board discussion it was moved and seconded that the Washington State University Board of Regents approve additional expenditures by the Athletics department for the purposes of hiring men's basketball coaching staff, not to exceed \$500,000 during the remainder of the current fiscal year. Carried. (Exhibit A)

- VII. Public Comment. No public comment.
- VIII. Adjourn. The meeting adjourned at 11:33 a.m.

Approved by the Board of Regents at its meeting held May 3, 2019, on the WSU Health Sciences Spokane Campus.

Chair, Board of Regents	
- <u></u>	
Secretary, Board of Regents	

EXHIBIT A Board of Regents March 28, 2019

ACTION ITEM #1

FY2018-2019 Athletics Budget – Approval for Additional Expenditure Exceeding \$250,000 (Kirk Schulz)

March 28, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: FY2018-2019 Athletic Budget – Approval for Additional

Expenditure Exceeding \$250,000

PROPOSED: That the Washington State University Board of Regents approve

additional expenditures by the Athletics department for the

purposes of hiring men's basketball coaching staff, not to exceed

\$500,000 during the remainder of the current fiscal year.

SUBMITTED BY: Kirk H. Schulz, President

SUPPORTING

INFORMATION: Washington State University has implemented a 3-year fiscal health restoration plan. As a part of the University's plan, WSU Athletics has developed a targeted plan to ensure that it will return to an

has developed a targeted plan to ensure that it will return to an operating breakeven position in the next few years. The Athletics plan also ensures that WSU is fully compliant with Substitute Senate Bill 6493, which was passed by the 65th Legislature during its 2018 regular session. This bill requires certain actions of the boards of the state's colleges and universities, related to intercollegiate

athletics programs. (See SSB 6493, attached.)

This bill requires that the WSU Board of Regents specifically approve, in an open public meeting, the annual budget for the Athletics program; the plan for reducing the operating deficits in future fiscal year; any transfers that are necessary at year-end for WSU Athletics; and any expenditure over \$250,000 that was not included in the approved annual budget. The three prior fiscal years' financial statements for the program will also be

conspicuously posted to the University's web site.

ATTACHMENT: Attachment A: Substitute Senate Bill 6493

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SUBSTITUTE SENATE BILL 6493

State of Washington 65th Legislature 2018 Regular Session

By Senate Higher Education & Workforce Development (originally sponsored by Senators Billig, Palumbo, Ranker, Carlyle, Hasegawa, and Kuderer)

READ FIRST TIME 02/01/18.

- AN ACT Relating to increased transparency and accountability for
- 2 intercollegiate athletic programs at public colleges and
- 3 universities; and adding a new section to chapter 28B.15 RCW.
- 4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:
- 5 <u>NEW SECTION.</u> **Sec. 1.** A new section is added to chapter 28B.15 6 RCW to read as follows:
 - (1) The board of trustees or regents of each of the state's colleges and universities under RCW 28B.15.005 must specifically approve in an open public meeting, the annual budget for its programs for intercollegiate athletic competition in advance of any expenditure for that fiscal year.
- 12 (2) If a college or university's programs experience an operating 13 deficit at the end of any fiscal year, the board of trustees or 14 regents must:
- 15 (a) Approve a plan for how the programs will reduce operating deficits in future fiscal years;
- 17 (b) Conspicuously post to the college or university's web site 18 the financial statements of the programs for the three prior fiscal 19 years and the plan in (a) of this subsection. Any public records 20 request for a copy of the financial statements or plan must be at no 21 cost to the requester;

(c) Approve in advance any transfer exceeding two hundred fifty thousand dollars; and

- (d) Except as provided in subsection (3) of this section, approve in advance any expenditure over two hundred fifty thousand dollars that was not included in the approved annual budget, in an open public meeting.
- (3) Approval of an expenditure by the board of trustees or regents may occur at the next regularly scheduled board meeting after the expenditure if the expenditure is:
- (a) Time sensitive and the net fiscal impact of the expenditure results in a direct revenue gain to the program; or
 - (b) Required to meet an immediate public safety need.
- (4) Unless the context clearly requires otherwise, the definitions in this subsection apply throughout this section:
 - (a) "Expenditure" means any discrete purchase, payment, contract amendment, or expense, unless that expenditure is required to meet an immediate public safety need.
 - (b) "Operating costs" means all direct and indirect costs to operate the programs including the value of any costs that are typically charged to departments, but have been waived by the college or university. Waived costs include, but are not limited to the value of tuition waivers for student athletes and any internal or central service costs not charged to the programs.
 - (c) "Operating deficit" means the amount by which the aggregate operating costs of the programs exceeds the aggregated receipts and revenue directly generated by the programs in the fiscal year.
 - (d) "Programs for intercollegiate athletic competition" or "programs" means those programs established under RCW 28B.10.703.
- (e) "Transfers" means any transfer of moneys to an account used by programs for intercollegiate athletic competition from any account that holds moneys not directly generated by the programs.

--- END ---

p. 2 SSB 6493



May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Foundation Regents Report

SUBMITTED BY: Lisa Calvert, Vice President for Advancement

CEO, Washington State University Foundation

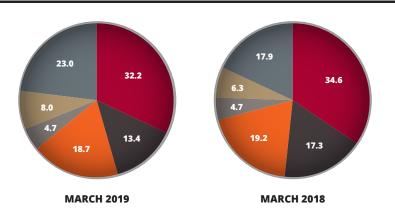
The Washington State University Foundation is pleased to report the following:

- To date during Fiscal Year 2019 (July 1, 2018—June 30, 2019) the WSU Foundation received \$92,135,768 in total fundraising commitments as of March 31, 2019. As of February 28, 2019, the endowment market value was \$510,537,080. More information can be found on the Year-to-Date Progress Report that accompanies this report.
- The WSU Foundation is attracting some of the most experienced and respected professionals in higher education advancement to key leadership positions. Jon Thorsen joined the WSU Foundation's leadership team as the Senior Associate Vice President of Advancement, Finance, Operations and Services on March 25; Jo Ann Grainger joined the WSU Foundation as Associate Vice President for Campaign Operations on April 1; and George Keegan, Senior Associate Vice President for Constituent Development Units arrived on April 15.
- With the WSU Foundation's leadership now complete, WSU Advancement is committed to building a culture of philanthropy across WSU by continuing to evolve to a comprehensive, innovative, and best-practice advancement program. With WSU's third comprehensive campaign on the horizon, we are attending to the elements of campaign design that will create a resilient foundation for philanthropic success for many years to come. To accomplish this, the WSU Foundation remains focused on building and scaling the infrastructure, creating a culture of accountability, and articulating philanthropy's value proposition for our key stakeholders. A number of key initiatives are being moved forward this spring to support these priorities, including:
 - 10-year unit philanthropy forecasting
 - Creation of a WSU Advancement strategic retention and recruitment program, and
 - Deployment of an internal strategy to effectively communicate the impact and ROI that philanthropy makes possible at WSU every day.
- The next meetings of the WSU Foundation Trustees and the Board of Directors will be May 16-17, 2019, in Blaine, Washington. The WSU Foundation's Fall Meeting of the Trustees will be September 19-20, 2019, in Pullman, Washington.

WASHINGTON STATE UNIVERSITY FOUNDATION YEAR-TO-DATE PROGRESS REPORT

July 1, 2018 - March 31, 2019

Fiscal Year-to-Date	3/31/2019	3/31/2018
Gift Totals	\$43,388,512	\$43,999,681
Private Grants	\$21,181,774	\$17,021,372
Sub Total, Gifts & Grants	\$64,570,286	\$61,021,053
Pledge Balance	\$10,718,267	\$7,599,962
Sub Total Gifts, Grants & Pledges	\$75,288,553	\$68,621,015
Revocable Gifts	\$11,051,830	\$17,424,002
Annual Fundraising Totals	\$86,340,383	\$86,045,017
Other Contributions	\$5,795,385	\$9,303,462
Annual Total	\$92,135,768	\$95,348,479
Note: These figures are unaudited		





3/31/2019	3/31/2018
\$4,118,202	\$4,042,331
\$897,717	\$3,059,190
\$5,015,919	\$7,101,521
\$381,819	-\$24,687
\$5,397,738	\$7,076,834
\$959,666	\$2,585,000
\$60,627	\$0
\$6,418,031	\$9,661,834
	\$4,118,202 \$897,717 \$5,015,919 \$381,819 \$5,397,738 \$959,666 \$60,627

Endowment Summary	8 Months	8 Months
	Ended	Ended
	2/28/2019	2/28/2018
Endowment, Beginning 6/30	\$502,262,759	\$466,147,989
Gifts and Other Additions	15,283,849	18,197,364
Investment Gains (Losses)	6,075,389	36,836,581
Distributions to WSU and Endowment Advc. Assessment	-13,084,916	-12,154,287
Endowment, Ending	510,537,080	\$509,027,647
Investment Return FY-To-Date (July 1-June 30)	1.30%	7.90%
1-year Return	1.50%	12.60%
3-year Return	8.90%	6.40%
5-year Return	5.50%	7.70%
10-year Return	8.30%	4.90%

KEY STATISTICS	3/31/2019	3/31/2018
Alumni of Record Available for solicitation	191,235	185,054
Alumni Participation Rate	8.0%	8.3%
Total Number of FY Donors	37,964	38,533
Total FY Gifts, Grants, Pledges, Revocable Commitments	78,190	77,148



Office of Faculty Senate

Date: May 3, 2019

To: Members of the Board of Regents Subject: Faculty Senate Report

Submitted by: Jeannette Mageo, Chair of the Faculty Senate

- 1. I would like to commend senate committees and committee chairs for their participation in shared governance. Several large changes this year include:
 - a. Research and Arts Committee/CILs Task Force (Tammy Barry & Babu John Maridoss)
 - b. Faculty Affairs Committee/Tracks and Appointments (Denise Yost)
 - c. Academic Affairs Committee/Rule 53 & 56 (Kasee Hildenbrand & Debbie Handy)
 - d. Campus and Community Health Task Force (Tammy Barry & Kasee Hildenbrand)
- 2. WSU Bookie Board authorized the expansion of the First Day program for fall 2019 to continue providing course materials cost savings to students. First Day was initiated by the senate/provost Course Materials Value and Effectiveness Committee.
- 3. The Faculty Senate has updated the Educational Policy and Procedure Manual (EPPM) and incorporated the current system-wide policy on inclement weather. Also, the Senate has created a policy that provides a route for incorporating academic Memoranda of Understanding into the manual, including a revision and sunset pathway. Finally, the senate has adopted a process where the EPPM will be maintained and updated each year.
- 4. Vision WSU is a new faculty-led academic working group exploring the near future of higher education, with a focus toward meeting the needs of Washington State employers and embracing emerging technology-driven changes to curriculum and instruction, especially in the context of anticipated explosive advances in computation, data science, and artificial intelligence. Our first meeting was held March 14th in Pullman where a team from Microsoft led a group of faculty through an initial brainstorming session. A follow-up Idea-a-thon will be scheduled in August 2019 and will focus on alternate and competency-based system-wide entry pathways, including stackable certificates.
- 5. The Faculty Senate elected David Turnbull as Chair-elect beginning August 2019. Dave was chair of the Faculty Senate during the 2011/2012 year and has broad service experience. Dave serves as Senate Parliamentarian. More information is found at https://facsen.wsu.edu/chair-elect-2019-2020/
- 6. On April 25th the Faculty Senate held a Town Hall to access research infrastructure issues. Eventually we hope to produce a report that identifies challenges and provides remedies with timeframes.
- 7. The CSW-AFW salary group continues to meet to discuss new approaches to accessing salary equity to be used in the coming year.
- 8. The Honorary Degree Committee has forwarded recommendations for a 2019 awardee to the President's office.

May 3, 2019

TO: ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: ASWSUHS Report

SUBMITTED BY: Johanna Pantig, President

On behalf of the Associated Students of Washington State University Health Sciences, I would like to thank you for your support and report the following:

Goal #1: To work at the university, local, state and national level on issues that directly affect WSU Health Sciences students and interprofessional education and access

• HB 1726 Concerning services provided by health care professional students: A student-led bill that will allow for interprofessional preceptor supervision of health sciences students at volunteer health events. Through the efforts of ASWSUHS, events were created to encourage students to contact their state representatives and senators in support of HB 1726. Students provided testimonies speaking on behalf of the need for more interprofessional education and the barriers current legislation poses on increasing these efforts. On April 15, 2019, the bill passed the state legislature and we are waiting for a signing date from the Governor.

Goal #2: To build relationships and maintain physical presence on both health science campuses

- Spokane: Members of the executive team attended RSO meetings providing them information on the resources available to them on campus. In collaboration with the Office of Community Engagement, we organized our third annual WSU Health Sciences Interprofessional Health Fair for the East Central Community at Sheridan Elementary and expanded to a second location for the first year at North Central High School. Planning involved RSOs from all three colleges and a team consisting of medical, speech and hearing, nursing, and pharmacy students performed health assessments collaboratively. ASWSUHS held a meet and greet with President Kirk Schulz and its first town hall meeting discussing issues such as space and parking.
- Yakima: ASWSUHS established our first Director of Yakima Relations executive position. It was created to maintain communication amongst the WSU College of Nursing located at the Yakima Valley Community College campus, WSU College of Pharmacy and Pharmaceutical Sciences located at the Pacific Northwest University of Health Sciences campus, and the ASWSUHS executive team located in Spokane. The ASWSUHS Executive Team traveled to Yakima in the fall for a meet and greet. This allowed students an opportunity to speak with their student leaders about their concerns as an "extension" campus and in regards to both programs being located on different ends of the city.

Goal #3: To seek feedback and meet student space needs – create an all student lounge on the Spokane campus

- Student lounge: Three years ago, when our Student Diversity Center was built, the only student lounge space was converted for the project and no additional space was allocated for a lounge. Over these last two years ASWSUHS has gathered student feedback and used that feedback to collaborate with top WSU Spokane administration in finding space. At the end of this spring semester a new student lounge will be installed in front of Student Affairs to provide more space for students to study, relax, and charge their electronics.
- Space Management Committee: The first student representative was appointed to the Space Management Committee this year. This is the deciding body for the utilization of space on both the Spokane and Yakima campuses. As space is a high concern on our campus, having a student sit on the committee is a great accomplishment and allows for student advocacy in regards to important issues.

Date: May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: GPSA Board of Regents Report

SUBMITTED BY: Amir Gilmore

On behalf of GPSA, I would like to thank the Board of Regents for your continued support of graduate and professional students. It is with great pleasure that I report the following:

GPSA Execs Meeting Senator Patty Murray: On Tuesday, April 16th, 2019, the GPSA incoming and outgoing Executive Officers got to meet Senator Patty Murray at the Foley Institute. Not only was it a fantastic opportunity to meet the Senator, but we had the opportunity as graduate and professional students to tell her our opinions about graduate education in regard to the rewriting of the Higher Education Act. GPSA looks forward to Senator Murray taking our concerns back to Washington D.C. Moreover, John Culton, the Eastern Washington Director for Senator Murray, would love to have follow-up meetings with us. This something that I believe that the new GPSA Executive team will take on.

Research & Extension Center Senate Seat: Graduate and professional student advocacy will always be a priority for GPSA. This year we made it our goal to expand the representation of our Pullman graduate students on the Research and Extension Centers of Prosser, Wenatchee, Mount Vernon, and Puyallup. On April 22, 2019, GPSA voted in favor of adding an additional seat to the Senate body for Research and Extension graduate students. Currently the seat is temporary during the 2019-2020 academic year but will be converted to a permanent seat during the 2020-2021 academic year. This opportunity will allow R&E students have a larger voice in the senate in regarding to voting power as well budgetary power. Hopefully with time, GPSA will continue to add additional seating for R&E students.

GPSA Professional Development Initiative: GPSA is thankful for the partnership that we have between the President's Office and the Graduate School. President Schulz and Dean Gloss have been fantastic in elevating the voices and visibility of graduate and professional students. This is the third full year of PDI and it has been another successful year of providing graduate and professional students the tools that they need to succeed and obtain jobs inside and outside the academy. This year we provided nearly 40 events and we had over 900 people attend in person and another 400 people attend online. Two goals that we have next year with PDI is (1) to continue to growth PDI on the other WSU campuses through our online capabilities and (2) rank our PDI program in comparison to our peer institutions across the country.



Administrative Professional Advisory Council

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Administrative Professional Advisory Council Report

SUBMITTED BY: Stephanie Rink, Chair

The Administrative Professional Advisory Council is pleased to report the following:

- 1. Global Campus has identified the Employee Presidential Scholarship as their WSU CougsGive campaign. On April 10th the CougsGive campaign raised \$630 for the scholarship.
- 2. APAC continues to work on the Professional Development Initiative. We have scheduled our spring speaker for May 22, Jake French, a motivational speaker who is the living example of what is possible when the right attitude, mindset, and strategies are in place. He will present in partnership with the Carson College of Business on *Leadership without Limits* and *Anyone can be a Leader; How to Gently Lead your Leadership.*
- 3. APAC will host forums on the Spokane and Tri-Cities campuses. The forum on the Spokane campus is scheduled for April 18th and on the Tri-Cities campus on April 23rd. APAC will again provide an avenue for constituents at these campuses to send questions anonymously.
- 4. On April 11th APAC held a special election meeting in which nine (9) APs were appointed to the council. A special note that for the first time APAC received applications from extension sites and we will have representation from Wenatchee and Bremerton and two other extension sites in Tri-Cities and Spokane.
- 5. Following our April 11th special election meeting APAC appointed Stephanie Rink as Chair and Sue Gilchrist as Vice-Chair. Treasurer remains vacant at this time and will be an agenda item at our May meeting.
- 6. APAC continues monthly council meetings where all APs are encouraged to attend and VPs and upper administration are asked to present on initiatives and updates throughout the year. APAC Executive Leadership will continue to meet with President Schulz monthly.

May 3, 2019

TO: ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Alumni Association Progress Report

SUBMITTED BY: Ashley MacMillan, WSUAA President 2018-19

Keeping New Grads Connected with WSU

For the first time, the WSUAA is providing a three-year membership to all May WSU graduates...free of charge. The Alumni Association worked with each campus to communicate the gift to our newest alumni and gratefully acknowledges the assistance of the Registrar's Office in ensuring that every graduating undergraduate and graduate student will receive a complimentary membership for three years.

This new-grad membership pilot program is aimed at making the transition from classroom to career a bit easier for WSU's newest alumni. Benefits like networking events, online career coaching, extended learning plans, and continuing education discounts allow this new graduating class of Cougs to best prepare for their future. With 31 chapters, 16 clubs, 4 multicultural chapters, and 5 special-interest groups, the WSUAA offers ways for new grads to connect with fellow Cougs wherever they might call home. Important for WSU, the program also enables the University to remain connected with the most recent graduating class at an important stage of their lives.

As the University focuses on building sustainable and growing philanthropy, membership represents an important way to engage alumni and maintain current contact information for each individual. The University's focus on expanding philanthropic support hinges on building mutually beneficial relationships with its graduates. The WSUAA is proud to play a vital role in that effort.

The Carson College of Business and WSUAA Join Forces to Offer MBA Discount to Members The WSUAA knows that continued learning is a priority for Cougs. Last year, we announced the launch of the Alumni Learning Network, which allows members to take college courses for personal enrichment in an inviting environment through the WSU Global Campus.

Starting June 1, Life and Platinum Life Members will receive discounted tuition to the Carson College of Business Online MBA and Executive MBA programs. This 10% discount will provide a huge savings for Cougs looking to further their education.

Impactful Volunteer Leader Training

The Spring Leadership Conference and Board Meeting, held March 21-23, educated and energized 63 volunteer leaders that departed ready to bring a piece of WSU back to their areas. Highlights of the conference included a networking event and training with volunteers and current students, a Tri-Cities campus update, a panel discussion with current student athletes, and a Foundation priorities briefing from Lisa Calvert.

Introducing WSUAA Officers 2019-20

Following Commencement on May 4, WSUAA officers will transition to their new leadership roles:

- President Jane Yung '93 of Bellevue, Director, UW Medicine
- President-Elect Doug Willcox '65 of Palouse, retired engineer and farmer
- Vice President Bertha Clayton '07 of Walla Walla, Associate Attorney, Hernandez Immigration Law
- Immediate Past President Ashley MacMillan '05 of Beaverton, Senior Regional Planning Manager, Columbia Sportswear

ACTION ITEM #1

Election of Officers (Ron Sims)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Election of Officers

PROPOSED: That Marty Dickinson be elected to serve as Vice Chair of the WSU

Board of Regents for the year beginning July 1, 2019, with the understanding that she shall act as Chair pro tempore in the absence of the Chair, with the power to preside at the meetings and to sign all instruments required to be executed by the WSU

Board of Regents.

SUBMITTED BY: Ron Sims, Chair, Board of Regents

SUPPORTING

INFORMATION: Excerpt from the Board of Regents bylaws, Article I, Section 3

(Election and Appointment Process):

Election and Appointment Process. At its regular meeting held after the first Wednesday in April of each year, the Board shall hold elections to fill the offices of Chair and Vice Chair. The Board shall elect a Vice Chair, as nominated by the Executive Committee, based upon the advice of the Board and in consultation with the President of the University. The Vice Chair shall hold office for a one-year (1-year) term, commencing on July 1. Except in the case of resignation or removal, or other exigent circumstances, the Vice Chair shall then automatically succeed as Chair of the Board the following year and shall hold the office of Chair for one-year (1-year), commencing on July 1.

ACTION ITEM #2

Clarification of Delegation of Authority to Commence Litigation (Danielle Hess)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Clarification of Delegation of Authority to Commence Litigation

PROPOSED: That the Board of Regents adopt the proposed resolution amending

the Delegation of Authority to Commence Litigation. The amendments are a housekeeping matter intended to clarify that the President or designee has authority to issue suit authorizations for the purpose of collection of delinquent University accounts in cases

when all normal collection efforts have been exhausted.

SUBMITTED BY: Danielle A. Hess, Division Chief

WSU Division of the Attorney General's Office

SUPPORTING

INFORMATION: See attached

ATTACHMENTS: Resolution #190503-599 - Delegation of Authority to Commence

Litigation with proposed changes tracked

BOARD OF REGENTS

Delegation of Authority to Commence Litigation

Resolution #190503-599

WHEREAS, RCW 28B.30.095, RCW 28B.30.100, and RCW 28B.30.150 vest the governance and management of Washington State University (WSU) in the Board of Regents of WSU;

WHEREAS, the Board of Regents is authorized by RCW 28B.10.528 to delegate to the President of WSU or designee powers and duties vested in or imposed upon the Board of Regents by law and to enable the President or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of WSU;

WHEREAS, the President has been delegated authority to act in matters relating to the general business and financial affairs of WSU; and

WHEREAS, the need to commence litigation or to file notice of appeal may arise at a time when it is not feasible for the Board of Regents to meet;

NOW, THEREFORE, BE IT RESOLVED that the Board of Regents hereby confirms and continues prior delegations of authority to the President or designee to commence litigation or other legal action in any court or tribunal having jurisdiction; to file claims, cross claims, or third-party complaints in existing litigation; and to file notices of appeal or otherwise seek review of a court decision;

PROVIDED, HOWEVER, that no new legal action <u>in a court of law</u> shall be initiated in which WSU is the plaintiff and complaining party without prior approval of the Chair of the Board of Regents, or in the absence of the Chair, the Vice Chair of the Board of Regents. <u>PROVIDED FURTHER</u>, that the <u>President or designee may initiate a new legal action in a court of law without the prior approval of the Chair or Vice Chair for the purpose of collection of delinquent university accounts in cases where all normal collection efforts have been exhausted.</u>

DATED this 3rd day of May, 2019.	
	Chair, Board of Regents
Secretary, Board of Regents	Vice Chair, Board of Regents

ACTION ITEM #1

Rename the Department of Educational Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of Educational Leadership and Sport Management (Daniel J. Bernardo)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Rename the Department of Educational Leadership Sport Studies and

Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of Educational

Leadership and Sport Management

PROPOSED: That the Board of Regents rename the Department of Educational

Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the

Department of Educational Leadership and Sport Management

SUBMITTED BY: Daniel J. Bernardo, Provost and Executive Vice President

SUPPORTING INFORMATION:

The College of Education is requesting the opportunity to rename the Department of Educational Leadership Sport Studies and Educational/Counseling Psychology to the Department of Kinesiology and Educational Psychology; and create the Department of Educational Leadership and Sport Management.

The Department of Educational Leadership, Sport Studies, and Educational/Counseling Psychology (ELSSECP) houses four distinct disciplines: (1) Educational Leadership, (2) Sport Management, (3) Kinesiology [includes sport science and athletic training], and (4) Educational Psychology. These four disciplines are administratively located in a single department as a consequence of downsizing within the college and across the university over many years. The disciplines are somewhat disparate and don't share a common educational mission, pedagogy, or research foci.

The current college administrative structure includes one department chair and program coordinators for all disciplines. The challenge with this structure is twofold. One, faculty don't feel fully represented by a department chair that does not affiliate with their discipline. Two, it is an extremely difficult challenge for a single faculty member to serve as the department chair in a manner that properly supports each of the faculty groups. To learn the history, background, current trends, and disciplinary nuances is simply too great a task for one individual to do well. Moreover, the size of the current department means that the department chair is focused on personnel matters more than would ordinarily be the case. This in turn takes the chair away from their own scholarship. These challenges are common knowledge among faculty and as a consequence, faculty who could be considered for the chair position are simply unwilling to do it, given the current structure.

The College of Education is proposing a new department, Department of Educational Leadership and Sport Management, while maintaining ELSSECP. The new department would house Educational Leadership and Sport Management while the current department, ELSSECP, would house Kinesiology and Educational Psychology.

The college anticipates that the chair will have their disciplinary affiliation from one of the two programs in the department. This will be true for both departments. In addition, the college will eliminate lead program coordinators for all four programs across both of these departments. Instead, for the program with a department chair that is not from their discipline and program, an assistant chair will be created. The assistant chair position will be maintained in both departments and both assistant chairs will be members of the college leadership team. In the event that no faculty member is available from either program within a department, an individual outside of the department will be sought to fill the chair role. In addition, both programs will have assistant chairs.

The advantages are fourfold:

- One, faculty will feel better represented.
- Two, the department chair will have a more reasonable administrative workload.
- Three, the department chair will be able to maintain their scholarly program.
- Four, the two departments will be in a position to generate some intellectual innovation. Sport Management and Educational Leadership share organizational theory as a major component of the curriculum. For the other department, Kinesiology and Educational Psychology share similar research models, methods, and processes. The new departmental arrangement will allow for greater collaborative efforts, which heretofore, have been lost in a large department in which individual faculty have been left to vie for their own position and resources.

The Counseling Psychology program also exists within the department but is being phased out so was not included in the list above. Counseling Psychology would stay within the current department with Kinesiology and Educational Psychology until complete phaseout, August 2021.

The attached proposal was reviewed carefully and has support from the Provost's Office. This recommendation was passed by the Faculty Senate on January 24, 2019.

ATTACHMENT: Attachment A – Memorandum of Understanding

Memorandum of Understanding (MOU) between the Provost and the Faculty Senate regarding the Creation, Movement, Renaming or Elimination of Academic Programs, Departments, and Colleges

Background

The present MOU was formulated because the University has no policies that directly govern the creation, movement, renaming or elimination of colleges, departments, or programs. Recent restructuring of colleges, departments, and academic programs has revealed that such policies would be useful when administrative units are changed. Although the structure of administrative units does not fall within the Faculty Senate's formal jurisdiction, the faculty will be consulted because it has an interest in changes in such units.

This MOU describes a process of consultation between the faculty and the Provost that can be used for creating, moving, renaming or eliminating an academic program, department, or college. The process described here applies only to changes in administrative structure. It does not apply to curricular changes. Curricular issues related to changes in administrative structure will go through the normal Faculty Senate approval process. Throughout this document, the term "department" means "department and/or school," following the usage in the *Faculty Manual*, and an "academic program" is defined by the *Faculty Manual* as an interdepartmental set of faculty that have an individual budget, an administrative officer, and a set of courses that lead to a degree.

This MOU was originally agreed to by the Faculty Senate as a whole on 30 January 2014. This revision has been made to include creation of and changes to academic programs.

Process for Creation of a New Academic Program, Department, or College

The process for creating a new academic program, department, or college begins with obtaining pre-approval from the Provost. This request for pre-approval should emanate from the dean of the college proposing the new academic program or department. Next, a Notice of Intent to create such a unit should be filed with the Provost's Office. A form, attached to this MOU, contains a set of questions that should be addressed in this Notice of Intent.

If the Provost decides that the Notice is not worthy of consideration, the process stops and the Provost informs those who submitted the Notice of his or her decision. If the Provost decides that the Notice is worthy of consideration, (s)he sends that Notice to the Executive Secretary of the Faculty Senate. The Provost, in consultation with the Faculty Senate Executive Committee, will then decide whether the Notice should receive full consideration by the Faculty Senate.

If the decision is positive, the proposal will be examined by, at least, the Faculty Senate Steering Committee and the Faculty Affairs Committee. Other Faculty Senate committees and, potentially, the entire Faculty Senate and/or the entire faculty, may be involved as determined by the Faculty Senate Steering Committee. The Faculty Senate Executive Committee will summarize the results of the Faculty Senate deliberations and will send recommendations concerning the creation of the unit to the Provost by the last day of the semester following the semester in which the Faculty Senate received the Notice.

The Notice of Intent to Create a Department includes the question of whether the department should also serve as a tenure unit. A tenure unit is the unit within which tenure is held by tenured faculty members at the University. Inclusion of this question and a requirement for justification recognizes that some, but probably not all, newly formed departments should also serve as tenure units.

Process for Movement of an Academic Program, Department, or College across Campuses or Administrative Structures

This process is identical to that for creation of an academic program, department, or college except that the questions involved in the Notice of Intent differ somewhat from those involved in the Notice of Intent to Create an Academic Program, Department, or College (see the attached form).

Process for Renaming an Academic Program, Department, or College

This process is identical to that for creation of an academic program, department, or college except that the questions involved in the Notice of Intent differ somewhat from those involved in the Notice of Intent to Create an Academic Program, Department, or College (see the attached form).

Process for Eliminating an Academic Program, Department, or College

Because it has been effective in the past, the description of unit discontinuation in Section III.E.3.b of the *Faculty Manual* will be used as the process for eliminating a program, department, or college with the further stipulation that this process will begin as described under "Process for Creation of a New Program, Department, or College" [i.e., with pre-approval by the Provost and then a filing of a Notice of Intent to Eliminate an Academic Program, Department, or College with the Provost's Office (see the attached form)].

Conclusion

This MOU may be terminated by a vote of the Faculty Senate or by the Provost. Both parties are required to provide 60 calendar days' notice (excluding the period between the end of the Spring semester and the beginning of the Fall semester) before termination is effective. Notice by the Provost must be given to the Executive Secretary of the Faculty Senate.

Signatures,

Juenth MeDonald/ Chair, Faculty Senate

Date

Daniel J. Bernardo

Provost and Executive Vice President

August 13, 2018

Date

Notice of Intent to Create an Academic Program, Department, or College

Proposed name of unit	Proposed campus(es)
Department of Educational Leadership and Sport Management	WSU Pullman
Unit Type (select one)	If academic program or department, where will unit be housed?
☐ Academic Program	College of Education
✓ Department	
☐ College	
Justification for new unit. If a department, indicating justify	te whether it will serve as a tenure unit, and
The Department of Educational Leadership,	
List of existing units that will be eliminated if unit	is created. If none, enter "None"
None	
If academic program or department, list faculty w list academic units that will be members of the co	g ·
Calderone, Shannon	
Describe process used to consult faculty affected	by creation of the proposed new unit
The department has had a series of meetings	
Describe process used to consult other academic unit	c units affected by creation of the proposed new
The topic of creating another department was	
List any and all objections raised during consultary provide responses to each	tions to creation of the proposed new unit, and
No objections were raised.	
Proposed budget	
\$1,109,800 excl state funded fringe benefits	

Describe impact on Libraries. If none, enter "No	ne"
None. This is a budget neutral change. Given	
Desired start date (semester, calendar year)	
Fall 2019	
Name of person submitting this Notice	Date submitted
Michael S. Trevisan	9/10/18
If program, electronic signature of head of sponsoring department	Date signed
If academic program or department, electronic signature of dean of sponsoring college	Date signed
Michael S. Trevisan	9/10/18

Submit completed form to Office of the Provost and Executive Vice President at provost.deg.changes@wsu.edu .

Notice of Intent to Rename an Academic Program, Department, or College

Name of unit	
Department of Educational Leadership, Sport	
Proposed new name of unit	
Department of Kinesiology and Educational Psyc	
Justification for proposed name change	
To accurately reflect remaining departmental	
Describe process used to arrive at new name, inclu potentially affected units	ding consultations with faculty and other
1. Anonymous survey of rating of names,	
List any and all objections raised during consultatio provide responses to each. If none, enter "None"	ns to proposed new name, and
No objections were raised.	
Desired effective date (semester, calendar year) Fall 2019	
Name of person submitting this Notice	Date submitted
Michael S. Trevisan	9/10/18
Electronic signature of dean of sponsoring college	Date signed
Michael S. Trevisan	9/10/18

Submit completed form to Office of the Provost and Executive Vice President at provost.deg.changes@wsu.edu .

Proposed Departments	Discipline	Programs	Degrees	Faculty
Kinesiology and Educational Psychology	Educational Psychology	1. Educational Psychology	1. MA in Educational Psychology 2. PhD in Educational Psychology	Sola Adesope Kira Carbonneau Shenghai Dai Robert Dainelson Brian French Chad Gotch Jennifer Lebeau Zoe Higheagle Strong Mike Trevisan
	Kinesiology	Sport Science Athletic Training	 BS in Kinesiology, Major in Sport Science BS in Sports Medicine (part of the MAT degree) Master's in Athletic Training 	Robert Catena Christopher Connolly Anne Cox Tami Goetz Kasee Hildenbrand Kimberly Holmstrom Phillip Morgan Katy Pietz Judy Schultz Sarah Ullrich-French
	Counseling Psychology (Will phase out by 8/2021)	1. Counseling Psychology	1. Ph.D. in Counseling Psychology	Brian McNeill Phyllis Erdman Hsin-Ya Liao
Educational Leadership and Sport Management	Educational Leadership	1. Educational Leadership	1. Ed. M in Educational Leadership 2. MA in Educational Leadership 3. EdD in Educational Leadership 4. PhD in Educational Leadership	Shannon Calderone Kathleen Cowin Glenys Hill Kristin Huggins Sharon Kruse Teena McDonald Tom Opstad Paul Pitre Katherine Rodela
	Sport Management	1. Sport Management	 BA in Sport Management MA in Sport Management 	Tammy Crawford Hank Evans Scott Jedlicka Tae Ho Kim Chris Lebens Simon Licen Yong Chae Ree John Wong

ACTION ITEM #2

Establish the Center for Arts and Humanities (Daniel J. Bernardo)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Establishment of the Center for Arts and Humanities

PROPOSED: That the Board of Regents establish the Center for Arts and Humanities

SUBMITTED BY: Daniel J. Bernardo, Provost and Executive Vice President

SUPPORTING INFORMATION:

The Center for the Arts and Humanities will serve as an organizing point for creative and scholarly activity (research) and public engagement (service) in the arts and humanities, with the further potential to support innovative teaching at both the undergraduate and graduate levels. Its work and contributions are expected to engage not only those faculty and students formally associated with arts and humanities units but also those faculty who independently express artistic and/ or humanistic interests. Given this integrated range of aims and its particularly outward-facing and collaborative emphasis, a center is the most appropriate designation for this proposed unit.

By creating a Center for the Arts and Humanities WSU will catalyze new patterns of inquiry among current arts and humanities faculty, providing a framework for more collaborative and outward-facing work. In particular it will concentrate on larger-scale interdisciplinary interest areas that draw upon but necessarily extend beyond the scope of individual departments. Its establishment will confirm WSU's commitment to the arts and humanities as areas of serious intellectual inquiry, one that is consonant with our continuing obligation as a landgrant institution to the creation and extension of new knowledge to the wider public.

Nationwide more than 120 institutions have some form of arts/humanities center or institute. More importantly, such centers are characteristic of high-performing comprehensive research universities. Of the 42 public universities identified as "Top 25" in the Arizona State University's Measuring University Performance list (a key source of "Drive to 25" Metrics), 70% have such a center. Of the actual top 25, 80% have such a center, and those that do not are most frequently

more specialized technical institutions. More immediately, in the PAC-12, 9 of 12 PAC-12 universities have formal arts/humanities centers. Two that do not-Arizona and UCLA-have a stand-alone College of Humanities that coordinates several arts- or humanities-based centers. WSU is the only PAC-12 institution to have neither an arts/humanities center nor an independent college of the arts and humanities.

By themselves, of course, the presence of these centers at other institutions does not necessarily oblige the creation of a similar center at WSU. Such centers do testify compellingly, however, to the widespread recognition among our aspirational peers that today's greatest challenges are not simply scientific nor technical. Rather, they are also questions of values, beliefs, history, aesthetics, and culture, all of which are fundamentally artistic and humanistic areas of inquiry. A failure to invest appropriately in the arts and humanities thus threatens the capacity of any institution-WSU included-to effectively understand, engage, and solve our world's most pressing and complex problems.

At its core, the Center proposes to pursue a fundamental transformation of arts and humanities research at WSU. Working in concert with academic departments, which will remain centers of more specialized, field-specific inquiry, the Center will advance a broader agenda, one that crosses traditional scholarly boundaries, encourages innovation, and advocates for the vital contribution of the arts and humanities to the public good.

With this commitment serving as its guiding principle, the Center will pursue the following primary goals:

- Expand WSU's capacity for foundational research in the arts and humanities
- Nurture cross- and interdisciplinary connection and collaboration
- Increase the public visibility and outreach of WSU arts and humanities faculty
- Advance WSU's commitment to diversity, inclusion, and community engagement
- Catalyze WSU's engagement with emergent fields of humanistic and artistic knowledge

The complete proposal for the Center for the Arts and Humanities is attached. This proposal was reviewed carefully and has support from the Provost's Office. This recommendation was passed by the Faculty Senate on January 24, 2019.

ATTACHMENT: Attachment A – WSU Center for the Arts and Humanities (Proposal)

WSU Center for the Arts and Humanities (Proposal)

Submitted by Todd Butler, Associate Professor and Chair (English) on behalf of the Center for the Arts and Humanities Planning Group butlert@wsu.edu, 335-2639

[Note: This Center was provisionally approved by the Research and Arts Committee on April 23, 2018. This submission represents the full proposal required under that process within 90 days of approval.]

Rationale

The Center for the Arts and Humanities will serve as an organizing point for creative and scholarly activity (research) and public engagement (service) in the arts and humanities, with the further potential to support innovative teaching at both the undergraduate and graduate levels. Its work and contributions are expected to engage not only those faculty and students formally associated with arts and humanities units but also those faculty who independently express artistic and/or humanistic interests. Given this integrated range of aims and its particularly outward-facing and collaborative emphasis, a center is the most appropriate designation for this proposed unit.

Benefit

By creating a Center for the Arts and Humanities WSU will catalyze new patterns of inquiry among current arts and humanities faculty, providing a framework for more collaborative and outward-facing work. In particular it will concentrate on larger-scale interdisciplinary interest areas that draw upon but necessarily extend beyond the scope of individual departments. Its establishment will confirm WSU's commitment to the arts and humanities as areas of serious intellectual inquiry, one that is consonant with our continuing obligation as a land-grant institution to the creation and extension of new knowledge to the wider public.

Nationwide more than 120 institutions have some form of arts/humanities center or institute. More importantly, such centers are characteristic of high-performing comprehensive research universities. Of the 42 public universities identified as "Top 25" in the Arizona State University's Measuring University Performance list (a key source of "Drive to 25" Metrics), 70% have such a center. Of the actual top 25, 80% have such a center, and those that do not are most frequently more specialized technical institutions. More immediately, in the PAC-12, 9 of 12 PAC-12 universities have formal arts/humanities centers. Two that do not—Arizona and UCLA—have a stand-alone College of Humanities that coordinates several arts- or humanities-based centers. WSU is the only PAC-12 institution to have neither an arts/humanities center nor an independent college of the arts and humanities.

By themselves, of course, the presence of these centers at other institutions does not necessarily oblige the creation of a similar center at WSU. Such centers do testify compellingly, however, to the widespread recognition among our aspirational peers that today's greatest challenges are not simply scientific nor technical. Rather, they are also questions of values, beliefs, history, aesthetics, and culture, all of which are fundamentally artistic and humanistic areas of inquiry. A failure to invest appropriately in the arts and humanities thus threatens the capacity of any institution—WSU included—to effectively understand, engage, and solve our world's most pressing and complex problems.

Mission, Purpose and Goals

At its core, the Center proposes to pursue a fundamental transformation of arts and humanities research at WSU. Working in concert with academic departments, which will remain centers of more specialized, field-specific inquiry, the Center will advance a broader agenda, one that crosses traditional scholarly boundaries, encourages innovation, and advocates for the vital contribution of the arts and humanities to the public good.

With this commitment serving as its guiding principle, the Center will pursue the following primary goals:

- Expand WSU's capacity for foundational research in the arts and humanities
- Nurture cross- and interdisciplinary connection and collaboration
- Increase the public visibility and outreach of WSU arts and humanities faculty
- Advance WSU's commitment to diversity, inclusion, and community engagement
- Catalyze WSU's engagement with emergent fields of humanistic and artistic knowledge

Nature and Scope of Activity

As the above goals suggest, the CAH's primary focus, especially in its initial stages of development, will be to increase the scholarly and creative preeminence of WSU faculty initiatives in the arts and humanities. At the same time, we will foster greater connections between interested faculty in order to create new networks of activities that extend beyond current department "silos."

Pursuing all these goals within the diversity of fields and methodologies in the arts and humanities requires a support model that is **targeted**, **flexible**, **and accessible** to a wide range of faculty. In addition, when taken as a whole, the support model should assist faculty in moving from initial inquiry into increasingly complex and long-term projects.

The Center will thus pursue an "incubator approach" to catalyzing scholarship, creativity, and engagement, one which encourages an initially wide base of supported projects while at the same time identifying and advancing the most promising and impactful work. Doing so offers the greatest potential for promoting and sustaining work that can generate significant professional recognition, public impact, and, where appropriate, external funding from individual donors and private, state, and federal agencies.

The Center incubator is envisioned at present as a multi-stage model, one in which each stage offers opportunity for further development tied to the achievement of specific benchmarks:

Catalyst Grants: The Center will make available on a rolling basis a series of small-scale Catalyst
Grants designed to encourage and support networks of faculty and students who gather for reading,
planning, or study around a particular theme or area of interest. Catalyst Grants may also support
symposia, visiting artists or scholars, or other one-time faculty initiatives that offer the opportunity to
develop new nodes of discussion and collaboration. Supplemental funds will be made available for
networks that integrate community or public partners.

- Cluster Initiatives: Competitive, larger-scale funding will enable the expansion of faculty networks into concentrated creative and scholarly initiatives. Centered on a multi-disciplinary area of inquiry such as environmental humanities or race and social justice, these initiatives will bring faculty together for sustained, collaborative work in key areas of the arts and humanities. Particular attention will be paid to supporting "proof of concept" efforts designed to generate either foundational partnerships with external constituencies or the baseline research necessary to develop competitive external funding applications.
- Individual Fellowships: Recognizing that much work in the arts and humanities remains highly individualized, the Center will also provide competitive individual fellowships for faculty projects possessing significant scholarly, creative, or public impact. This support will be aligned with a work plan leading directly to the completion of a major scholarly/creative project or high-level external grants and engagement. These fellowships will also extend the collaborative and outward-facing commitments of the Center through monthly fellows meetings and the expectation of a public lecture.

Staging support in this fashion will help develop a **culture of collaboration** while preserving more significant funding for those projects that have demonstrated the leadership and intellectual potential necessary for achieving significant impact. By supporting multiple stages of discovery and providing a scaffold for development, this model will also encourage the pursuit of more complex, projects whose ambition could yield WSU an **increase in AAU-recognized prestigious awards**.

Working with both academic departments and the Graduate School, the Center will also advance graduate and undergraduate research and education. The Center will provide complementary support and in its later stages coordinate training opportunities that will cross disciplinary boundaries and encourage a public-service mindset within the next generation of researchers, scholars, and practitioners in the arts and humanities. Again, foundational work in this area has already begun. In a recent proposal to the NEH's "NextGen Ph.D." program, Dr. Todd Butler (English) has identified the Center as an organizing entity for a multi-unit initiative that will bring together humanities faculty with counterparts in CAHNRS/Extension, the Medical School, and the Graduate School, as well as current graduate students and alumni, for discussions aimed at developing a national model for a "21st-century land grant Humanities Ph.D." that would offer graduate students opportunities to engage directly with underserved communities state-wide.

In addition to the potential for students to be integrated into this and other Center-sponsored projects, the CAH will offer more immediate opportunities that will directly support graduate training and research:

- Summer Support: While WSU graduate students are generally supported via academic-year assistantships, the lack of summer funding remains a serious barrier to timely academic progress. The Center thus plans to offer a series of competitive summer fellowships designed to advance cutting-edge projects through targeted travel, research, and stipendiary support. One fellowship—the "Public Humanities Fellow"—will be reserved for students pursuing work that envisions the direct engagement with or application to non-academic audiences.
- "In-Ac" Assistantship: Administrative and outreach support for the Center will initially be
 provided through the work of a graduate assistant, who will coordinate speakers, events, and

publicity. Serving in this role will offer students the opportunity to connect with WSU and visiting faculty, expand their own skill sets, and envision and pursue non-faculty positions within the academy.

As the Center develops, it may also serve as the locus for graduate training in areas such as writing for publication, team-teaching (perhaps via a Center-sponsored graduate seminar), or qualitative statistics that would be either difficult or redundant for academic departments to offer independently. With its emphasis on interdisciplinary and public work, the Center will also be particularly well-positioned to support new models of graduate and undergraduate education such as certificates and interdisciplinary programs.

Relationship to Existing Centers and Related Units

While the majority of WSU's existing centers are focused primarily (if not exclusively) on the sciences or social sciences, two units will serve as important partners for the CAH. The ultimate aim would be to foster a differentiated yet integrated ecosystem for arts and humanities support across WSU's campuses.

The Center for Digital Scholarship and Curation (CDSC), a joint project of the WSU Libraries and the College of Arts and Sciences, possesses extensive expertise in creating digital tools, projects, public programming, and educational opportunities both WSU and the publics it serves. The availability of this expertise will enable participating CAH faculty to discover, learn, and produce new outlets for their work. During AY18-19, for example, one faculty member submitted a six-figure grant proposal to the NEH's "Dialogues on War" program that envisioned working with both the CAH and CDSC to develop a state-wide program of guided public conversations regarding the experience of women veterans both during their service and their reintegration into civilian life. Though unfunded in this initial submission, recently-received internal support will enable the faculty member to develop this work further and likely submit it again (a fact that also demonstrates the necessity of the Center's incubator role).

As this project suggests, the CDSC offers technical facilities (such as high-end workstations) and training resources (such as faculty/student workshops in digital technologies) that the CAH does not seek to duplicate but rather to support and help grow. In particular, we foresee that our collaboration, as well as the research funding the CAH can provide, will encourage a greater number of faculty—some of whom might not initially be "digitally inclined"—to connect with the resources and expertise offered by the CDSC.

The WSU Museum of Art similarly offers a opportunities for mutually beneficial partnerships, especially in the areas of education and public outreach. In addition to being a locus for the Fine Arts on the Pullman campus, the Museum has strong local and state-wide partnerships that could help faculty pursue more outward-facing approaches to their scholarship. At the same time, the Museum may provide an ideal locus for more public programming (such as exhibits, speakers, or symposia) that faculty might integrate into CAH-supported work.

Review and Assessment

Demonstrating return on investment requires a **rigorous and sustained assessment plan** concentrating on not only individual programs but also the Center's overall operations. This plan will include both qualitative

and quantitative metrics, as well as evaluations of both traditional scholarship and creative activity and broader indices of public impact. In addition to initial work plans, all recipients of significant Center support will be required to submit final and, in the case of multi-year clusters, intermediate progress reports. Overall Center assessment efforts will also consider the following sources and categories of data:

Productivity: Center staff will maintain records of scholarly and creative output of participating faculty, paying particular attention to the number of publications, shows, and grant applications as well as the national and/or international visibility of this work.

Routes to Impact: Especially in the formative stages of a project, impact (whether scholarly or public) can be difficult to predict. Retrospective assessment can be similarly challenging in the case of longer-term projects. To manage these challenges, faculty will work with Center staff to develop "Routes to Impact" plans, building into each project at the outset a conscious consideration of how their research and creative work will extend into both the academy and the wider community.

Public Engagement: Center staff will also track measures of public engagement, including attendance, print and social media presence, and where appropriate changes in the capacity of target populations to participate in and support other arts and humanities-related projects.

The Center director will report to internal stakeholders the results of these activities and assessment efforts on an annual basis. As the Center develops, this reporting process will also provide the basis for externally-focused annual reports which themselves will become fundraising mechanisms. In year four (or at another mutually agreed upon point) the Center will undergo an external review led by individuals from similar centers at peer institutions.

Administration and Membership

Operational and planning activities will be supervised by a center director in coordination with members of the CAH Faculty Board. Fiscal administration will be handled by CAS fiscal personnel in coordination with the Office of Research, while day-to-day administrative tasks—which should be limited in the start-up period—will be handled by the graduate assistant detailed above.

Meeting at least once a semester, and more frequently as appropriate, the Faculty Board will evaluate funding proposals, plan programming, and monitor the overall administration of the Center. The board will be comprised of representatives appointed by chairs of WSU's primary arts and humanities schools/departments (English; Fine Arts; History; Languages, Race, and Culture [DFLC/CCGRS]; Music; and PPPA [Philosophy]). Approximately three seats will be held open for any individual faculty member—including those from non-arts/humanities units—expressing an interest in supporting the work of the CAH. These members will be selected by the departmentally-appointed members identified above. Representatives from the WSU Libraries and the Office of Research will similarly serve in *ex officio* capacities. Faculty members will serve two-year staggered terms, and particular attention will be paid to ensuring representation from WSU's multiple campuses.

As a joint project of the College of Arts and Sciences and the Office of Research, the CAH's director will be selected by the Dean of CAS after consultation with the Vice President of Research. The CAH Director, who will serve a renewable three-year term, is expected to be a tenured faculty member in a CAS arts or humanities department who possesses a record of creative and/or scholarly accomplishment, administrative leadership, and interdisciplinary activity at WSU. The Dean of CAS and VP of Research have proposed that the initial Director will be Dr. Todd Butler, Associate Professor of English.

Additional key faculty who have actively participated in the most recent design of the CAH and will continue in an advisory capacity until the CAH and its board structure is formally approved include the following (CVs attached):

School of Design and Construction: Ayad Rahmani

Education: A. G. Rud English: William Hamlin Fine Arts: Squeak Meisel

History: Sue Peabody (Vancouver), Jesse Spohnholz, Matthew Sutton

Libraries: Trevor Bond

Music: Dean Luethi, Lori Wiest

Office of Research: Geeta Dutta, Becky James

Financial Support and University Resources

Testifying to the broad support for the Center's vision and activities, this proposal is accompanied by letters of commitment from CAS, the Office of Research, the Graduate School, the Libraries, and the President's Office. These are multi-year commitments designed to sustain a significant pace of activity during the initial three years of the Center's existence.

A Note on Fiscal Responsibility

Recognizing that its initial years will run parallel to a general budgetary retrenchment at WSU, the Center will operate on a lean resource and staffing model. The bulk of the financial commitments below represent either 17A/gift funds not subject to budget reductions or, in the case of funding from the Office of Research, the redirection of funds already having been sequestered for arts and humanities use. By committing these funds to the management of the CAH, the Office of Research will continue its support of individual faculty while simultaneously boosting a more ambitious vision for the arts and humanities. The proposed director (Butler) has also agreed in the initial year to waive any stipend and course release from CAS. Together these measures will ensure that the bulk of the Center's resources will flow directly to faculty and programming across WSU rather than be consumed by administrative expenses.

Budgetary Support

While the specific distribution of some research elements (such as the ratio of small-scale collaborative grants to larger projects) will depend in part on the number and type of faculty applications, the following represents a general overview of the projected annual budget and sources:

Director Compensation	8,000	CAS
Graduate Assistantship	15,000	Graduate School, President's Office
Catalyst Grants	8,000	Office of Research
Cluster Initiatives	20,000	Office of Research
Summer Graduate Fellowships	9,000	Office of Research, Graduate School
Humanities Fellowships	40,000	Office of Research
External Programming Support	15,000	Libraries, President's Office

Estimated Annual Budget

115,000

Funding and other University Resource Needs

As detailed in the accompanying support letters, the foundational funding for the Center has already been identified and committed. Initial meeting space has also been offered to the Center by WSU Libraries, which will help facilitate monthly faculty fellow discussions, advisory board meetings, and—where not otherwise specified by grantees—meetings of research groups to be supported by the Center. Especially for the latter, locating within the Libraries will encourage cross-collaboration with other units such as the CDSC (4th floor Terrell). Individual fellowship work will continue to be conducted in existing faculty offices and facilities. Given the potential variety of offerings, space for public programming (exhibits, lectures, etc.) will initially be secured on a case-by-case basis from such partners as the Museum of Art and the WSU Honors College.

As the Center grows in its work and visibility, it will at some point likely require a small amount of dedicated, publicly available space that would include 1-2 staff offices and a reservable meeting and collaboration area. Such space would also provide a locus for center activity and donor interest.

Private philanthropy is expected to be a key element of long-term support for the Center. Three of the 9 PAC-12 centers have been formally named by donors, and the others report receiving significant development support for their inception and ongoing operations. It would also be likely that ongoing support from either central administration or units such as the Office of Research, CAS, and others would be necessary, though lean staffing model and the Center's "modular" approach to faculty support (i.e. a varied series and number of granting opportunities) should allow the Center to adapt to future budget uncertainties without unduly impacting core operations.



College of Arts and Sciences

October 19, 2017

To the Humanities Planning Group,

Thank you for your continuing efforts to develop a Center for the Arts and Humanities at Washington State University. Having reviewed your revised proposal, I find it well worth the College of Arts and Sciences' continuing support. In particular, your renewed focus on the university's land-grant mission, as well as your emphasis on collaborative and transformative work, will help make the Center a vital locus for scholarship and creative activity at WSU.

On behalf of the College, I am thus willing to commit the following resources to support the proposed center, each beginning in AY18-19 and extending for an additional two academic years after that. The College of Arts and Sciences will provide a summer stipend of \$8000 to the director to support the year-round leadership of the Center, and where appropriate will provide funding to the director's home department to accommodate the shifts in workload expectations that will necessarily accompany this leadership role. At the same time, I am committed to working with you to identify additional resources to support diversity-related and public-engagement initiatives. I will also direct the College's Development team to provide lead assistance in any pursuit of philanthropic support for the Center.

This support is contingent upon formal approval of your proposal by the Faculty Senate. I also expect that—as detailed in your proposal—the Center will continue to operate as a partnership between CAS and the Office of Research, with the Center's director being nominated by the Dean of the College of Arts and Sciences in conjunction with the Vice President of Research. For this initial period, after consultation with the Office of Research, I would request that Dr. Todd Butler (English) continue his leadership of your group as Director.

Thank you again for your continued efforts—I look forward to continued success in the years to come.

Sincerely,

Daryll B. DeWald, Dean

College of Arts and Sciences



Office of Research

March 9, 2018

To the Humanities Planning Group,

Thank you for your continuing efforts to develop a Center for the Arts and Humanities at Washington State University. On behalf of the Office of Research (OR) I am happy to continue our commitment to this shared initiative, as its aim of advancing the scholarly and creative activity of WSU faculty and graduate students is at the core of our mission.

As such, beginning in AY18-19 the Office of Research will assign to the Center the responsibility for directing the \$75,000 in research support funding currently allocated to Arts & Humanities Grant Program. These funds will support the Center's Catalyst Grants, Cluster Initiatives, and Arts & Humanities Fellowship. Presuming that the Center continues working with OR to support faculty research consonant with our shared missions, this funding will also be extended for an additional two academic years following that date.

While day-to-day management of these funds will be handled by the College of Arts and Sciences (CAS), we expect that—as detailed in your proposal—the Center will continue to operate as a partnership between CAS and the Office of Research. As such, we would request that Dr. Geeta Dutta, Director, Office of Research Advancement and Partnerships, serve as our formal liaison to the Center, and that you continue to work with other staff as appropriate.

We look forward to working with you to make the Center a sustained success.

Sincerely,

Dr. Christopher J. Keane Vice President for Research



Graduate School

July 2, 2018

TO:

Dr. Butler, Associate Professor and Chair

FROM:

Dr. Lisa M. Gloss, Interim Dean of the Graduate School

RE:

Center for the Arts and Humanities

COMMITMENT#:

562

Dear Dr. Butler,

Thank you for sharing your proposal for a Center for the Arts and Humanities. I am genuinely excited about the possibilities of the proposal, especially the focus on interdisciplinary research and scholarship, and I am happy to provide support.

As interim Dean of the Graduate School, I am particularly excited by the possible impacts on graduate education opportunities. Your willingness to support the next generation of arts and humanities scholars and artists is commendable, as is your goal to integrate graduate students into the programming and administration of the Center. This vision matches the Graduate School's commitment to ensuring that all WSU students are well-prepared to make an impact on their academic fields as well as the wider public we serve.

I am happy to commit to the following elements of support, beginning in AY18-19 and extending for an additional two academic years after that.

• Based on a 50/50 match from the Center, we will provide scholarship funds to support the summer "Public Humanities Fellow" identified in your proposal. Specifically, the Graduate School will provide a \$1500 scholarship from the Glenn Terrell Presidential Graudate Fellowship fund. Applications for these scholarships should be sent directly to the Graduate School for review and approval. To be eligible for this scholarship, the student must be currently enrolled and in good academic standing in a graduate program in the arts, humanities and social sciences. Students with a cumulative GPA of ≥ 3.5 will be given preference.



Graduate School

- The Graduate School will entertain one nomination from the Center for the following scholarships, to provide summer support for a Center fellow:
 - o Richard R. and Constance M. Albrecth Scholarship (\$1,500)
 - o Charles Allen Master's Thesis Award (\$1,000)
 - Arnold and Julia Greenwell Memorial Scholarship for Social Sciencs and Humanities (\$1,000)

Generally, nominations for these scholarships are vetted and submitted via the academic colleges. This support allows the Center to submit a nomination for a Center fellow directly to the Graduate School, independent of the competition within a given college. The nominated student must meet all of the eligibility criteria of the scholarships, as detailed at:

https://gradschool.wsu.edu/scholarships-fellowships-awards/

The nominees from the Center will compete for the scholarship against all other students nominated by the colleges.

• The Graduate School will provide an annual tuition waiver (Fall and Spring semesters only) for the Center's graduate assistant. This waiver will provide flexibility to the Center with respect to the funding sources that are identified to support this GA during the academic year.

As the Center grows, the Graduate School is willing to consider extension of this commitment beyond the initial three-year period, as well as work with the Center to identify other modes of support. This extension or expansion of support is dependent on the completion and review of the program assessment you have outlined in your proposal.

I look forward to a productive partnership between the Graduate School and the Center for the Arts and Humanities in the advancement of graduate education at WSU.

Sincerely.

Dr. Lisa M. Gloss

Interim Dean of the Graduate School





March 12, 2018

Dear Dr. Butler,

Thank you for meeting with us recently to discuss the proposed Center for the Arts and Humanities. As one of Washington State University's central resources for scholarly and creative work in the arts and humanities, the Libraries is pleased to support your efforts.

In particular, we are willing to provide initial space within Holland/Terrell Library for the Center's scholarly functions and fellows meetings. We are also willing to contribute \$5,000 per year for the next three years to support the Center's effort to bring highly visible and engaged arts and humanities programming to the WSU community.

Expenditure of these funds should be coordinated with WSU Libraries via Dr. Trevor Bond, Associate Dean for Digital Initiatives and Special Collections. We appreciate your willingness to involve Dr. Bond in your initial conversations and to provide him with a continuing role in developing the Center and its activities. We also appreciate your continuing willingness to work in partnership with existing Libraries initiatives such as the Center for Digital Scholarship and Curation and to support the CDSC's role as one of WSU's primary outlets for digital scholarship and public engagement.

We look forward to working with you in the years to come.

Sincerely,

Jay Starratt

Dean of Libraries

May 14, 2018

Dr. Todd Butler Associate Professor and Chair English Department Avery 202E Pullman, WA 99164-5020

Dear Dr. Butler,

Thank you for your group's continuing efforts to develop a Center for the Arts and Humanities at Washington State University. WSU's "Drive to 25" requires a comprehensive effort to advance scholarly and creative work across our institution, and the Center offers a significant opportunity to move us forward this while at the same time extending this commitment to the wider public.

To support the proposed Center I am thus willing to commit a total of \$25,000 annually for a three-year period beginning in AY18-19. As we have discussed, I expect that the majority of this funding will be paired with the Graduate School's tuition waiver to support the graduate assistantship that will assist the Center's operations. The remainder may be used for any public programming that will help advance the profile of the arts and humanities at WSU.

The continuance of this support is contingent upon its appropriate use, as well as your efforts to secure provisional and formal approval for the Center. I appreciate in particular the proposal's willingness to regularly assess the Center's productivity, and I would welcome the regular submission of such assessments to my office.

Thank you again for your continued efforts—I look forward to continued success in the years to come.

Sincerely,

Dr. Kirk Schulz

President

ACTION ITEM #1

Services and Activities Fee Rate Changes for Academic Year 2019-2020 (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Services and Activities (S&A) Fee Rate Changes for Academic Year

2019-2020

PROPOSED: That the Washington State University Board of Regents authorize rate

changes in campus Services and Activities for the academic year

2019-2020.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: By law, the Board of Regents may increase Services and Activities

(S&A) Fees annually by amounts that shall not exceed four percent.

There is no such control on rate decreases.

All WSU campuses have an S&A Fee committee that make a recommendation to the Board of Regents, through President Schulz, concerning the amount of any S&A fee rate changes, as well as the allocations of S&A revenues to student groups. The campus committees may independently choose to recommend an increase/decrease in the S&A Fee rate, and the rate can vary among campuses.

Each campus retains 100% of its own S&A fees and is able to choose a rate increase or decrease for the campus. The S&A Fee committee on each campus is student led, with a majority of votes assigned to students from that campus. S&A fees are self-assessed and controlled locally.

The S&A Fees rate recommendations by campus are listed below:

	Current	Proposed	%	\$
	<u>AY 19</u>	AY 20	<u>Change</u>	<u>Change</u>
S&A FeesEverett	\$512	\$527	+3%	\$15
S&A Fees-Global Campus (per credit hour)	\$20.75	\$20.75	0%	\$ O
S&A Fees–Pullman	\$537	\$558	+4%	\$21
S&A Fees–Spokane	\$582	\$582	0%	\$ O
S&A Fees–Tri-Cities	\$512	\$512	0%	\$ O
S&A Fees–Vancouver	\$559	\$559	0%	\$ O

ATTACHMENT: Attachment A



TO:

Paul Pitre

Chancellor, WSU Everett

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Everett S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Everett S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to implement an increase of a 3% to the Everett S&A Fee rate for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office



Washington State University Everett

MEMORANDUM

TO:

Kirk Schulz

President, Washington State University

FROM:

Paul Pitre

Chancellor, WSU Everette

DATE:

April 4, 2019

RE:

WSU Everett Services and Activities Fees Recommendation

I have reviewed and support the WSU Everett Services and Activities Fees Committee FY19-20 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

I have also received and support the recommendation made by the WSU Everett S&A Fees Committee, by majority vote, to implement an S&A Fee increase of 3% effective fall 2019.

	Committee Allocation Recommendation (Academic)	% of Allocation (based on estimated budget)
ASWSUE	\$51,003	46.79045%
WSU Engineering Club	\$13,000	11.92627%
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%
Society of Women Engineers (SWE)	\$13,000	11.92627%
Association for Computing Machinery (ACM)	\$9,500	8.71535%
Sigma lota	\$8,500	7.79795%

Association of Women In Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston



Washington State University Everett

MEMORANDUM

TO:

Paul Pitre

Chancellor, WSU Everett

FROM:

Michael Edwards Chair, WSU Everett Services and Activities Fees Committee

DATE:

March 29, 2019

RE:

WSU Everett Services and Activities Fees Recommendations

The Services and Activities Fees Committee met on March 22, 2019 to discuss and recommend budget allocations for academic year 2019-2020, following the established guidelines.

Groups that have an estimated carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A fee committee during their deliberations. The approval letters to requesting groups include specific amounts for the academic year and any carry forward balances. Approval of the carry forward balances has been noted as necessary by Internal Audit.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019, meeting.

The S&A Fees Committee, by unanimous vote, recommends an S&A Fee increase of (3%) effective fall 2019.

The WSU Everett S&A Fees Committee unanimously recommends the following budget allocations:

	Committee Allocation Recommendation (Academic)	% of Allocation (based on estimated budget)
ASWSUE	\$51,003	46.79045%
WSU Engineering Club	\$13,000	11.92627%
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%
Society of Women Engineers (SWE)	\$13,000	11.92627%
Association for Computing Machinery (ACM)	\$9,500	8.71535%
Sigma lota	\$8,500	7.79795%

Association of Women in Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston

TO:

David Cillay

Vice President for Academic Outreach and Innovation

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation of no changes changes to the Global Campus S&A Fee rate; the rate will remain at \$20.75/credit for Fall 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office

Washington State University

MEMORANDUM

To:

Kirk Schulz, Ph.D.

President, Washington State University

From: David Cillay, Ph.D.

Vice President for Academic Outreach and Innovation

Date: April 3, 2019

RE:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

I have also received and support the recommendation by the committee, by majority vote, of no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit effective Fall 2019.

Nicole Romero, Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie cc: Marcum, Heather McKnight, Leslie Thompson, Maggie McFadden, Kelley Westhoff



TO:

David R. Cillay, Ph.D.

Vice President, Academic Outreach and Innovation

From: Nicole Romero

Chair, WSU Global Services & Activities Fees Committee

Date: March 27, 2019

RE:

WSU Global Services and Activities Fee Allocation

The WSU Global Services and Activities Fees Committee met on March 27, 2019 to discuss and recommend budget allocations for Fiscal Year 2020 following the established guidelines. As chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

The WSU Global S&A Fees Committee recommended no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit.

WSU Global S&A Fees Committee recommends the following budget allocations:

Group

Virtual Mentor Program Wellbeing Online Center for Civic Engagement Student Involvement-Student Support Global Connections ASWSU Global Campus	\$ 132,332 \$ 87,090 \$ 121,927 \$ 258,176 \$ 208,783 \$ 554,262
ASWSU Global Campus	<u>\$ 554,262</u>
Total	\$1,362,570

Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie Marcum, Heather McKnight, Leslie Thompson, cc; Maggie McFadden, Kelley Westhoff

TO:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

FROM:

Kirk H. Schulz, President

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

I have reviewed and support the WSU Pullman Services and Activities Fee Committee Summer 2019, and academic year 2019-2020 budget allocation recommendations. I also support the recommendation for a 4% increase in the WSU Pullman Services and Activities Fee for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank you for your services and leadership on this committee.

cc: Budget Office



TO:

Kirk Schulz, President

FROM:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

The WSU Pullman Services and Activities Fees Committee met on April 4, 2019, to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020 in accordance with state and university guidelines.

Groups that have a carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A Fee Committee during their deliberations. Each group has been notified that all carry forward from the 2018-2019 academic year must be returned to the S&A fund; any group with a negative balance must cover that by sing other non-S&A operational fund.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee, by unanimous vote recommends a 4% Services and Activities Fee increase for FY2020. This equates to change from a \$537 to \$558 per year per full-time student.

The WSU Pullman S&A Fee Committee, by majority vote, recommends the following budget allocations:

Pullman S&A Fee Committee Recommended Allocations		Recommended Rate Increase Recommended Amount Increase		
S&A Groups Requesting Funding	Base Requests	One-time Request	Facilities/ Capital	Total Request*
Disability Awareness (Access Center)	19,000		-	19,000
CATS/ Cougar Accessible Transportation Services	68,824	-	-	68,824
ASWSU - Administration/Executives	262,539	15,000	-	277,539
ASWSU - Senate	118,575	-	-	118,575
ASWSU - Senate Programming	379,328	-	-	379,328
Athletics	-	600,000	-	600,000
Center for Civic Engagement	340,169	-	-	340,169
Children's Center	404,516		-	404,516
Coalition of Women Students	188,955		- 1	188,955
Compton Union Building (CUB)	1,661,773	-	-	1,661,773
Cougar Marching Band	203,500	65,000		268,500
GPSA	576,690		-	576,690
Cougar Health Services/ Health & Wellness Services	307,790		-	307,790
Student Entertainment Board (SEB)	455,808	-	-	455,808
Student Involvement	933,778	- .	_	933,778
Student Media	248,882		-	248,882
Transit	522,922	-	-	522,922
UREC	1,555,222	-	-	1,555,222
Long-Term Debt Payments	-	-	1,198,800	1,198,800
PULLMAN GRAND TOTAL	8,248,271	680,000	1,198,800	10,127,071

cc: Amir Gilmore Rhea Gonzaga Mary Jo Gonzales Matt Hudelson Debbie Majano Maggie McFadden Tyler Parchem Lana Redman

Stacy Pearson Savannah Rogers Alec Solemslie Joseph Taylor

Kelley Westhoff '

TO:

Daryll DeWald

Chancellor, WSU Spokane

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Spokane S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Spokane S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Spokane S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office



Office of the Chancellor

April 9, 2019

President Kirk Schulz PO Box 641048 Pullman, WA 99164-1048

Dear President Schulz:

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocation
ASWSU	\$282,205
AINS Yakima	\$12,687
Campus Pantry	\$12,930
Student Success Center	\$174,494
Information Technology	\$11,822
Student Affairs Yakima	\$44,035
Student Involvement	\$166,822
Spokane Diversity Center	\$146,188
Community Engagement	\$54,035
Intercollegiate Athletics	\$7,500
Student Entertainment Board	\$64,118
Yakima Student Pharmacy Assoc.	\$13,900
RSO Funding	\$45,000
Facilities Reserve	\$57,878

Sincerely,



Daryll B. DeWald, Chancellor WSU Health Sciences Spokane



Student Affairs

TO:

Chancellor Daryll DeWald

Washington State University Health Sciences Spokane

Daryll B. Delwald

FROM:

Skylar Banka

Chair, Services and Activities Fee Committee

DATE:

March 28, 2019

RE:

Spokane Campus S&A Fee Allocation Recommendations

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocation
ASWSU	\$282,205
AINS Yakima	\$12,687
Campus Pantry	\$12,930
Student Success Center	\$174,494
Information Technology	\$11,822
Student Affairs Yakima	\$44,035
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Spokane Diversity Center	\$146,188
Community Engagement	\$54,035
Intercollegiate Athletics	\$7,500
Student Entertainment Board	\$64,118
Yakima Student Pharmacy Assoc.	\$13,900
RSO Funding	\$45,000
Facilities Reserve	\$57,878

CC: Saad Saif, Tiana Stephenson, Ana Vergara, Inderbir Bains, Taylor Trevino, Debbie Li, Haleigh Gibson, Laura Wintersteen, Gretchen Eaker, Jim Mohr

TO: Sandra Haynes

Chancellor, WSU Tri-Cities

FROM: Kirk H. Schulz

President

Date: April 11, 2019

Subject: WSU Tri-Cities S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Tri-Cities S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Tri-Cities S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

cc: Budget Office



Office of THE CHANCELLOR

Memorandum

Date:

April 8, 2019

To:

Kirk Schulz, Ph.D., President

From:

Sandra Haynes, Ph.D., Chancellor Jank Haynes

Cc:

Robin Kovis, WSU Tri-Cities Services and Activities Fee Committee Chair

Subject:

WSU Tri-Cities Services and Activities Fees Recommendation

I have reviewed the Washington State University Tri-Cities Services and Activities Fees Committee FY 19-20 budget allocation recommendations. I support the students' recommendations. If you also approve, please proceed by forwarding your support to the Board of Regents for approval at the May 3, 2019 meeting.

I have also received and support the recommendations made by the Tri-Cities S&A Fees Committee, by majority vote, to not implement an S&A fee Increase for academic year 2019/2020.

Please let me know if you have any questions or concerns. Thank you for your consideration of this request.

Encl: S&A Budget Allocation Recommendations

To:

Sandra Haynes, Ph.D.

Chancellor, Washington State University Tri-Cities

From: Robin Kovis

WSU Tri-Cities S&A Fees Committee Chair

Date: March 26, 2019

RE:

Tri-Cities Campus Services and Activities Fees Recommendation

The Services and Activities Fees Committee met on March 26, 2019, for final discussion and recommendation of budget allocations for Academic Year 2019-20 following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the President and Board of Regents for approval.

The S&A Fees Committee recommends an S&A Fee increase of 0% for Fall 2019.

The S&A Fee Committee recommends the following budget allocations:

Department/Org	Requested	Approved	Allocated from	Total
ACMCLITC	.		Reserve	
ASWSUTC	\$168,768.20	\$157,299.68	\$8,093.15	\$165,392.84
*Club Funding	\$40,000	\$38,042.68	\$1,957.32	\$40,000
Campus Recreation and Club Sports	\$61,776.97	\$54,058.65	\$2,781.35	\$56,840
Office of Student Life	\$248,594.90	\$231,701.82	\$11,921.19	\$243,623
SEB	\$105,540.72	\$74,563.66	\$3,836.34	\$78,400
Student Support Services	\$145,296.22	\$121,165.95	\$6,234.05	\$127,400
IT	\$17,346.32	\$16,167.56	\$831.83	\$16,999.39
Total	\$787,323.33	\$693,000	\$35,655.23	\$728,655.23

TO:

Mel Netzhammer

Chancellor, WSU Vancouver

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Vancouver S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Vancouver S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Vancouver S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.





TO:

Kirk Schulz

President, Washington State University

FROM:

Mel Netzhammer, Chancellor CJ CM

DATE:

April 3, 2019

SUBJECT:

Vancouver Services and Activities Fees Recommendation

I have reviewed and support the Vancouver Services and Activities Fees Committee FY2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The Vancouver S&A Fees Committee has recommended no S&A Fee increase for the upcoming fiscal year.

Cc:

Andrea Grande

Chair, Services and Activities Fees Committee

Enc:

Budget Allocation Recommendations



Student Affairs and Enrollment

MEMORANDUM

TO:

Mel Netzhammer

Chancellor, Washington State University Vancouver

FROM:

Andrea Grande

Chair, Services and Activities Fees Committee

DATE:

April 1, 2019

RE:

Services and Activities Fees Allocation

The Services and Activities Fees Committee met on April 1, 2019 to discuss and recommend budget allocations for the Academic Year 2019–2020, following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee recommends no increase of the S&A Fees.

The S&A Fee Committee recommends the following budget allocations:

Group	
American Democracy Project	\$6,529
Athletics	\$1,500
ASWSUV	\$255,112
Career Services	\$16,550
Child Development Program	\$55,333
Financial Literacy - Cougar Center	\$6,565
Club Operating Budget	\$60,000
Contingency Fund	\$18,000
Cougar Food Pantry	\$39,400
CougSync/Engage	\$6,145
Counseling Services	\$250,780
Development and Alumni Relations	\$9,234
Graduate Travel Grant	\$25,000*



Student Affairs and Enrollment

Health Services	\$114,296
KOUG Radio	\$38,000
New Student Programs	\$5,000
Office of Student Involvement	\$500,000
Salmon Creek Journal	\$37,865
Self Defense Classes	\$6,477
Student Activities Board	\$111,985
Student Diversity Center	\$164,527
Students Helping Students - IT	\$20,000
Student Life Building	\$300,000
Student Media	\$27,338
Undergraduate Travel Grant	\$18,000
VanCoug Journey	\$10,000
The VanCougar	\$78,000
Veteran's Center	\$3,600
Water Refill Stations	\$10,500

^{*}Use of carry forward funds from FY19 approved

cc: Matthew Leeper Aemri Marks Andrew Nevue Terresa Watson Gunjan Gakhar Summer Henricksen Vicente Chavez Nancy Youlden

ACTION ITEM #2

Services and Activities Fees Committee Allocations for Summer 2019 and Academic Year 2019-2020 (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Services and Activities Fees Committee Allocations for Summer 2019

and Academic Year 2019-2020

PROPOSED: That the Washington State University Board of Regents approve the

allocation of Services & Activities Fees for Summer 2019 and Academic Year 2019-2020, as recommended by the Services and Activities Fee committees representing each campus of Washington

State University.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: Services and Activities (S&A) fees are used to fund student activities,

programs and student buildings. S&A fees are charged to all students registering at any WSU campus, including the Global Campus.

Each campus retains 100% of its own S&A fees and is able to recommend a rate increase or decrease. The S&A fee committee on each campus is student led, with a majority of votes assigned to students from that campus. S&A fees are self-assessed and controlled locally.

The committees listed below have concluded their consideration processes. Their allocation recommendations have been submitted for approval to President Schulz and are presented here for approval. The recommendations are developed following guidelines governing the establishment and funding of student programs set forth in RCW 28B.15.045.

Information about S&A Fees may be found at: https://studentfees.wsu.edu/home/

Services & Activities Fee Committee - Everett

Services & Activities Fee Committee - Global Campus

Services & Activities Fee Committee - Pullman Services & Activities Fee Committee - Spokane Services & Activities Fee Committee - Tri-Cities Services & Activities Fee Committee - Vancouver

ATTACHMENT: Attachment A



TO: Paul Pitre

Chancellor, WSU Everett

FROM: Kirk H. Schulz

President

Date: April 11, 2019

Subject: WSU Everett S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Everett S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to implement an increase of a 3% to the Everett S&A Fee rate for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.



Washington State University Everett

MEMORANDUM

TO:

Kirk Schulz

President, Washington State University

FROM:

Paul Pitre

Chancellor, WSU Everette

DATE:

April 4, 2019

RE:

WSU Everett Services and Activities Fees Recommendation

I have reviewed and support the WSU Everett Services and Activities Fees Committee FY19-20 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

I have also received and support the recommendation made by the WSU Everett S&A Fees Committee, by majority vote, to implement an S&A Fee increase of 3% effective fall 2019.

	Committee Allocation Recommendation (Academic)	% of Allocation (based on estimated budget)
ASWSUE	\$51,003	46.79045%
WSU Engineering Club	\$13,000	11.92627%
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%
Society of Women Engineers (SWE)	\$13,000	11.92627%
Association for Computing Machinery (ACM)	\$9,500	8.71535%
Sigma lota	\$8,500	7.79795%

Association of Women In Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston



Washington State University Everett

MEMORANDUM

TO:

Paul Pitre

Chancellor, WSU Everett

FROM:

Michael Edwards Chair, WSU Everett Services and Activities Fees Committee

DATE:

March 29, 2019

RE:

WSU Everett Services and Activities Fees Recommendations

The Services and Activities Fees Committee met on March 22, 2019 to discuss and recommend budget allocations for academic year 2019-2020, following the established guidelines.

Groups that have an estimated carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A fee committee during their deliberations. The approval letters to requesting groups include specific amounts for the academic year and any carry forward balances. Approval of the carry forward balances has been noted as necessary by Internal Audit.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019, meeting.

The S&A Fees Committee, by unanimous vote, recommends an S&A Fee increase of (3%) effective fall 2019.

The WSU Everett S&A Fees Committee unanimously recommends the following budget allocations:

	Committee Allocation Recommendation (Academic)	% of Allocation (based on estimated budget)
ASWSUE	\$51,003	46.79045%
WSU Engineering Club	\$13,000	11.92627%
Institute of Electrical and Electronic Engineers (IEEE)	\$13,000	11.92627%
Society of Women Engineers (SWE)	\$13,000	11.92627%
Association for Computing Machinery (ACM)	\$9,500	8.71535%
Sigma lota	\$8,500	7.79795%

Association of Women in Communication (AWC)	\$1,000	.917405%
Total Allocation	\$109,003	99.99%

Estimated Reserve (cumulative unallocated revenue) \$1,864

Estimated allocation FY19: \$110,867

cc: Cathy Wright, Erin Armstrong, Kari Mikesell, Josiah Ethington, Haylie Murray, Michael Edwards, Anthony Preston

TO:

David Cillay

Vice President for Academic Outreach and Innovation

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation of no changes changes to the Global Campus S&A Fee rate; the rate will remain at \$20.75/credit for Fall 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.

Washington State University

MEMORANDUM

To:

Kirk Schulz, Ph.D.

President, Washington State University

From: David Cillay, Ph.D.

Vice President for Academic Outreach and Innovation

Date: April 3, 2019

RE:

WSU Global Campus S&A Fees Recommendations for FY 2020

I have reviewed and support WSU Global Campus S&A Committee's FY 2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

I have also received and support the recommendation by the committee, by majority vote, of no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit effective Fall 2019.

Nicole Romero, Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie cc: Marcum, Heather McKnight, Leslie Thompson, Maggie McFadden, Kelley Westhoff



TO:

David R. Cillay, Ph.D.

Vice President, Academic Outreach and Innovation

From: Nicole Romero

Chair, WSU Global Services & Activities Fees Committee

Date: March 27, 2019

RE:

WSU Global Services and Activities Fee Allocation

The WSU Global Services and Activities Fees Committee met on March 27, 2019 to discuss and recommend budget allocations for Fiscal Year 2020 following the established guidelines. As chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2-3, 2019 meeting.

The WSU Global S&A Fees Committee recommended no changes to the Global Campus S&A Fee rate. The rate will remain at \$20.75/credit.

WSU Global S&A Fees Committee recommends the following budget allocations:

Group

Virtual Mentor Program Wellbeing Online Center for Civic Engagement Student Involvement-Student Support Global Connections ASWSU Global Campus	\$ 132,332 \$ 87,090 \$ 121,927 \$ 258,176 \$ 208,783 \$ 554,262
ASWSU Global Campus	<u>\$ 554,262</u>
Total	\$1,362,570

Emily Chandler, Kaitlynn Deatherage, Sheridan Ingalls, Laurie Marcum, Heather McKnight, Leslie Thompson, cc; Maggie McFadden, Kelley Westhoff

TO:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

FROM:

Kirk H. Schulz, President

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

I have reviewed and support the WSU Pullman Services and Activities Fee Committee Summer 2019, and academic year 2019-2020 budget allocation recommendations. I also support the recommendation for a 4% increase in the WSU Pullman Services and Activities Fee for FY 2020.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank you for your services and leadership on this committee.



TO:

Kirk Schulz, President

FROM:

Rick Flores

Chair, WSU Pullman Services and Activities Fee Committee

Date:

April 11, 2019

Subject:

Services and Activities Fee – Fiscal Year 2020 Recommendations

The WSU Pullman Services and Activities Fees Committee met on April 4, 2019, to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020 in accordance with state and university guidelines.

Groups that have a carry forward or unspent S&A fee balances at the end of the academic year must request the use of that funding in subsequent years. These carry forward or unspent balances are considered by the S&A Fee Committee during their deliberations. Each group has been notified that all carry forward from the 2018-2019 academic year must be returned to the S&A fund; any group with a negative balance must cover that by sing other non-S&A operational fund.

As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee, by unanimous vote recommends a 4% Services and Activities Fee increase for FY2020. This equates to change from a \$537 to \$558 per year per full-time student.

The WSU Pullman S&A Fee Committee, by majority vote, recommends the following budget allocations:

Pullman S&A Fee Committee Recommended Allocations		Recommended Rate Increase Recommended Amount Increase		4.0%	
				\$ 21.00	
		2019-2020 Appr	oved Allocation	s	
S&A Groups Requesting Funding	Base Requests	One-time Request	Facilities/ Capital	Total Request*	
Disability Awareness (Access Center)	19,000		-	19,000	
CATS/ Cougar Accessible Transportation Services	68,824	-	-	68,824	
ASWSU - Administration/Executives	262,539	15,000	-	277,539	
ASWSU - Senate	118,575	-	-	118,575	
ASWSU - Senate Programming	379,328	-	-	379,328	
Athletics	-	600,000	-	600,000	
Center for Civic Engagement	340,169	-	-	340,169	
Children's Center	404,516		-	404,516	
Coalition of Women Students	188,955		- 1	188,955	
Compton Union Building (CUB)	1,661,773	-	-	1,661,773	
Cougar Marching Band	203,500	65,000		268,500	
GPSA	576,690		-	576,690	
Cougar Health Services/ Health & Wellness Services	307,790		-	307,790	
Student Entertainment Board (SEB)	455,808	-	-	455,808	
Student Involvement	933,778	- .	_	933,778	
Student Media	248,882		-	248,882	
Transit	522,922	-	-	522,922	
UREC	1,555,222	-	-	1,555,222	
Long-Term Debt Payments	-	-	1,198,800	1,198,800	
PULLMAN GRAND TOTAL	8,248,271	680,000	1,198,800	10,127,071	

cc: Amir Gilmore Rhea Gonzaga Mary Jo Gonzales Matt Hudelson Debbie Majano Maggie McFadden Tyler Parchem Lana Redman

Stacy Pearson Savannah Rogers Alec Solemslie Joseph Taylor

Kelley Westhoff '

TO:

Daryll DeWald

Chancellor, WSU Spokane

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Spokane S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Spokane S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Spokane S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.



Office of the Chancellor

April 9, 2019

President Kirk Schulz PO Box 641048 Pullman, WA 99164-1048

Dear President Schulz:

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocation
ASWSU	\$282,205
AINS Yakima	\$12,687
Campus Pantry	\$12,930
Student Success Center	\$174,494
Information Technology	\$11,822
Student Affairs Yakima	\$44,035
Student Involvement	\$166,822
Spokane Diversity Center	\$146,188
Community Engagement	\$54,035
Intercollegiate Athletics	\$7,500
Student Entertainment Board	\$64,118
Yakima Student Pharmacy Assoc.	\$13,900
RSO Funding	\$45,000
Facilities Reserve	\$57,878

Sincerely,



Daryll B. DeWald, Chancellor WSU Health Sciences Spokane



Student Affairs

TO:

Chancellor Daryll DeWald

Washington State University Health Sciences Spokane

Daryll B. Delwald

FROM:

Skylar Banka

Chair, Services and Activities Fee Committee

DATE:

March 28, 2019

RE:

Spokane Campus S&A Fee Allocation Recommendations

The Services and Activities Fee Committee met on March 20, 2019 to discuss and recommend budget allocations for summer 2019 and academic year 2019-2020, following the established guidelines. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting. In addition to expected S&A revenue, this year's committee has chosen to utilize reserve funds.

The WSU Spokane S&A Fee Committee recommends the following budget allocations: \$1,093,614.00

Group	Allocation
ASWSU	\$282,205
AINS Yakima	\$12,687
Campus Pantry	\$12,930
Student Success Center	\$174,494
Information Technology	\$11,822
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Community Engagement	\$54,035
Intercollegiate Athletics	\$7,500
Student Entertainment Board	\$64,118
Yakima Student Pharmacy Assoc.	\$13,900
RSO Funding	\$45,000
Facilities Reserve	\$57,878

CC: Saad Saif, Tiana Stephenson, Ana Vergara, Inderbir Bains, Taylor Trevino, Debbie Li, Haleigh Gibson, Laura Wintersteen, Gretchen Eaker, Jim Mohr

TO: Sandra Haynes

Chancellor, WSU Tri-Cities

FROM: Kirk H. Schulz

President

Date: April 11, 2019

Subject: WSU Tri-Cities S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Tri-Cities S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Tri-Cities S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.



Office of THE CHANCELLOR

Memorandum

Date:

April 8, 2019

To:

Kirk Schulz, Ph.D., President

From:

Sandra Haynes, Ph.D., Chancellor Jank Haynes

Cc:

Robin Kovis, WSU Tri-Cities Services and Activities Fee Committee Chair

Subject:

WSU Tri-Cities Services and Activities Fees Recommendation

I have reviewed the Washington State University Tri-Cities Services and Activities Fees Committee FY 19-20 budget allocation recommendations. I support the students' recommendations. If you also approve, please proceed by forwarding your support to the Board of Regents for approval at the May 3, 2019 meeting.

I have also received and support the recommendations made by the Tri-Cities S&A Fees Committee, by majority vote, to not implement an S&A fee Increase for academic year 2019/2020.

Please let me know if you have any questions or concerns. Thank you for your consideration of this request.

Encl: S&A Budget Allocation Recommendations

To:

Sandra Haynes, Ph.D.

Chancellor, Washington State University Tri-Cities

From: Robin Kovis

WSU Tri-Cities S&A Fees Committee Chair

Date: March 26, 2019

RE:

Tri-Cities Campus Services and Activities Fees Recommendation

The Services and Activities Fees Committee met on March 26, 2019, for final discussion and recommendation of budget allocations for Academic Year 2019-20 following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the President and Board of Regents for approval.

The S&A Fees Committee recommends an S&A Fee increase of 0% for Fall 2019.

The S&A Fee Committee recommends the following budget allocations:

Total	\$787,323.33	\$693,000	\$35,655.23	\$728,655.23
IT	\$17,346.32	\$16,167.56	\$831.83	\$16,999.39
Student Support Services	\$145,296.22	\$121,165.95	\$6,234.05	\$127,400
SEB	\$105,540.72	\$74,563.66	\$3,836.34	\$78,400
Office of Student Life	\$248,594.90	\$231,701.82	\$11,921.19	\$243,623
Campus Recreation and Club Sports	\$61,776.97	\$54,058.65	\$2,781.35	\$56,840
*Club Funding	\$40,000	\$38,042.68	\$1,957.32	\$40,000
ASWSUTC	\$168,768.20	\$157,299.68	\$8,093.15	\$165,392.84
Department/Org	Requested	Approved	Allocated from Reserve	Total

TO:

Mel Netzhammer

Chancellor, WSU Vancouver

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Vancouver S&A Fees Recommendations for FY 2020

I have reviewed and support the WSU Vancouver S&A Committee's FY 2020 budget allocation recommendations. I also support the recommendation to not implement a rate change to the Vancouver S&A Fee rate.

I will submit the Committee's recommendations to the Board of Regents for approval at the Board's May 2019 meeting.

Thank for your service and leadership on this committee.





TO:

Kirk Schulz

President, Washington State University

FROM:

Mel Netzhammer, Chancellor CJ CM

DATE:

April 3, 2019

SUBJECT:

Vancouver Services and Activities Fees Recommendation

I have reviewed and support the Vancouver Services and Activities Fees Committee FY2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The Vancouver S&A Fees Committee has recommended no S&A Fee increase for the upcoming fiscal year.

Cc:

Andrea Grande

Chair, Services and Activities Fees Committee

Enc:

Budget Allocation Recommendations



Student Affairs and Enrollment

MEMORANDUM

TO:

Mel Netzhammer

Chancellor, Washington State University Vancouver

FROM:

Andrea Grande

Chair, Services and Activities Fees Committee

DATE:

April 1, 2019

RE:

Services and Activities Fees Allocation

The Services and Activities Fees Committee met on April 1, 2019 to discuss and recommend budget allocations for the Academic Year 2019–2020, following the established guidelines. As Chair, I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The S&A Fee Committee recommends no increase of the S&A Fees.

The S&A Fee Committee recommends the following budget allocations:

Group	
American Democracy Project	\$6,529
Athletics	\$1,500
ASWSUV	\$255,112
Career Services	\$16,550
Child Development Program	\$55,333
Financial Literacy - Cougar Center	\$6,565
Club Operating Budget	\$60,000
Contingency Fund	\$18,000
Cougar Food Pantry	\$39,400
CougSync/Engage	\$6,145
Counseling Services	\$250,780
Development and Alumni Relations	\$9,234
Graduate Travel Grant	\$25,000*



Student Affairs and Enrollment

Health Services	\$114,296
KOUG Radio	\$38,000
New Student Programs	\$5,000
Office of Student Involvement	\$500,000
Salmon Creek Journal	\$37,865
Self Defense Classes	\$6,477
Student Activities Board	\$111,985
Student Diversity Center	\$164,527
Students Helping Students - IT	\$20,000
Student Life Building	\$300,000
Student Media	\$27,338
Undergraduate Travel Grant	\$18,000
VanCoug Journey	\$10,000
The VanCougar	\$78,000
Veteran's Center	\$3,600
Water Refill Stations	\$10,500

^{*}Use of carry forward funds from FY19 approved

cc: Matthew Leeper Aemri Marks Andrew Nevue Terresa Watson Gunjan Gakhar Summer Henricksen Vicente Chavez Nancy Youlden

ACTION ITEM #3

WSU Pullman, Undergraduate Technology Fee Committee Allocations for Academic Year 2019-2020 (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman Student Technology Fee Committee Allocations for

Academic Year 2019-2020.

PROPOSED: That the Washington State University Board of Regents approve the

Academic Year 2019-2020 allocation from the Student Technology

Fee Committee.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: In Spring 2015, the ASWSU Pullman Senate approved a

\$20/semester student technology fee for undergraduate students effective Fall semester 2017. This fee is authorized by RCW 28B.15.051, which states that the revenue generated by the technology fee "shall be used exclusively for technology resources for general student use". Technology fees of varying amounts are charged by the other research and regional universities in Washington. Both the Pullman and Vancouver campuses have a \$20 technology fee, and the WSU fees are the lowest among the group.

The Student Technology Fee Committee has concluded its deliberative process and presents its recommendation for approval.

ATTACHMENTS: Student Technology Fee Allocation Recommendations

President's Memo of Support

TO:

Hannah Martian

Chair, WSU Pullman Technology Fee Committee

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Pullman Student Technology Fee Recommendations for FY 2020

I have reviewed and support the WSU Pullman Student Technology Fee FY 2020 budget allocation recommendations, as approved by the ASWSU-Pullman Senate March 27, 2019.

USS

I will submit the Committee's recommendations to the Board of Regents for approval at their May 2019 meeting.

Thank for your service and leadership on this committee.



Budget Office

MEMORANDUM

TO:

Kirk Schulz, President

FROM:

Hannah Martian

Chair, WSU Pullman Technology Fee Committee

Date:

April 11, 2019

Subject:

Student Technology Fee – Fiscal Year 2020 Recommendations

The ASWSU-Pullman Senate met on March 27, 2019 to review the allocation recommendations for academic year 2019-2020 from the Student Technology Fee Committee. The recommendations were approved by a unanimous vote of 9-0-0.

We request your support of the following allocation recommendations and submittal to the Board of Regents for approval at the May 2019 meeting.

REQUEST TITLE	REQUEST AMT	APPROVED AMT \$157,134	
CREATIVE CORRIDOR	\$157,134		
STUDENT PRINTING PLAN	\$260,000	\$180,000	
AMAZON WORKPLACES	\$12,000	\$12,000	
SUPPORT EQUIPMENT for SENIOR DESIGN	\$45,143	\$45,143	
SLOAN HALL & EEME BLDG WIRELESS DEPLOYMENT	\$273,395	\$180,000	
AVERY MICROCOMPUTER LAB	\$43,387	\$43,388	
KIMBROUGH MODERN INITIATIVE	\$71,280	\$71,280	
PROJECT CARBON	\$13,454	\$13,454	
JEWETT OBSERVATORY	\$21,844	\$15,604	
SLOAN 32 - INFORMED LEARNING/STUDENT COLLAB SPACE	\$19,811	\$6,000	
McCOY 202 TECH UPGRADE	\$23,000	\$23,000	
CHINOOK 25 GAMING SPACE	\$37,292 \$37,29		
DIMENSIONS LAB AUDIO RECORDING STUDIO	\$61,893 \$71,89		
TOTAL	\$1,039,632	\$856,189	

ACTION ITEM #4

WSU Vancouver, Technology Fee Committee Allocations for Academic Year 2019-2020

(Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Vancouver Student Technology Fee Committee Allocations for

Academic Year 2019-2020.

PROPOSED: That the Washington State University Board of Regents approve the

Academic Year 2019-2020 allocations from the Student Technology

Fee Committee

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING

INFORMATION: In Spring 2017, the ASWSU Vancouver Senate approved a

\$20/semester student technology fee for undergraduate and graduate students effective Fall Semester 2017. This fee is authorized by RCW 28B.15.051, which states that the revenue generated by the technology fee "shall be used exclusively for technology resources for general student use". Technology fees of varying amounts are charged by the other research and regional universities in Washington. Both the Pullman and Vancouver campuses have a \$20 technology fee, and the WSU fees are the

lowest among the group.

The Student Technology Fee Committee has concluded its deliberative process and presents its recommendation for approval.

ATTACHMENTS: Student Technology Fee Allocation Recommendations

President's Memo of Support

TO:

Mel Netzhammer

Chancellor, WSU Vancouver

FROM:

Kirk H. Schulz

President

Date:

April 11, 2019

Subject:

WSU Vancouver Student Technology Fee Recommendations for FY 2020

I have reviewed and support the WSU Vancouver Student Technology Fee FY 2020 budget allocation recommendations, as approved by the ASWSU-Vancouver Senate March 29, 2019.

I will submit the Committee's recommendations to the Board of Regents for approval at their May 2019 meeting.

Thank for your service and leadership on this committee.





TO:

Kirk Schulz

President, Washington State University

FROM:

Emile C. Netzhammer, Chancellor

DATE:

April 1, 2019

SUBJECT:

Vancouver Student Technology Fee Committee Recommendation

I have reviewed and support the Vancouver Student Technology Fee Committee FY2020 budget allocation recommendations. I request your support of the committee recommendations and your submittal of the budget to the Board of Regents for approval at the May 2019 meeting.

The Vancouver Student Technology Fee Committee has recommended to allocate \$125,969 including:

- \$8,619 to support and expand the Student Loaner Laptop program
- \$76,816 to improve the student WiFi experience
- \$27,100 to pilot a virtual/anywhere student computing experience
- \$13,434 to provide students a \$2 printing credit (prorated for part-time) during fall and spring semesters with a recommended implementation (if feasible) allowing students to opt-in for the credit

Enc: Budget Allocation Recommendations

14204 NE Salmon Creek Ave. Vancouver, WA 98686

phone: 360.546.9520

web: www.aswsuv.com

MEMORANDUM

TO: Mel Netzhammer, Chancellor

FROM: Holly Ta, ASWSUV Vice President

DATE: March 29, 2019

SUBJECT: Student Technology Fee Allocations – FY20

The ASWSU Vancouver Senate met on March 29, 2019, to review the allocation recommendations for FY20 from the Student Technology Fee Committee. The recommendations were approved unanimously, by a vote of 11-0.

Per the discussions of the Technology Fee Committee, the Senate has approved recommendations to allocate \$125,969 including

- \$8,619 to support and expand the Student Loaner Laptop program
- \$76,816 to improve the student WiFi experience
- \$27,100 to pilot a virtual/anywhere student computing experience
- \$13,434 to provide students a \$2 printing credit (prorated for part-time) during fall and spring semesters with a recommended implementation (if feasible) allowing students to opt-in for the credit.

Considering the limited amount of funding that the Student Technology Fee Committee has to allocate, they ask for institutional support from WSU Vancouver IT, the WSU Vancouver Library, and other departments at WSU towards the successful use of these funds on behalf of WSU Vancouver students.

We request your support of the allocation recommendations and submittal to the Board of Regents for approval at the May 2019 meeting.

cc:

Brian Kirika Naffisatou Sise Ashley Fryer Michael Stamper David Hill

Flolly Ta

ASWSUV Vice President

MatthewLeeper

ASWSUV Pro-Tempore

ACTION ITEM #5

Proposed changes to WSU Health Sciences Spokane Parking System Rates (Stacy Pearson/Daryll DeWald)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed Changes to WSU Health Sciences Spokane Parking

System Rates

PROPOSED: That the WSU Board of Regents authorize proposed changes to The

WSU Health Sciences Spokane parking rates for fall 2019.

SUBMITTED BY: Daryll DeWald, Chancellor

SUPPORTING

INFORMATION: As the WSU Health Sciences Spokane campus has grown

substantially over the last several years, available parking inventory has declined, and maintenance needs have increased. Additional forecasted campus growth will continue to exacerbate available campus parking inventory. Therefore, the campus seeks approval to

increase multiple parking rates for approval.

The WSU Spokane campus established a Parking Advisory Board to provide an open, campus-wide process for the consideration of the parking system's improvements and ongoing maintenance and to propose changes to parking rates to fund these improvements. In order to facilitate open communication and "face-to-face" feedback, the proposed changes to parking rates were presented to the Associated Students of WSU Health Sciences (ASWSUHS Senate and Town Hall open forum meetings and student body email communication) and faculty and staff (including communication, an open forum, informational website, and anonymous feedback submittal via website form).

The WSU Spokane administration plans to propose multi-year rate increases for all current term, daily, and hourly parking permits starting in fall 2019.

Proposed parking permit prices for 2019-2022 are as follows:

Term Permit Type	Current Annual Rate	Rate 19-20	Rate 20-21	Rate 21-22		
Annual Orange	\$471	\$542	\$613	\$684		
Annual Green	\$343	\$395	\$447	\$499		
Fall Semester Orange	\$218	\$251	\$284	\$317		
Fall Semester Green	\$158	\$182	\$206	\$230		
Fall Quarter Orange	\$152	\$175	\$198	\$221		
Fall Quarter Green	\$111	\$128	\$145	\$162		
Spring Semester Orange	\$218	\$251	\$284	\$317		
Spring Semester Green	\$158	\$182	\$206	\$230		
Winter Quarter Orange	\$152	\$175	\$198	\$221		
Winter Quarter Green	\$111	\$128	\$145	\$162		
Spring Quarter Orange	\$152	\$175	\$198	\$221		
Spring Quarter Green	\$111	\$128	\$145	\$162		
Summer Quarter Orange	\$152	\$175	\$198	\$221		
Summer Quarter Green	\$111	\$128	\$145	\$162		
Note: Daily and hourly parking rates are proposed to increase only for Academic Year 2019-2020:						
Daily Permit Type	Current Daily Rate	Daily Rate 19-20	Current Hourly Rate	Hourly Rate 19-20		
Orange	\$6	\$7	\$1	\$2		
Green	\$4	\$5	\$1	\$2		
Student Weekend Orange and Green Permits (unchanged)	\$3.00 per day \$5.00 for Both Days	\$3.00 per day \$5.00 for Both Days				

These proposal increases will provide needed funding for major capital projects and maintenance including, but not limited to;

- capital improvements for the Green 5 parking lot adding two new ingress and egress access points and partnering with Spokane Transit Authority (STA) to provide two new bus stations in the center of campus (stations are funded by STA),
- 2) capital improvements for the Green 5 parking lot adding new parking spaces to partially accommodate campus growth,
- 3) capital improvements for the Green 5 parking lot adding new pedestrian campus connectivity to the City of Spokane's University Gateway bridge for pedestrian and bicycle access and improved safety,

- 4) needed pavement preservation resurfacing and surface repair maintenance in almost all of the 11 parking lots on campus; extending each lot's base-surface life up to seven years,
- 5) ongoing annual parking lot maintenance,
- 6) three vehicle rental-fleet replacements used by internal customers,
- 7) replacement of 14 parking permit vending machines,
- 8) base funding support to finance future growth-driven parking improvements.

The WSU Spokane campus administration has been fully engaged in the promotion and facilitation of alternative commute modes for the campus population, and employees who continue to choose parking remain eligible for savings from the Pre-Tax Parking Fee Deduction.

Parking rates were last increased on the Spokane campus between 2013 and 2015. This last increase was part of a three-year rate increase of 10% each year. In addition, parking zones were revised in both 2015 and 2016.

ACTION ITEM #6

Proposed Changes to Summer Session Tuition Policy (Stacy Pearson)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Revisions to Executive Policy #10 – Summer Session Tuition Policy

PROPOSED: That the Washington State University Board of Regents approve

revisions to Executive Policy #10 regarding Summer Session Tuition

and Services and Activities Fee Policy.

SUBMITTED BY: Stacy Pearson, Vice President, Finance and Administration

SUPPORTING INFORMATION:

State law authorizes the governing boards of the four-year higher education institutions to establish tuition and fees for all students attending summer session.

This action will modify Executive Policy #10 to add the following clarifying language:

- 1. The maximum undergraduate and graduate per credit hour charge for summer session is based on the part-time rate for the Pullman campus.
- 2. The maximum per credit rate for professional programs is based on the part-time rate for the particular program.
- 3. The per credit hour rate is the same for all campuses.

The proportion of the per credit hour rate attributed to S&A fees may vary by campus.

Summer session 2019 rates by campus would be:

		UNDERGRADUATE					
						mer Session r credit hour	
	Т	uition	S&	A Fee		rate	
Pullman	\$	486	\$	27	\$	513	
Spokane	\$	484	\$	29	\$	513	
Tri-Cities	\$	487	\$	26	\$	513	
Vancouver	\$	485	\$	28	\$	513	
Global	\$	492	\$	21	\$	513	
Everett	\$	487	\$	26	\$	513	
		GRADUATE					
					Summer Session		
					per credit hour		
	Т	uition	S&	A Fee		rate	
Pullman	\$	561	\$	27	\$	588	
Spokane	\$	559	\$	29	\$	588	
Tri-Cities	\$	562	\$	26	\$	588	
Vancouver	\$	560	\$	28	\$	588	
Global	\$	567	\$	21	\$	588	
Everett	\$	562	\$	26	\$	588	

Beginning in AY2014 campuses adopted differential S&A fee rates, and in practice, the proportion of summer tuition attributed to S&A fee is based on each campuses' rate. This action codifies that practice in the summer session policy. Further, because of the differential S&A fee rates at the campuses, it is necessary to specify which campus the total summer tuition and S&A fee rate would be based on.

ATTACHMENT: 2020 Summer Rates Redline Document

Procedures and Forms Review Request

Office of Procedures, Records, and Forms
Washington State University

Pullman, WA 99164-1225 Telephone: 509-335-2005 FAX: 509-335-3969

INSTRUCTIONS:

Please review the attached and retu	irn to the					
Office of Procedures, Records, and Forms by the		REC	DUEST DATE	RESPOND BY DATE		
indicated "Respond" date.			January 23, 2019	February 6, 2019		
SECTION OR FORM NAME					NUMBER	DRAFT
Summer Session Tuition and Services and Activities Fees Policy			EPM	EP10	4	
REVIEWER			RESPONSIBLE OFFICIAL			
Leslie Thompson, David Cillay, Kelley Westhoff, Vicky Murray, Chris Hoyt				David Cillay		
INFORMATIONAL COPY TY			PE OF CHANGE	RESPONSIBLE OFFICE		
		Sub	ostantive Revision	Academic Outreach and Innovation		
DESCRIPTION This revision updates the policy regard tuition and fees. Draft #4 includes changes from Leslie				nich accom	pany summer se	ession
Note to all reviewers: This policy was orig approved by the BOR, the Vice President for administrative review (including by Presider and as an action item at the following BOR Return comments or approval to Deb E	or Academic Outreach and ht's Cabinet) is completed. meeting.)	Innov (BOR	ration (AOI) must take these change approvals require presentation as a	es to the BO	R once the interna	l
PREVIOUS REVIE	WERS		PREVIOU	S REVIEV	VERS	
NAME	OFFICE		NAME		OFFICE	:
Ben Perkins	Summer Session		Eric Godfrey	E	Enrollment	<u>'</u>
Becky Bitter (deferred to Matt Zimmerman)	Registrar		David Cillay	A	AOI	
Matt Zimmerman	Registrar		Leslie Thompson	A	AOI	
Jason Trosine	WSUS Registrar		Kelley Westhoff	E	Budget Office	
Marypat Dutton	WSUV Registrar					
Lynn Valenter	WSUV Finance & Ops					
REVIEWER'S COMMENTS						
Per Craig Parks No Faculty Senate r	eview needed.					
•						
The reviewer marks one of the boxe	es below and signs th	e for	m. REVIEWER'S SIGN	NATHRE/D	ATF	
I concur. I concur in general. See comments.	I do not concur. See comments.		efer mments.	₩/ (I OI IL/D	/ \	

WASHINGTON STATE UNIVERSITY EXECUTIVE POLICY MANUAL

Executive Policy #10
Revision Approved by Board of Regents, November 16, 2012 < Date TBD>

DRAFT #4

Summer Session Tuition and Services and Activities Fees Policy

POLICY

Summer session tuition and fees and Services and Activities (S&A) Fees are based on the preceding academic year's part-time rates.

Summer Session Tuition and Fees

The summer session tuition and $\underline{S\&A}$ fees per credit hour:

- <u>fF</u>or undergraduate students, <u>shall must</u> not exceed the part-time undergraduate rate <u>for tuition plus S&A Fee</u> during the previous academic year <u>for the Pullman campus</u>;
- <u>fF</u>or graduate students, <u>shall must</u> not exceed the part-time graduate rate <u>for tuition plus S&A</u> <u>Fee</u> during the previous academic year <u>for the Pullman campus</u>;
- fFor professional students, shall must not exceed the part-time professional rate for tuition plus S&A Fee during the previous academic year for the particular program.

Services and Activities Fees

The Services and Activities Fee portion is to be the same for all students and be equal to S&A Fee varies by campus but does not change the per credit tuition rate. All campuses must set the same tuition rate as outlined above for undergraduate, graduate, and professional students (based on the particular program), regardless of the S&A Fee rate approved for each campus. for part-time resident undergraduates during the previous academic year.

ACTION ITEM #7

Initiative for Research and Education to Advance Community Health (IREACH), Extension of Office Lease (Stacy Pearson/Daryll DeWald)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: IREACH Seattle, Extension of Existing Office Lease

PROPOSED: That the WSU Board of Regents authorize a five (5) year extension of

IREACH's existing Office Lease in Seattle, WA, and delegate authority to the President or his designee to enter into any and all documents

necessary to complete the extension of IREACH's Office Lease.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING

INFORMATION: IREACH is currently leasing approximately 8,700 sq. ft. of office space

in the Metropolitan Park West building located at 1100 Olive Way, Seattle, WA. The Office Lease is set to expire on July 31, 2019, and IREACH would like to extend the term of the Office Lease for an additional five (5) years. Final negotiations with the Landlord are ongoing, but the total amount of rent to be paid by IREACH over the

additional five-year term will be approximately \$2,100,000.

The Real Estate Office did evaluate the potential of relocating IREACH into a new location in the Seattle area, but all such locations had a similar rent structure, and would have required a longer-term commitment from IREACH (7-10 years at a minimum). IREACH would also incur moving expenses and the interruption of its operation if it were to relocate into a different office building. In order to maintain flexibility for the future, IREACH prefers to remain

in its existing location for an additional five (5) years.

BOARD OF REGENTS

Initiative for Research and Education to Advance Community Health (IREACH), Extension of Office Lease

Resolution #190503-607

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents authorize a five (5) year extension of IREACH's existing Office Lease in Seattle, WA, and delegate authority to the President or his designee to enter into any and all documents necessary to complete the extension of IREACH's Office Lease.

Dated this 3rd day of May, 2019.

Chair, Board of Regents

Secretary, Board of Regents

ACTION ITEM #8

Richland 24.79 Acres Sale of Real Property (Stacy Pearson/Sandra Haynes)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Sale of Real Property located in Richland, WA

PROPOSED: That the WSU Board of Regents authorize the sale of a parcel of

vacant land in Richland, Washington totaling 24.79 acres, identified as Benton County Parcel No. 1-2608-200-0001-004 "Property"), and delegate authority to the President or his designee to select the best offer and to enter into any and all documents

necessary to complete this sale.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING INFORMATION:

The Property was conveyed to the University by the City of Richland (the "City") in October 1993 with the intent to encourage growth of the Tri-Cities Campus. An illustration of the Property is attached in Exhibit "A". The Quit Claim Deed (the "Deed") provided that the Property was being conveyed to the University as part of the college campus and to be used for educational, scientific and research purposes related thereto. The Deed also contained a reversionary condition that provided that if the Property was ever transferred or sold to a private entity, without the City's prior written consent, the Property would revert back to the City.

The Property is located off of George Washington Way, approximately one (1) mile to the southwest of the University's Tri-Cities Campus. An illustration of the Property in relation to the Tri-Cities Campus is attached in Exhibit "B". The Property is zoned Commercial-Limited Business (C-LB), and is surrounded apartments, three commercial buildings and single family Given the Property's separation from the Tri-Cities Campus, and its location within a mixed commercial and residential neighborhood, the Property is not well suited for the future growth and development of the Tri-Cities Campus. The Tri-Cities Campus supports the sale of the Property, and will have the opportunity to use the net proceeds from the sale of the Property for future improvements to and development of its Campus.

On April 2, 2019, the City adopted Resolution No. 42-19 in which the City provided its written consent for the University to move forward with the sale of the Property. In keeping with the City's conveyance of the Property to the University, the City's consent provides that the net proceeds from the sale of the Property will be reinvested into the University's Tri-Cities Campus. A copy of the City's Resolution is set forth in Attachment "C".

The Real Estate Office obtained an appraisal on the Property on February 4, 2019 that valued the Property at \$2,160,000. It is our intent to list the Property for sale in the spring of 2019 in order to maximize market exposure during the spring and early summer.

ATTACHMENTS: Exhibit A, B, and C

Exhibit "A"

Illustration of Property (Richland 24.79 Acres - Outlined in Red)

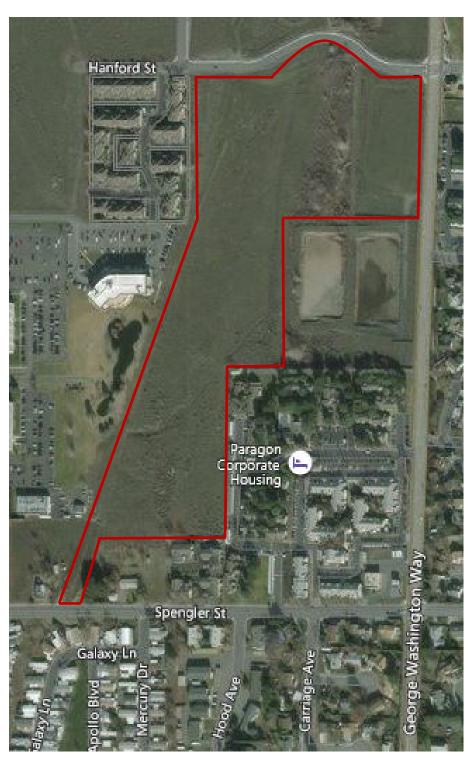


Exhibit "B"

Illustration of Property in relation to WSU Tri-Cities Campus



RESOLUTION NO. 42-19

A RESOLUTION of the City of Richland consenting to Washington State University's request to sell property previously gifted by the City of Richland.

WHEREAS, in 1993, the City of Richland gifted to Washington State University (WSU) a 24.79-acre parcel of property located west of George Washington Way and south of Hanford Road to be used as part of the college campus and for educational, scientific and research purposes related thereto; and

WHEREAS, the quitclaim deed conveying the property to WSU contains a deed restriction that requires City consent for any future sale of the property by WSU; and

WHEREAS, in 2009, City Council consented to WSU's sale of a portion of the parcel, but the sale did not take place; and

WHEREAS, in January 2019, WSU again contacted the City of Richland seeking consent to sell the parcel gifted in 1993. WSU advises that proceeds from the sale will be reinvested in the WSU-TC campus in the form of capital improvements; and

WHEREAS, the City benefits from private development of currently undeveloped land in the heart of North Richland in the form of tax revenues, increased population density, and additional recreational amenities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that consent is hereby given to WSU to sell the property gifted by the City under Quitclaim Deed AF No. 1993-033373 on the condition that proceeds from the sale are reinvested into the WSU-TC campus.

BE IT FURTHER RESOLVED that the City Manager is authorized to sign and execute all documents necessary to facilitate the sale by WSU, including but not limited to any documentation necessary to remove the existing deed restriction upon conveyance.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 2nd day of April, 2019.

ATTEST:

APPROVED AS TO FORM:

DEBBY BARHAM, Deputy City Clerk

HEATHER KINTZLEY, City Attorney

Adopted 04/02/2019

Resolution No. 42-19

BOARD OF REGENTS

Sale of Real Property (24.79 Acres) located in Richland, WA

Resolution #190503-608

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents authorize the sale of a parcel of vacant land in Richland, Washington totaling 24.79 acres, identified as Benton County Parcel No. 1-2608-200-0001-004 (the "Property"), and delegate authority to the President or his designee to select the best offer and to enter into any and all documents necessary to complete this sale.

Dated this 3rd day of May, 2019.

Chair, Board of Regents

Secretary, Board of Regents

ACTION ITEM #9

WSU Tri-Cities

9+/- Acre Land Swap with the Richland School District and Athletic Fields Agreement (Stacy Pearson/Sandra Haynes)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Tri-Cities ("WSUTC"), 9+/- Acre Land Swap with the Richland

School District and Athletic Fields Agreement

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

PROPOSED: That the Board of Regents approve a land swap with the Richland

School District (the "District") pertaining to approximately 9 acres of land located on the WSUTC Campus that would be swapped for approximately 9 acres of land located on the District's Hanford High School Campus, and further delegate authority to the President or his designee to enter into any and all documents necessary to

complete this land swap.

BACKGROUND INFORMATION:

In 1993, the District deeded to the University approximately 30 acres of land adjacent to the south side of the WSUTC Campus. A copy of the WSUTC Campus Master Plan is illustrated in Attachment A and the 30-acre property is outlined in red. This was one of the incentives provided to the University by the Tri-Cities to locate a campus in Richland. At the time of the deed, the District had a baseball field, track and field complex, football field and bleacher seating on the land that was used by the adjacent Hanford High School. The 30acre property was deeded to the University pursuant to a "Disposition Agreement" that provided continued use by the District of its athletic facilities until such time that the land was needed by the University for its campus facilities. Under the Disposition Agreement, if the land was ever needed for WSUTC facilities, WSUTC would have to relocate the District's original facilities to other property owned by the District, at WSUTC's expense.

In 2006, the District and WSUTC entered into an Interagency Agreement whereby the District was permitted to improve and supplement its athletic facilities on the land with the provision that any required relocation of the new improvements would be at the District's expense. Since the 1993 Disposition Agreement, the District has maintained the entire 30-acre property and has paid all costs of operating the athletic facilities thereon. In 2014, the District and WSUTC also entered into an agreement whereby WSUTC obtained the right to use certain District athletic facilities on the 30 acres.

The District now desires to substantially improve its athletic facilities on a portion of the 30-acre property owned by WSUTC, and has obtained approval from its voters to issue bonds for that purpose. Such improvements will include, but not be limited to, new bleacher seating (2,000 seats), restroom facilities, a concession area, artificial field turf and resurfacing of the existing track. The District's improvements will cost in excess of \$6,000,000 and the District does not want to make the improvements on WSUTC's property in light of the 2006 Interagency Agreement between the parties, which could require the District to relocate such improvements, at the District's expense.

As a result of the foregoing, the District originally proposed to lease 15 of the 30 acres from WSUTC under a long-term ground lease, which we presented to the Board of Regents as a Future Action Item in March 2018. After that meeting, the District's Board (with community input and support), decided that the District should not build its proposed improvements on land that it does not own, and elected not to proceed with the ground lease. The District has now proposed the possibility of "swapping" a portion of WSUTC's 30-acre property for a similarly sized portion of Hanford High School's property.

The terms of this proposed land swap are currently being negotiated, although the District has agreed to the following key terms:

• WSUTC's land to be swapped with the District will be limited to approximately 9 acres. In doing so, WSUTC will retain approximately 6 acres of property on George Washington Way, to the west of the proposed 9 acres to be swapped with the District, and approximately 21 acres to the east of the proposed 9 acres. An illustration of the 21 acres to be retained by WSUTC is provided in Attachment "B". The District's 9-acre property to be swapped with WSUTC is also illustrated in Attachment "B", and includes Hanford High School's existing varsity soccer field and related

- improvements, such as bleacher seating and field lighting. The District's 9-acre property is located immediately to the south of, and adjacent to, WSUTC's property.
- All existing agreements between WSUTC and the District will terminate as they have become outdated (particularly upon completion of the land swap). WSUTC and the District will enter into new agreements to accurately reflect the relationship between the parties and their properties. For example, the parties will execute a new Interagency Agreement to exclude the 9 acres where the District will build its athletic facilities, as this property will then be owned by The new Interagency Agreement will only the District. pertain to the remaining 21 acres on WSUTC's property where the District's existing baseball fields are located. The new Interagency Agreement will accurately reflect that WSUTC has the right to require the District to relocate the baseball fields at any time, at the District's sole cost and expense. It will also reflect that WSUTC has the right to use the fields for its exclusive use if it ever elected to do so. In the meantime, the District and WSUTC will share the rights to use the baseball fields, and the District will continue to be responsible for maintaining them.
- WSUTC and the District will create and execute a new Athletic Fields Agreement (or similar document) to formalize the parties' agreement to co-brand the District's new athletic facilities. WSUTC will have priority rights to use such facilities for its commencement ceremonies, and will have second priority rights to use the facilities after the District for other activities.
- The District will continue to maintain the soccer fields on the 9-acre property that WSUTC will receive for ten (10) years after the land swap is complete.
- The District will be responsible for all fees and expenses associated with the land swap, including the surveying and civil engineering fees to create the two new 9+/- acre parcels, and any attorney's fees necessary to complete the swap.

WSUTC is in need of athletic facilities for use by its students and this proposed transaction would satisfy that need for the foreseeable future. WSUTC is in favor of moving forward with this proposed land swap.

ATTACHMENTS: Attachment A - WSUTC Campus Master Plan. The 30-acre property deeded to WSUTC by the District in 1993 is outlined in red.

Attachment B – the proposed 9 acres of WSUTC's land that will be subject to the land swap is outlined in outlined in red, as is the District's proposed 9 acres that will be subject to the land swap. The remaining 21 acres to be retained by WSUTC is outlined in blue.

"Attachment A"

WSUTC Campus Master Plan



"Attachment B"

Proposed 9 acre land swap



BOARD OF REGENTS

9+/- Acre Land Swap with the Richland School District and Athletic Fields Agreement

Resolution #190503-609

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents authorize a land swap with the Richland School District (the "District") pertaining to approximately 9 acres of land located on the WSUTC Campus that would be swapped for approximately 9 acres of land located on the District's Hanford High School, and further delegate authority to the President or his designee to enter into any and all documents necessary to complete this land swap.

Dated this 3rd day of May, 2019.

Chair, Board of Regents
_
Secretary, Board of Regents

ACTION ITEM #10

WSU Tri-Cities, Academic Building Schematic Design and Construction Phase Approval (Stacy Pearson/Olivia Yang)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

WSU Tri-Cities, Academic Building, Schematic Design and SUBJECT:

Construction Phase Approval

PROPOSED: That the Board of Regents approve the WSU Tri-Cities, Academic

> Building with a total budget not to exceed \$30,400,000, authorize the project to proceed to design and construction using the Design-Build (DB) process pursuant to RCW 39.10, and further delegate authority to the President or his designee to enter into any and all contracts necessary to complete the project, within the budgeted

amount.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING INFORMATION:

The 40,000 qsf Academic Building will facilitate future growth in STEM-focused high demand bachelor's degrees in Biology, Chemistry, and Education with STEM content area endorsements. This will allow for the expansion of new degree offerings in other disciplines as existing classroom space becomes available. facility will include eight laboratories supporting Physics, two labs for Biology, two labs for Chemistry, Anatomy/Physiology and two 96 seat active learning classrooms. A central gathering area in the main entry will employ stadium style stairs to allow for large group presentations and community events.

A major focus will be on interdisciplinary programming and enhanced collaborations between the campus and adjacent research facilities within the Tri-Cities Research District including those at the Pacific Northwest National Laboratory (PNNL). WSUTC plans to offer the hands-on educational experiences that will lead to career opportunities and help meet the employment needs of Hanford contractors and other STEM industries. The existing laboratory space for teaching and training does not meet current standards for state-of-the-art instruction in the life and physical sciences.

The Academic Building will be located directly west of the Consolidated Information Center (CIC) building.

The Board of Regents approved \$400,000 for pre-design in the FY2015-17 and \$3,000,000 for the design and pre-construction in the FY2017-19 state capital budgets. The University has requested construction funding for the FY2019-21 State capital request. The project budget total will reflect final amount of construction funding as appropriated by Legislature.

Project Schedule:

Project Budget:

Regents Approval of Design and Construction	May <i>2019</i>
Design	Jan <i>2019 – Dec 2019</i>
Construction	Nov <i>2019 – Feb 2021</i>

Troject budget.	
Construction (incl. contingency & sales tax)	\$ 27,000,000
Professional Services	\$ 928,000
Project Management	\$ 956,000
Moveable Equipment/Furnishings	\$ 958,000
Other	\$ 558,000
Total Project Budget	\$ 30,400,000

Source of Funds:	
FY2015-2017 State Funds	\$ 400,000
FY2017-2019 State Funds	\$ 3,000,000
FY2019-2021 State Funds	<u>\$ 27,000,000</u>
Total Source of Funds	<u>\$ 30,400,000</u>

ATTACHMENTS: Attachment A - Aerial site map
Attachment B - Design Presentation

Attachment A



BOARD OF REGENTS

WSU Tri-Cities, Academic Building Schematic Design and Construction Phase Approval

Resolution #190503-606

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents approve the WSU Tri-Cities, Academic Building with a total budget not to exceed \$30,400,000, authorize the project to proceed to design and construction using the Design-Build (DB) process pursuant to RCW 39.10, and further delegate authority to the President or his designee to enter into any and all contracts necessary to complete the project, within the budgeted amount.

Chair, Board of Regents
Secretary, Board of Regents

Dated this 3rd day of May, 2019.

Attachment B

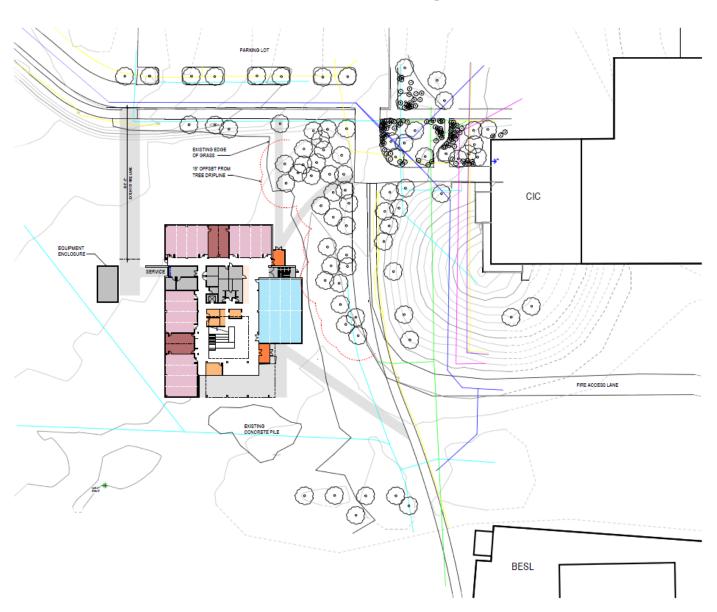
WSU Tri-Cities Academic Building

Board of Regents Meeting May 2, 2019

Tri-Cities Academic Building Site Plan

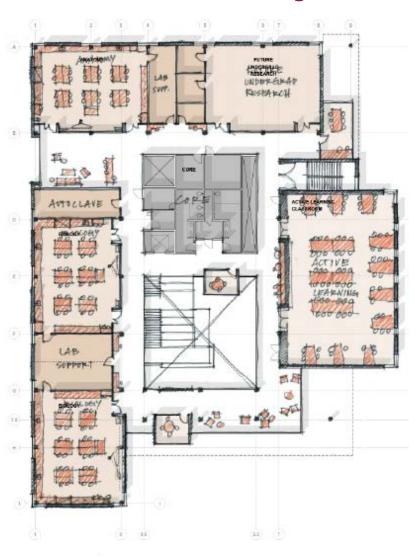


Tri-Cities Academic Building Site Plan



Tri-Cities Academic Building Level 01 PALLEWE TREES SERVICE SHIME CHEMISTRY LAN 000,000 CLASSIFOM 500 000

Tri-Cities Academic Building Level 02



Tri-Cities Academic Building Perspectives





SE View NE View



WSU TRI-CITIES NEW ACADEMIC BUILDING

ACTION ITEM #11

WSU Pullman, Baseball Clubhouse Schematic Design Approval (Stacy Pearson/Olivia Yang)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman, Baseball Clubhouse, Schematic Design Approval

PROPOSED: That the WSU Board of Regents approve the schematic design for

the WSU Pullman, Baseball Clubhouse project.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

SUPPORTING

INFORMATION: The new baseball clubhouse will provide a home for the Cougar baseball

program as well as a new front door to Bailey-Brayton Field. This state-of-the-art facility will accommodate the daily needs of the baseball program and include a locker room, weight and cardio room, academic area, team meeting room, and areas for Cougar equipment and athletic medicine. In addition, the facility will enhance the game day experience for players, coaches and fans and provide improved ingress and egress

along with new public restrooms and concessions.

The Board of Regents approved the design and construction for the project within the budgeted amount of \$10,000,000 at the January

2019 meeting.

ATTACHMENTS: Attachment A: Aerial Site

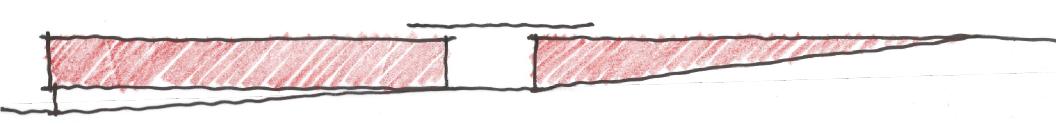
Attachment B: Design Presentation

Attachment A



WASHINGTON STATE B A S E B A L L

BACK TO OMAHA





























METAL PANEL COLOR I

METAL PANEL COLOR 2

ENTRY WINDOWS

SRG



NORTHWEST VIEW

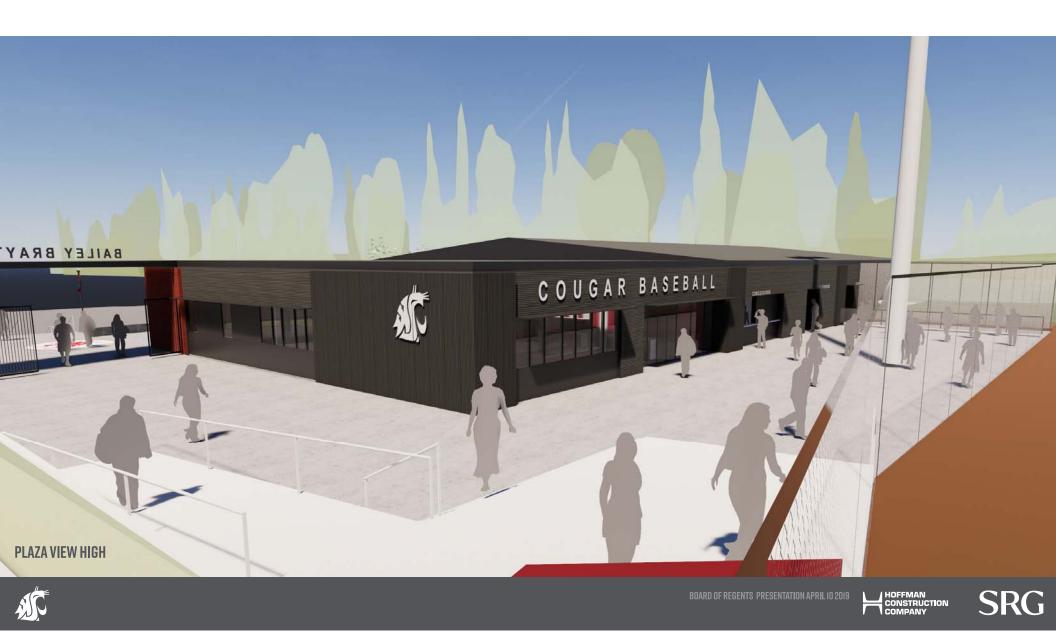












ACTION ITEM #12

Refunding of Trust and Building Fee Revenue Bonds, 2009B (Stacy Pearson/Matt Skinner)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Refunding of Trust and Building Fee Revenue Bonds, 2009B

(Pearson/Skinner)

PROPOSED: That the Board of Regents approve a Trust and Building Fee Revenue

Bond Refunding Resolution to authorize the issuance and sale of bonds to be used for refunding of Trust and Building Fee Revenue Bonds, 2009B (Refunded Bonds), with a maximum par amount not to exceed \$83,850,000; with a maximum term not to exceed the term of the Refunded Bonds, and a minimum savings threshold of 4.0% net present value savings; and delegate authority to the President or his designee to sell bonds including determining the final bond size, maturity schedule, redemption provisions and timing

of sale.

SUBMITTED BY: Stacy Pearson, Vice President for Finance and Administration

Matt Skinner, Associate Vice President for Finance and

Administration

SUPPORTING INFORMATION:

The Board of Regents Policy #5 (Attachment A) and the corresponding General Revenue Refunding Bond Resolutions (GRB Refunding Resolutions) delegate authority for the Vice President for Finance and Administration to refund University debt when debt service savings can be achieved. At least annually, the Vice President for Finance and Administration provides a report to the Regents detailing activities within the University debt portfolio, including the results of refunding activities.

The University has the opportunity to refund the Trust and Building Fee Revenue Bonds, 2009B for estimated net present value savings of approximately \$7.3 million or 9.3% with no change to the term of the existing bonds.

However, since GRB Refunding Resolutions and delegation to the Vice President for Finance and Administration provide for the refunding of bonds that will be payable <u>solely</u> from general revenues,

it is necessary to seek this delegation via a separate resolution to refund the Trust and Building Fee Revenue Bonds, 2009B. The refunding bonds will be payable solely from Trust Land revenues and Building Fee Revenue.

History of the Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment)

In December 2009, the University issued the Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment) to finance multiple projects including: construction of a Veterinary Medical Research Building on the Pullman campus, a portion of the costs of construction of Applied Technology Classrooms on the Vancouver campus, and a portion of the costs of construction of the Global Animal Health – Phase 1 research building on the Pullman campus. Debt service payments on these bonds are secured by trust land revenues and building fee revenue, as provided for in the State capital budget.

Trust land revenues are revenues from lease, rental, timber sales and other income derived from the Land Grant of the 1889 Enabling Act. Building fee revenue is received from the Building fee component of tuition. Building fees are set at different levels for different categories of students, and are pro-rated for full-time and part-time students enrolled during the academic year.

RCW 28B.30.760 empowers the Board of Regents to issue refunding bonds for the purpose of refunding any or all outstanding Trust and Building Fee bonds, meaning the University does not have to seek additional State authorization to issue refunding bonds.

Financial Impacts to the University

In the current market, the refunding transaction is estimated to result in \$7.3 million or 9.3% net present value savings over the remaining term of the bonds. Trust Land and Building Fee revenues are restricted for capital purposes only. Thus, the estimated annual savings of approximately \$670,000 would accrue back to the trust and building fee revenue accounts.

Additionally, the Trust and Building Fee Revenue Bonds, 2009B are taxable "Build America Bonds" for which the University receives an interest subsidy from the Federal Government. This interest subsidy is subject to Federal sequestration or reduction. By undertaking this refunding, the University will issue tax-exempt bonds and no longer

face risk of potential reductions in the Federal interest subsidy in the future.

ATTACHMENTS: ATTACHMENT A: Board of Regents Policy #5, Debt Management

Policy

ATTACHMENT B: Bond Resolution Legal Document

BOARD OF REGENTS

Refunding of Trust and Building Fee Revenue Bonds, 2009B

Resolution #190503-603

WHEREAS, the Board of Regents of Washington State University by virtue of RCW 28B.10.528 has authority to delegate by resolution to the President of the University, or designee, powers and duties vested in or imposed upon the Board by law and to enable the President, or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of the University.

RESOLVED: That the Board of Regents approve a Trust and Building Fee Revenue Bond Resolution to authorize the issuance and sale of bonds to be used for refunding of Trust and Building Fee Revenue Bonds, 2009B, with a maximum par amount not to exceed \$83,850,000; with a maximum term not to exceed the term of the Refunded Bonds, and a minimum savings threshold of 4.0% net present value savings; and delegate authority to the President or his designee to sell bonds, or other obligations including determining the final bond size, maturity schedule, redemption provisions and timing of sale.

Dated this 3rd day of May, 2019.	
	Chair, Board of Regents
	Secretary, Board of Regents

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

PURPOSE

In accordance with the provisions of RCW 28B.10.022, 28B.10.300-330, 28B.30.700-780, 28B.140 and 39.94, the Board of Regents (the "Regents") of Washington State University (the "University") has the power and authority to enter into financing contracts secured by the revenues it controls, and not subject to state appropriation, or to borrow money to acquire, construct, and/or equip dormitories, hospitals, clinics, dining halls, facilities for student activities, facilities housing services for students, parking facilities, research facilities, and any buildings or facilities authorized by the legislature. This policy states the principles that will govern the use of debt instruments to finance University capital and infrastructure projects and assigns responsibilities for the implementation and management of the University's debt.

DEBT SUBJECT TO POLICY

Debt, as the term pertains to this policy, means University obligations for the repayment of borrowed money incurred to fund the construction or acquisition of capital assets, infrastructure and any other University purpose approved by the Regents. This includes, but is not limited to, University general revenue bonds, revenue bonds for various auxiliaries, and any public-private project that would impact the University's credit. It does not include state general obligation bonds or state certificates of participation benefitting the University, whether or not such obligations are reimbursable by the University.

GOVERNING PRINCIPLES

- No debt will be issued without prior approval of the Regents.
- The University will comply with all applicable laws, regulations, and bond covenants.
- Debt is a limited resource that will be used to fund only capital projects that are consistent with the University's mission and strategic priorities, and its capital plan(s).
- The maturity and term of debt repayment will be determined on the basis of expected availability of resources; other long term goals and obligations of the borrowing unit and the University; useful life of the assets being financed; and market conditions at the time of financing.
- The University will establish an internal compliance plan and will engage in regular debt monitoring under that plan, to ensure compliance with this policy, bond resolutions, and other requirements.
- The University will perform sensitivity analysis to evaluate varying cost and revenue drivers
 and discuss such analysis at the time of requesting additional debt and/or annual debt
 reporting to the Board of Regents. Such drivers will include, but are not limited to,
 enrollment deviations, tuition and fee variations, state and federal appropriation changes,
 sponsored research anomalies all as compared to current year budget, while reflecting
 varying market assumptions.
- The University's overall debt status and outlook will be reported to the Regents, at least annually, consistent with the requirements herein.

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

DEBT ISSUANCE PRINCIPLES

- In general, new debt will be secured by the general revenues of the University; but the University may secure debt by a specified revenue stream when legally and financially feasible for a specific project or purpose.
- For each project to be financed, the University will identify a source of repayment, sufficient in security and amount to support debt service over the life of the financing, as well as operating costs.
- The University will seek to maintain national credit ratings for general revenue bonds in the Aa/AA range and will employ financial ratios consistent with major credit rating agency criteria to confirm that it is operating within parameters that will support the desired credit rating.
- The University will seek to maintain a debt burden ratio below 7.5%, where debt burden is defined as the total annual debt service payment as a % of total operating costs.
- Financings will be coordinated, to the extent practical, to minimize the fixed costs of debt issuance.
- In general, fixed rate debt will be utilized, but the University may incur debt bearing interest at variable rates when appropriate for a particular financing plan, and taking into account bond market conditions, the University's liquidity position, and risks associated with variable rate debt (including interest rate risk, remarketing risk, and liquidity renewal risk).
- The University will not enter into any derivative transactions without first adopting a derivatives policy.

REFINANCING AND REFUNDING PRINCIPLES

Refinancing may be considered:

- If it relieves the University of covenants, payment obligations, constraints, or reserve requirements that limit flexibility;
- To consolidate debt into a general revenue pledge and/or reduce the cost and administrative burden of managing many small outstanding obligations, after demonstration of the proposed benefits; or
- If the net present value ("NPV") savings to the University exceeds minimum threshholds, when measured as a percentage of the par amount of debt to be refinanced, and the refinancing supports the strategic need of the University.

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

Refunding Thresholds

• Current refunding (i.e. refinancing completed up to 90 days prior to the first call date for the bonds) may be considered when NPV savings are expected to meet the following thresholds:

Years Between Call Date	Present Value Standard
1-2	1%
3-4	2%
5-6	3%
7+	4%

 Advance refunding (i.e. refinancing completed more than 90 days prior to the first call date for the bonds) may be considered when NPV savings are expected to meet the following thresholds:

Years Between	Present Value
Call Date and	Standard
Final Maturity Date	
1-2	1%
3-4	2%
5-6	3%
7-8	4%
9+	5%

RESPONSIBILITIES

The Board of Regents is responsible for:

- Reviewing and approving any capital project to be considered for financing,
- Reviewing and authorizing each individual debt financing transaction, and
- Approving this policy and any changes to this policy.

The Vice President of Finance and Administration is responsible for:

- Implementing this policy,
- Establishing an internal compliance plan for all debt management and issuance,

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

RESPONSIBILITIES (cont.)

The Vice President of Finance and Administration is responsible for (cont.):

- Retaining expert advisors as needed to assist with the issuance and administration of debt;
- Analyzing and presenting recommendations to the President and the Regents in connection with each proposed debt financing transaction, including:
 - Identification of source of repayment for each project, together with pro forma financial statements and assumptions relating thereto, and
 - Internal coverage requirements for each project and/or auxiliary providing repayment;
- Overseeing management of daily activities relating to debt and debt issuance, including
 coordination with legal and financial advisors to prepare and review the documents necessary
 for bond issuance and rating agency communication;
- Ensuring the University fulfills its continuing disclosure obligations, monitors compliance with bond covenants and IRS regulations, and invests unspent bond funds prudently; and
- Fulfilling the reporting requirements of this policy.

If at any time the Vice President for Finance and Administration becomes aware of and substantiates concerns about project revenue streams or ability of a project or auxiliary to meet debt service or coverage requirements on outstanding or proposed debt, and/or the ability of the University to meet internal compliance targets or service outstanding or proposed debt, he or she shall report such concerns at the next meeting of the Board of Regents, and shall periodically report thereafter until the concerns have been fully addressed and resolved.

GENERAL REPORTING REQUIREMENTS

At least annually, the Vice President for Finance and Administration will provide a report to the Regents detailing:

- All outstanding debt (by series and auxiliary, where applicable),
- The amount of outstanding principal, interest rates, maturity dates, debt-service requirements, and changes in outstanding debt since the previous year's report;

Board of Regents Policy #5
Revision Approved by the Board of Regents, January 30, 2015

Board of Regents Debt Management Policy

GENERAL REPORTING REQUIREMENTS (cont.)

- Key covenants and ratios identified in the University's internal compliance plan, to include, at a minimum:
 - Ratio of unrestricted net assets to debt (University-wide);
 - Ratio of debt service to operating expenses (University-wide);
 - Debt service coverage (University-wide and by auxiliary);
- Comparative ratios (same as above) showing University comparison to the rating category medians and to peer institutions with the same or similar ratings;
- For any variable rate debt, the status and remaining term of any letter of credit or similar liquidity source;
- For any derivatives, an overview of terms and the "mark-to-market" value;
- · Any known or anticipated new debt issuance; and
- Any restructuring or refinancing opportunities.

WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS

RESOLUTION NO. 190503-603

A RESOLUTION OF THE BOARD OF REGENTS OF WASHINGTON STATE UNIVERSITY AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF TRUST AND BUILDING FEE REVENUE REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$83,850,000 FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING TRUST AND BUILDING FEE REVENUE BONDS OF THE UNIVERSITY AND PAYING THE COSTS OF ISSUANCE OF SUCH BONDS; AUTHORIZING AN OFFICIAL STATEMENT; AND DELEGATING AUTHORITY TO THE DESIGNATED UNIVERSITY REPRESENTATIVE TO DETERMINE THE MANNER OF SALE OF THE BONDS, APPROVE THE NUMBER OF SERIES, THE SERIES DESIGNATION, FINAL PRINCIPAL AMOUNT, DATE OF THE BONDS, DENOMINATIONS, INTEREST RATES, PAYMENT DATES, REDEMPTION PROVISIONS, AND MATURITY DATES FOR THE BONDS, TO DETERMINE THE FUNDING OF THE RESERVE REQUIREMENT, IF ANY, AND TO NEGOTIATE AN AGREEMENT FOR CONTINUING DISCLOSURE UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

ADOPTED: May 3, 2019

Prepared by:

K&L GATES LLP Seattle, Washington

WASHINGTON STATE UNIVERSITY

RESOLUTION NO. 190503-603

TABLE OF CONTENTS*

		Page
Section 1.	Definitions	3
Section 2.	Findings; Compliance with Certain Parity Conditions	11
Section 3.	Authorization and Purpose of Bonds	11
Section 4.	Bond Details	11
Section 5.	Redemption and Purchase	12
Section 6.	Registration, Exchange and Payments	14
Section 7.	Form of Bonds and Registration Certificate	17
Section 8.	Execution	19
Section 9.	Designation of Refunded Bonds; Sale of Bonds	20
Section 10.	Revenues; Building Account	22
Section 11.	Application of Bond Proceeds; Refunding Procedures	25
Section 12.	Defeasance	26
Section 13.	Investment of Funds	27
Section 14.	Establishment of Additional Accounts and Subaccounts	27
Section 15.	Source of Repayment and Security for Bonds	27
Section 16.	Additional Bonds	28
Section 17.	Additional Covenants of the University	28
Section 18.	Covenants Regarding Tax Exemption	28
Section 19.	Lost, Stolen or Destroyed Bonds	30
Section 20.	No Recourse Against Individuals	30
Section 21.	Amendment of Resolution	30
Section 22.	Concerning the Registered Owners	31
Section 23.	Determination of Registered Owners' Concurrence	32
Section 24.	Undertaking to Provide Ongoing Disclosure	33
Section 25.	Resolution a Contract with Bondowners	33
Section 26.	Contract-Savings Clause	33
Section 27.	No Benefits to Outside Parties	33
Section 28.	Immediate Effect	34

Exhibit A: Escrow Deposit Agreement Exhibit B: Costs of Issuance Agreement

502130504 -**i**-

^{*} This Table of Contents and the Cover Page are for convenience of reference and are not intended to be a part of this resolution.

BOARD OF REGENTS

WASHINGTON STATE UNIVERSITY

RESOLUTION NO. 190503-603

A RESOLUTION OF THE BOARD OF REGENTS OF WASHINGTON STATE UNIVERSITY AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF TRUST AND BUILDING FEE REVENUE REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$83,850,000 FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING TRUST AND BUILDING FEE REVENUE BONDS OF THE UNIVERSITY AND PAYING THE COSTS OF ISSUANCE OF SUCH BONDS; AUTHORIZING AN OFFICIAL STATEMENT: AND DELEGATING AUTHORITY TO DESIGNATED UNIVERSITY REPRESENTATIVE TO DETERMINE THE MANNER OF SALE OF THE BONDS, APPROVE THE NUMBER OF SERIES, THE SERIES DESIGNATION, FINAL PRINCIPAL AMOUNT, DATE OF THE BONDS, DENOMINATIONS, INTEREST RATES, PAYMENT DATES, REDEMPTION PROVISIONS, AND MATURITY DATES FOR THE BONDS, TO DETERMINE THE FUNDING OF THE RESERVE REQUIREMENT, IF ANY, AND TO NEGOTIATE AN AGREEMENT FOR CONTINUING DISCLOSURE UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

WHEREAS, the Washington State Legislature, pursuant to the Bond Act and the Trust Land and Building Fee Revenue Bond Act (as each is hereinafter defined) has authorized the Board of Regents of Washington State University (the "University") to sell and issue revenue bonds to finance or refinance the acquisition, construction, and equipping of University facilities; and

WHEREAS, the University currently has outstanding its trust and building fee revenue bonds, as follows:

Authorizing		Original	Principal Amount	Final
Resolution	Date of	Principal	Outstanding	Maturity
Numbers	Bonds	Amount	(5/1/2019)	Dates
091009-367	12/01/2009	\$ 111,665,000	\$ 82,745,000	10/01/2034
120504-436	08/15/2012	27,355,000	22,080,000	04/01/2037
131004-462	02/13/2014	$18,130,000^{(1)}$	16,055,000	04/01/2039

The bonds were issued as part of series that were designated as general revenue bonds, however, a portion of the general revenue bonds were also secured by Trust Land Revenues and Building Fees (as each is hereinafter defined).

(the "Outstanding Trust and Building Fee Revenue Bonds"); and

WHEREAS, the University's Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment), issued under date of December 1, 2009, pursuant to Resolution No. 091009-367 approved by the Board of Regents on October 9, 2009 (the "2009 Resolution"), remain outstanding as follows:

Maturity Dates (October 1)	Principal Amounts	Interest Rates
2019	\$ 3,795,000	4.933%
2020	3,925,000	5.183
2021	4,060,000	5.283
2029^*	39,090,000	6.314
2034^{*}	31,875,000	6.414

^{*} Term Bonds

(the "2009 Bonds"); and

WHEREAS, the 2009 Bonds maturing on and after October 1, 2020, are subject to optional redemption at the option of the University in whole or in part on any date on or after October 1, 2019, at a price of par plus accrued interest to the date of redemption; and

WHEREAS, the 2009 Bonds were issued as Taxable Build America Bonds—Direct Payment ("Build America Bonds"); and

WHEREAS, the 2019 maturity of the 2009 Bonds may be defeased as provided in the 2009 Resolution, and the callable maturities of the 2009 Bonds may be defeased and redeemed prior to their maturities as described above (collectively, the "Refunding Candidates"); and

WHEREAS, upon the defeasance of 2009 Bonds in accordance with the 2009 Resolution, the 2009 Bonds will no longer qualify as Build America Bonds, the University will no longer be able to collect federal interest payment subsidies in connection with the 2009 Bonds, and the defeased 2009 Bonds will be taxable obligations eligible for advance refunding on a tax-exempt basis; and

WHEREAS, the University has been advised that debt service savings may be obtained by refunding some or all of the Refunding Candidates through the issuance of one or more series of trust and building fee revenue refunding bonds in the aggregate principal amount of not to exceed \$83,850,000 (the "Bonds"); and

WHEREAS, the Board of Regents wishes to delegate authority to the President of the University or his designee (hereinafter defined as the "Designated University Representative") to approve the manner of sale of such Bonds, number of series, series designation, the final principal amounts of the Bonds, date of the Bonds, denominations, interest rates, payment dates, date of the Bonds, principal maturities, redemption provisions, and the true interest cost of such Bonds to be fixed under such terms and conditions as are approved by this resolution;

502130504 -2-

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF WASHINGTON STATE UNIVERSITY, as follows:

<u>Section 1</u>. <u>Definitions</u>. The terms defined in this Section 1 shall, for all purposes of this resolution (including the recitals) and of any resolution supplemental hereto, have the following meanings:

Acquired Obligations means the Government Obligations acquired by the University under the terms of this resolution and an Escrow Agreement to effect the defeasance and refunding of Refunding Candidates.

Additional Bonds means one or more series of additional obligations of the University issued on a parity of lien with the Bonds in accordance with Section 14 of Resolution No. 091009-367 and Section 15 of Resolution Nos. 120504-436 and 131004-462.

Annual Debt Service means, for any specified Fiscal Year, the sum of the amounts required to be paid in such Fiscal Year, to pay (a) the interest due in such Fiscal Year on all outstanding Parity Bonds, excluding interest to be paid from the proceeds of the sale of bonds, (b) the principal of all outstanding Serial Bonds due in such Fiscal Year, and (c) the sinking fund requirement, if any, for Term Bonds for such Fiscal Year. For purposes of the Additional Bonds test in Section 16, and computing the Reserve Requirement, with respect to Parity Bonds bearing variable rates of interest, an amount for any period equal to the amount which would have been payable for principal and interest on such Parity Bonds during such period computed on the assumption that the amount of Parity Bonds Outstanding as of the date of such computation would be amortized (i) in accordance with the mandatory redemption provisions, if any, set forth in the resolution authorizing the issuance of such Parity Bonds, or if mandatory redemption provisions are not provided, during a period commencing on the date of computation and ending on the date 30 years after the date of issuance; (ii) at an interest rate determined as follows: (A) if the Parity Bonds have been Outstanding for at least twelve (12) months, assume that the Parity Bonds bear interest at the higher of the actual rate borne by the Parity Bonds on the date of calculation or the average rate borne by the Parity Bonds over the twelve (12) months immediately preceding the date of calculation, and (B) if the Parity Bonds have been Outstanding for less than twelve (12) months or are not yet Outstanding, assume that the Parity Bonds bear interest at the higher of the actual rate borne by the Parity Bonds on the date of calculation or (X) if interest on the Parity Bonds is excludable from gross income under the applicable provisions of the Code, the average rate set forth on the Securities Industry and Financial Markets Association Municipal Swap Index over the twelve (12) months immediately preceding the date of calculation, or (Y) if interest is not so excludable, the average rate on Federal Securities with maturities comparable to the rate reset period; and (iii) to provide for essentially level annual debt service of principal and interest over such period.

Approved Bid means the winning bid submitted for a series of the Bonds if such series is sold by Competitive Sale.

Beneficial Owner means any person that has or shares the power, directly or indirectly, to make investment decisions concerning ownership of any Bond (including persons holding Bonds through nominees, depositories or other intermediary).

502130504 -3-

Board means the Board of Regents of the University, which exists and functions pursuant to chapter 28B.30 RCW, as heretofore and hereafter amended.

Bond Act means RCW 28B.30.700 through RCW 28B.30.780, inclusive, as heretofore or hereafter amended.

Bond Counsel means an attorney or firm of attorneys whose opinion is accepted in the national governmental bonds capital markets as to the issuance and validity of municipal securities, which attorney or firm has been approved by, selected by or retained by the University from time to time.

Bond Purchase Contract means, with respect to a series of Bonds sold by Negotiated Sale, the purchase contract or approved term sheet relating to the Bonds between the University and the Underwriter.

Bond Register means the registration records for the Bonds maintained by the Registrar.

Bond Year means each one-year period that ends on the date selected by the University. The first and last Bond Years may be short periods. If no day is selected by the University before the earlier of the final maturity date of the Bonds or the date that is five years after the date of issuance of the Bonds, Bond Years end on each anniversary of the date of issue and on the final maturity date of the Bonds.

Bonds means the Washington State University Trust and Building Fee Revenue Refunding Bonds, [year of issuance][series designation], authorized to be issued by this resolution.

Building Account means Fund 062 Washington State University Building Account established pursuant to RCW 43.79.335.

Build America Bonds means bonds issued under authority of Section 54AA of the Code, enacted by the American Recovery and Reinvestment Act of 2009.

Building Fees means the building fee component of tuition (established pursuant to RCW 28B.15.025).

Business Day means a day which is not a Saturday, Sunday or other day on which commercial banks in the cities of Seattle, Washington and New York, New York, are authorized or required by law to close.

Call Date means the date determined by the Designated University Representative as the date of redemption of the Refunded Bonds.

Capital Budget means the State of Washington's Biennial Capital Budget ESHB 1216 (Chapter 497, Laws of 2009).

502130504 -4-

Closing means the date and time when the Bonds are delivered to the Underwriter in exchange for payment in full therefor.

Code means the Internal Revenue Code of 1986, as heretofore or hereafter amended, together with all corresponding and applicable final, temporary or proposed regulations and revenue rulings as issued or amended with respect thereto by the United States Treasury Department or the Internal Revenue Service to the extent applicable to the Bonds.

Competitive Sale means the process by which the Bonds (or a portion of them) are sold through the public solicitation of bids from underwriting firms.

Cost of Issuance Agreement means the agreement of that name, to be entered into by the University and the Escrow Agent, providing for the payment of certain costs of issuance with respect to the issuance of the Bonds, substantially in the form attached hereto as Exhibit B.

Credit Facility means a policy of municipal bond insurance, a letter of credit, surety bond, guarantee or other financial instrument or any combination of the foregoing, which obligates a third party to make payment or provide funds for the payment of financial obligations of the University, including but not limited to payment of the scheduled principal of and interest on Parity Bonds.

Credit Facility Issuer means the issuer of any Credit Facility.

Designated University Representative means, for purposes of this resolution, the President of the University or the designee appointed by the President of the University in writing.

DTC means The Depository Trust Company of New York, as depository for the Bonds, or any successor or substitute depository for the Bonds pursuant to Section 6 hereof.

Escrow Agent means any escrow agent selected by the Designated University Representative in accordance with this resolution.

Escrow Agreement means an Escrow Deposit Agreement to be dated as of the date of closing and delivery of the Bonds, substantially in the form attached hereto as Exhibit B.

Federal Tax Certificate means the certification of the University executed and delivered in connection with the issuance of Bonds that are Tax-Exempt Bonds.

Fiscal Year means the University's duly adopted fiscal year.

Fully Funded means, with respect to the Reserve Subaccount, when the value of the money and investments on deposit therein, together with the amount available for drawing under any Reserve Subaccount Credit Facility, equals the Reserve Requirement.

Fund means any special fund created by this resolution and pledged as security for the Parity Bonds pursuant to this resolution.

502130504 -5-

Fund 347 Bond Retirement Account means the Washington State University bond retirement fund established pursuant to RCW 28B.30.740.

Government Obligations has the meaning given to such term in RCW Chapter 39.53, as the same may be amended from time to time, provided that such obligations are noncallable and are obligations issued or unconditionally guaranteed by the United States of America.

Letter of Representation means the Blanket Issuer Letter of Representations from the University to DTC.

Moody's means Moody's Investors Service, a corporation duly organized and existing under and by virtue of the laws of the State of Delaware, and its successors and assigns, except that if such corporation shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, then the term "Moody's" shall be deemed to refer to any other nationally recognized securities rating agency (other than S&P) selected by the Designated University Representative.

Negotiated Sale means the process by which the Bonds (or a portion of them) are sold by negotiation to one or more underwriting firms selected by the Designated University Representative.

Net Proceeds, when used with reference to Bonds, means the principal amount of such Bonds, plus accrued interest and original issue premium, if any, and less original issue discount, if any, and proceeds, if any, deposited in the Reserve Subaccount.

Official Notice of Sale means, if the Bonds shall be sold by Competitive Sale, the notice of bond sale authorized to be given in Section 9 of this resolution.

Official Statement means the Official Statement of the University pertaining to the sale of the Bonds, in either preliminary or final form.

Opinion of Bond Counsel means an opinion in writing of Bond Counsel.

Opinion of Counsel means an opinion in writing of a lawyer admitted to practice in the State.

Outstanding, when used as of a particular time with reference to the Bonds, means all Bonds delivered hereunder except:

- (a) Bonds canceled by the Registrar or surrendered to the Registrar for cancellation;
- (b) Bonds paid or deemed to have been paid within the meaning of this resolution; and

502130504 -6-

(c) Bonds in lieu of or in substitution for which replacement Bonds shall have been executed by the University and delivered by the Registrar hereunder.

Outstanding Trust and Building Fee Revenue Bond Resolutions mean Resolution Nos. 091009-367, 120504-436 and 131004-462 of the Board.

Outstanding Trust and Building Fee Revenue Bonds mean the outstanding Trust and Building Fee Revenue Bonds issued under the dates and in the principal amounts identified in the table in the recitals hereto.

Parity Bonds means the Outstanding Trust and Building Fee Revenue Bonds, the Bonds and any Additional Bonds.

Person means any natural person, firm, joint venture, association, partnership, business trust, corporation, public body, agency or political subdivision thereof or any other similar entity.

Private Person means any natural person engaged in a trade or business or any trust, estate, partnership, association, company or corporation.

Private Person Use means the use of property in a trade or business by a Private Person if such use is other than as a member of the general public. Private Person Use includes ownership of the property by the Private Person as well as other arrangements that transfer to the Private Person the actual or beneficial use of the property (such as a lease, management or incentive payment contract or other special arrangement) in such a manner as to set the Private Person apart from the general public. Use of property as a member of the general public includes attendance by the Private Person at municipal meetings or business rental of property to the Private Person on a day-to-day basis if the rental paid by such Private Person is the same as the rental paid by any Private Person who desires to rent the property. Use of property by nonprofit community groups or community recreational groups is not treated as Private Person Use if such use is incidental to the governmental uses of property, the property is made available for such use by all such community groups on an equal basis and such community groups are charged only a de minimis fee to cover custodial expenses.

Qualified Insurance means any noncancellable municipal bond insurance policy or surety bond issued by any insurance company licensed to conduct an insurance business in any state of the United States (or by a service corporation acting on behalf of one or more such insurance companies) (A) which insurance company or companies, as of the time of issuance of such policy or surety bond, are rated in one of the two highest Rating Categories by the Rating Agency for unsecured debt or insurance underwriting or claims paying ability or (B) by issuing its policies causes obligations insured thereby to be rated in one of the two highest Rating Categories.

Qualified Letter of Credit means any irrevocable letter of credit issued by a financial institution, which institution maintains an office, agency or branch in the United States and as of the time of issuance of such letter of credit, is rated in one of the two highest Rating Categories by the Rating Agency.

502130504 -7-

Rating Agency means Moody's and S&P (or, in each case, any nationally recognized ratings agency selected by the Designated University Representative).

Rating Category means the generic rating categories of the Rating Agency, without regard to any refinement or gradation of such rating category by a numerical modifier or otherwise.

Record Date means the close of business on the 15th day of the month prior to each interest payment date for the Bonds of a series.

RCW means the Revised Code of Washington, as now in existence or hereafter amended, or any successor codification of the laws of the State.

Refunded Bonds means the 2009 Bonds that are Refunding Candidates and are designated by the Designated University Representative pursuant to Section 9 of this resolution.

Refunding Candidates has the meaning given in the recitals to this resolution.

Registered Owner of any Bond means the person named as the Registered Owner of such Bond on the Bond Register.

Registrar means at the option of the Designated University Representative, the University or the fiscal agent of the State of Washington, whose duties include registering and authenticating the Bonds, maintaining the Bond Register, transferring ownership of the Bonds, and paying the principal of and interest on the Bonds.

Reserve Assets means, collectively, (a) the money and investments on deposit in the Reserve Subaccount, and (b) the stated amount available under any Reserve Subaccount Credit Facility provided in lieu thereof as permitted herein.

Reserve Requirement means, with respect to the Bonds, the dollar amount or formula calculated and approved by the Designated University Representative pursuant to Section 9, which amount may be zero and, with respect to any Additional Bonds, the amount, if any, established in the proceedings for the sale and issuance of such Additional Bonds. No Reserve Requirement has been established for any of the Outstanding Trust and Building Fee Revenue Bonds.

Reserve Subaccount means a subaccount of that name in the Fund 347 Bond Retirement Account, which subaccount may be created pursuant to Section 10 hereof.

Reserve Subaccount Credit Facility means an irrevocable and unconditional letter of credit, insurance policy or surety bond, issued by a bank, insurance company or other financial institution, having a long-term credit rating in one of the two highest rating categories, as determined by each Rating Agency then rating the Bonds, which credit facility names the University as the beneficiary thereunder; provided, that any such credit facility must, at a minimum, (a) if of a term shorter than the final maturity of the Bonds, be renewable or extendable on an annual basis; (b) have a combined initial and reimbursement term of not fewer

502130504 -8-

than five years; (c) provide that the bank or insurance company or other financial institution providing such credit facility must notify the University no fewer than 180 days in advance of the expiration of the credit facility of its intention not to renew or extend such credit facility; (d) permit the University to make a drawing thereunder to fund the Reserve Subaccount no later than the last Business Day prior to the earliest of (1) the expiration date of such credit facility and (2) the date the proceeds of such drawing will be needed to fund the Reserve Subaccount.

Resolution means this resolution of the Board and all supplements or amendments hereto made in conformity herewith.

Revenues mean (a) Building Fees, (b) Trust Land Revenues and (c) any additional fees and revenues hereinafter pledged by the University for payment of debt service on one or more series of Parity Bonds. Subsidy payments received from the federal government for payment of debt service on Parity Bonds, including any interest subsidy for Parity Bonds that are Build America Bonds, shall be included as Revenues.

Rule means Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

Savings Target means a dollar amount equal to at least four percent (4%) of the outstanding principal of the 2009 Bonds being refunded.

S&P means S&P Global Ratings, a Standard & Poor's Financial Services LLC business, a New York corporation and its successors and assigns, except that if such corporation or division shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, then the term "S&P" shall be deemed to refer to any other nationally recognized securities rating agency (other than Moody's) selected by the University.

Serial Bonds means those Bonds identified as "Serial Bonds" in the Bond Purchase Contract for such Bonds and shall include any Parity Bonds that were identified as Serial Bonds in the proceedings authorizing their issuance.

State means the State of Washington.

Tax-Exempt Bonds means the Bonds issued on a federally tax-exempt basis.

Term Bonds means the portion of the Bonds, if any, designated as "Term Bonds" in the Bond Purchase Contract or Approved Bid for such Bonds.

Trust Land Revenues mean (a) pursuant to RCW 28B.30.741, all moneys received from the lease or rental on account of the trust lands set apart by the enabling act for a scientific school, all interest or income arising from the proceeds of the sale of such lands or of the timber, fallen timber, stone, gravel or other valuable material thereon, except for investment income derived pursuant to RCW 43.84.080 and, less the allocation to the State investment board expense account pursuant to RCW 43.33A.160 and all moneys received as interest on deferred payments on contracts for the sale of such lands, and (b) pursuant to RCW 28B.30.742, all moneys received from the lease or rental of lands set apart by the enabling act, pursuant to

502130504 -9-

federal law, for an agricultural college, all interest or income arising from the proceeds of the sale of such lands or of the timber, fallen timber, stone, gravel or other valuable material thereon, except for investment income derived pursuant to RCW 43.84.080 and, less the allocation to the state investment board expense account pursuant to RCW 43.33A.160; and all moneys received as interest on deferred payments on contracts for the sale of such lands, and identified as the Washington State University Agricultural School Trust and the Washington State University Scientific School Trust.

2009 Bonds has the meaning given in the recitals to this resolution.

2009 Resolution has the meaning given in the recitals to this resolution.

Underwriter means the underwriter(s) of the Bonds selected by the Designated University Representative if the Bonds are sold by public Negotiated Sale, the financial institution if the Bonds are sold by a private Negotiated Sale or the successful bidder submitting the Approved Bid if the Bonds are sold by Competitive Sale.

University means Washington State University, a higher educational institution of the State, co-located in Pullman and Spokane, Washington, with additional campuses in Everett, Richland and Vancouver.

Valuation Date means, with respect to any Reserve Subaccount, the last Business Day of each Fiscal Year; and any day on which the University transfers funds from the Reserve Subaccount to the Fund 347 Bond Retirement Account because funds therein are insufficient to pay debt service on Parity Bonds when due.

Rules of Interpretation. In this resolution, unless the context otherwise requires:

- (a) The terms "hereby," "hereof," "hereto," "herein, "hereunder" and any similar terms, as used in this resolution, refer to this resolution as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this resolution;
- (b) Words of the masculine gender shall mean and include correlative words of the feminine and neuter genders and words importing the singular number shall mean and include the plural number and vice versa;
- (c) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;
- (d) Any headings preceding the text of the several articles and sections of this resolution, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect;

502130504 -10-

- (e) All references herein to "articles," "sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof;
- (f) Whenever any consent or direction is required to be given by the University, such consent or direction shall be deemed given when given by a Designated University Representative or his or her designee; and
- (g) Whenever any transfer is required or permitted to be made to or from a Fund under this resolution, such transfer may be authorized by a Designated University Representative or his or her designee.
- <u>Section 2</u>. <u>Findings; Compliance with Certain Parity Conditions</u>. The University has reserved the right pursuant to the Outstanding Trust and Building Fee Revenue Bond Resolutions to issue Additional Bonds upon compliance with certain conditions set forth therein. The University hereby finds and determines, as required by Section 14 of Resolution No. 091009-367 and Section 15 of Resolution Nos. 120504-436 and 131004-462 as follows:

<u>First</u>, the University has not been in default of its any of its covenants and undertakings in connection with the Outstanding Trust and Building Fee Revenue Bonds; and

<u>Second</u>, the University will have on file, prior to the issuance of Bonds a certificate of the Designated University Representative to the effect that Trust and Building Fee Revenues will be sufficient to pay debt service on all Parity Bonds to be outstanding following the date of issuance of such Bonds.

The limitations contained and the conditions provided in the Outstanding Trust and Building Fee Revenue Bond Resolutions having been complied with or assured, the payments required herein to be made out of the Trust Land and Building Fee Revenues pledged to pay and secure the principal of and interest on the Bonds shall constitute a lien and charge upon such Trust Land and Building Fee Revenues equal in rank to the lien and charge thereon of the Outstanding Trust and Building Fee Revenue Bonds.

- Section 3. Authorization and Purpose of Bonds. For the purpose of refunding all or a portion of the costs of refunding the Refunded Bonds, paying costs of issuing the Bonds, and providing funding for the Reserve Subaccount, if approved by the Designated University Representative, the Board hereby authorizes the sale and issuance of revenue refunding bonds (the "Bonds") to refund the 2009 Bonds that financed capital projects authorized and approved by the Capital Budget. The University may issue the Bonds in one or more series. The latest maturity for any series of Bonds shall not be later than October 1, 2034. The aggregate principal amount of the Bonds to be issued for each series and the maximum term for any series of Bonds under this resolution shall be determined by the Designated University Representative, pursuant to the authority granted in Section 9. The principal amount of all Bonds to be issued under this resolution shall not exceed \$83,850,000.
- <u>Section 4.</u> <u>Bond Details.</u> The Bonds shall be designated as the "Washington State University Trust and Building Fee Revenue Refunding Bonds, [year of issuance]" with additional series designation if the Bonds are issued in more than one series. The Bonds shall be

502130504 -11-

issued in fully registered form in the denomination of \$5,000 within a series or in integral multiples of \$5,000 within a maturity as approved by the Designated University Representative, provided no Bond shall represent more than one maturity, and shall be numbered separately in the manner and with such additional designation as the Registrar deems necessary for purposes of identification, shall be designated, by series, dated and bear interest at the per annum rates, payable on the dates and maturing in principal amounts set forth in the Bond Purchase Contract or Approved Bid, pursuant to Section 9. The Bonds shall be obligations only of the Fund 347 Bond Retirement Account and shall be payable and secured as provided herein. The Bonds are not general obligations of the University. The Bonds shall not constitute an indebtedness of the University within the meaning of the constitutional provisions and limitations of the State of Washington.

Section 5. Redemption and Purchase.

- (a) Optional or Extraordinary Redemption. The Bonds shall be subject to optional and/or extraordinary redemption on the dates, at the prices and under the terms set forth in the Bond Purchase Contract or Official Notice of Sale and Approved Bid, approved by the Designated University Representative pursuant to Section 9.
- (b) *Mandatory Redemption*. The Bonds shall be subject to mandatory redemption to the extent, if any, set forth in the Bond Purchase Contract or Official Notice of Sale and Approved Bid, and as approved by the Designated University Representative pursuant to Section 9.
- (c) *Purchase of Bonds for Retirement*. The University reserves the right to use at any time any surplus Revenue available after providing for the payments required by Section 12 and Section 10(a) of this resolution to purchase for retirement any of the Bonds offered to the University at any price deemed reasonable to the Designated University Representative.
- (d) Effect of Optional Redemption/Purchase. To the extent that the University shall have optionally redeemed or purchased any Term Bonds prior to the scheduled mandatory redemption of such Term Bonds, the University may reduce the principal amount of the Term Bonds to be redeemed in like aggregate principal amount. Such reduction may be applied in the year specified by the Designated University Representative.
- (e) Selection of Bonds for Redemption. If the Bonds are called for optional redemption, the series and maturities of the Bonds to be redeemed shall be selected as provided in the Bond Purchase Contract or Official Notice of Sale and Approved Bid.
- or Approved Bid (in which case, notice shall be given in accordance with the Sale Contract or Approved Bid) or waived by any owner of Registered Bonds to be redeemed, official notice of any such redemption (which notice, in the case of an optional redemption, may be conditional and also shall state that redemption is conditioned by the Registrar on the receipt of sufficient funds for redemption) shall be given by the Registrar on behalf of the University by mailing a copy of an official redemption notice by first class mail at least 20 days and not more than 60 days prior to the date fixed for redemption to each Registered Owner of the Bonds to be

502130504 -12-

redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such Registered Owner to the Registrar.

All official notices of redemption shall be dated and shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if fewer than all outstanding Bonds of a series are to be redeemed, the identification by maturity (and, in the case of partial redemption, the respective principal amounts) of the Bonds of a series to be redeemed,
- (4) that on the redemption date, provided that in the case of optional redemption the full amount of the redemption price is on deposit therefor, the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date, and
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Registrar.

Unless the University has revoked a notice of redemption in the case of an optional redemption, on or prior to any redemption date, the University shall deposit with the Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Failure to give notice as to redemption of any Bond or any defect in such notice shall not invalidate redemption of any other Bond.

Notwithstanding the foregoing, if the Bonds are then held in book-entry only form, notice of redemption shall be given only in accordance with the operational arrangements then in effect at DTC but not less than 20 days prior to the date of redemption.

Contract or Approved Bid (in which case, notice shall be given in accordance with the Bond Purchase Contract or Approved Bid) or unless the University has revoked a notice of redemption (or unless the University provided a conditional notice and the conditions for redemption set forth therein are not satisfied), official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date (unless in the case of optional redemption the University shall default in the payment of the redemption price), become due and payable at the redemption price therein specified, and from and after such date such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Registrar at the redemption price. Installments of interest due on or prior to a mandatory redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the Registered Owner a new Bond of the

502130504 -13-

same maturity and series in the aggregate amount of the unpaid principal. All Bonds which have been redeemed shall be canceled and destroyed by the Registrar and shall not be reissued.

- Additional Notice. Unless otherwise provided in the Bond Purchase Contract or Approved Bid (in which case, notice shall be given in accordance with the Bond Purchase Contract or Approved Bid) or unless in addition to the foregoing notice, further notice shall be given by the University as set out below, but no defect in said further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as above prescribed. Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (i) the CUSIP numbers of all Bonds being redeemed; (ii) the date of issue of the Bonds as originally issued; (iii) the rate of interest borne by each Bond being redeemed; (iv) the maturity date of each Bond being redeemed; and (v) any other descriptive information needed to identify accurately the Bonds being redeemed. Each further notice of redemption may be sent at least 20 days before the redemption date to each party entitled to receive notice pursuant to Section 24 of this resolution under agreements for continuing disclosure information, and to the Underwriter or to its business successors, if any, and with such additional information as the Registrar deem appropriate, but such mailings shall not be a condition precedent to the redemption of such Bonds.
- (i) Use of CUSIP Numbers. Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by maturity, the Bonds being redeemed with the proceeds of such check or other transfer.
- (j) Amendment of Notice Provisions. The foregoing notice provisions of this Section 5, including but not limited to the information to be included in redemption notices and the persons designated to receive notices, may be amended without the consent of any Registered Owners of Bonds by additions, deletions and changes in order to maintain compliance with duly promulgated regulations and recommendations regarding notices of redemption of municipal securities.

<u>Section 6.</u> <u>Registration, Exchange and Payments.</u>

- (a) Registrar/Bond Register. If the Bonds are sold by public sale, the University will utilize the system of registration approved by the Washington State Finance Committee, which utilizes the fiscal agent of the State of Washington, as registrar, authenticating agent, paying agent and transfer agent (collectively, the "Registrar"). The Registrar shall keep, or cause to be kept, at its principal corporate trust office, sufficient records for the registration and transfer of the Bonds (the "Bond Register"), which shall be open to inspection by the University. The Registrar is authorized, on behalf of the University, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of such Bonds and this resolution and to carry out all of the Registrar's powers and duties under this resolution. The Registrar shall be responsible for its representations contained in the Certificate of Authentication on the Bonds.
- (b) Registered Ownership. The University and the Registrar may deem and treat the Registered Owner of each Bond as the absolute owner for all purposes, and neither the

502130504 -14-

University nor the Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 6(h) hereof, but such registration may be transferred as herein provided. All such payments made as described in Section 6(h) shall be valid and shall satisfy the liability of the University upon such Bond to the extent of the amount or amounts so paid.

(c) DTC Acceptance/Letter of Representations. If the Bonds are sold by public sale, the Bonds shall initially be held in fully immobilized form by DTC acting as depository. To induce DTC to accept the Bonds as eligible for deposit at DTC, the University has heretofore executed and delivered to DTC the Letter of Representations.

Neither the University nor the Registrar will have any responsibility or obligation to DTC participants or the persons for whom they act as nominees with respect to the Bonds for the accuracy of any records maintained by DTC or any DTC participant, the payment by DTC or any DTC participant of any amount in respect of the principal of or interest on Bonds, any notice that is permitted or required to be given to Registered Owners under this resolution (except such notices as shall be required to be given by the University to the Registrar or to DTC), the selection by DTC or any DTC participant of any person to receive payment in the event of a partial redemption of the Bonds, or any consent given or other action taken by DTC as the Registered Owner. For so long as any Bonds are held in fully immobilized form hereunder, DTC or its successor depository shall be deemed to be the Registered Owner for all purposes, and all references in this resolution to the Registered Owners shall mean DTC or its nominee and shall not mean the Beneficial Owners.

(d) *Use of Depository*.

- (1) If the Bonds are sold by public sale, the Bonds shall be registered initially in the name of CEDE & Co., as nominee of DTC, with a single Bond for each maturity of a series in a denomination equal to the total principal amount of such maturity. Registered ownership of such immobilized Bonds, or any portions thereof, may not thereafter be transferred except (A) to any successor of DTC or its nominee, provided that any such successor shall be qualified under any applicable laws to provide the service proposed to be provided by it; (B) to any substitute depository appointed by the Designated University Representative pursuant to subsection (2) below or such substitute depository's successor; or (C) to any person as provided in subsection (4) below.
- (2) Upon the resignation of DTC or its successor (or any substitute depository or its successor) from its functions as depository or a determination by the University to discontinue the system of book-entry transfers through DTC or its successor (or any substitute depository or its successor), the Designated University Representative may appoint a substitute depository. Any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it.
- (3) In the case of any transfer pursuant to clause (A) or (B) of subsection (1) above, the Registrar shall, upon receipt of all outstanding Bonds, together with a written request on behalf of the University, issue a single new Bond for each maturity of a series then

502130504 -15-

outstanding, registered in the name of such successor or substitute depository, or its nominee, all as specified in such written request of the University.

- (4) In the event that (A) DTC or its successor (or substitute depository or its successor) resigns from its functions as depository, and no substitute depository can be obtained, or (B) the Designated University Representative determines that it is in the best interest of the Beneficial Owners of the Bonds that the Bonds be provided in certificated form, the ownership of such Bonds may then be transferred to any person or entity as herein provided, and shall no longer be held in fully immobilized form. The Designated University Representative shall deliver a written request to the Registrar, together with a supply of definitive Bonds in certificated form, to issue Bonds in any authorized denomination. Upon receipt by the Registrar of all then outstanding Bonds, together with a written request on behalf of the University to the Registrar, new Bonds of each series shall be issued in the appropriate denominations and registered in the names of such persons as are provided in such written request.
- (e) Transfer or Exchange of Registered Ownership; Change in Denominations. The registered ownership of any Bond may be transferred or exchanged, but no transfer of any Bond shall be valid unless it is surrendered to the Registrar with the assignment form appearing on such Bond duly executed by the Registered Owner or such Registered Owner's duly authorized agent in a manner satisfactory to the Registrar. Upon such surrender, the Registrar shall cancel the surrendered Bond and shall authenticate and deliver, without charge to the Registered Owner or transferee, a new Bond (or Bonds at the option of the new Registered Owner) of the same date, series, maturity and interest rate and for the same aggregate principal amount in any authorized denomination, naming as Registered Owner the person or persons listed as the assignee on the assignment form appearing on the surrendered Bond, in exchange for such surrendered and canceled Bond. Any Bond may be surrendered to the Registrar and exchanged, without charge, for an equal aggregate principal amount of Bonds of the same date, series, maturity and interest rate, in any authorized denomination. The Registrar shall not be obligated to transfer or exchange any Bond after the mailing of notice of the call of such Bonds for redemption.
- (f) Registrar's Ownership of Bonds. The Registrar may become the Registered Owner or Beneficial Owner of any Bond with the same rights it would have if it were not the Registrar, and to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as member of, or in any other capacity with respect to, any committee formed to protect the rights of the Registered Owners of the Bonds.
- (g) Registration Covenant. The University covenants that, until all Tax-Exempt Bonds have been surrendered and canceled, it will maintain a system for recording the ownership of each Bond that complies with the provisions of Section 149 of the Code.
- (h) Place and Medium of Payment. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America. For so long as all Bonds are in fully immobilized form, payments of principal and interest shall be made as provided in accordance with the operational arrangements of DTC referred to in the Letter of Representations. In the event that the Bonds are no longer in fully immobilized form, interest on the Bonds shall be paid by check or draft mailed to the Registered Owners at the addresses for

502130504 -16-

such Registered Owners appearing on the Bond Register as of the Record Date, and principal of the Bonds shall be payable upon presentation and surrender of such Bonds by the Registered Owners at the principal office of the Registrar; provided, however, that if so requested in writing by the Registered Owner of at least \$1,000,000 principal amount of Bonds of a series, interest will be paid by wire transfer on the date due to an account with a bank located within the United States.

<u>Section 7.</u> Form of Bonds and Registration Certificate. Each series of the Bonds shall be in substantially the following form, with appropriate or necessary insertions or series designation, depending upon the omissions and variations as permitted or required hereby. If the Bonds are no longer held in fully-immobilized form, the form of Bonds will be changed to reflect the changes required in connection with the preparation of certificated Bonds.

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STATE OF WASHINGTON WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS, [year of issuance][series designation]

INTEREST RATE: % MATURITY DATE: CUSIP NO.:

REGISTERED OWNER: PRINCIPAL AMOUNT:

WASHINGTON STATE UNIVERSITY (the "University"), a state university organized and existing under and by virtue of the laws of the State of Washington (the "State"), promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date identified above, solely from the special fund of the University known as the "Fund 347 -Washington State University Bond Retirement Fund" (the "Fund 347 Bond Retirement Account") maintained by the State and Revenues to be deposited therein pursuant to a Resolution adopted by the Board of Regents on May 3, 2019 (the "Bond Resolution") the Principal Amount indicated above and to pay interest thereon from the Fund 347 Bond Retirement Account from ____, 20___, or the most recent date to which interest has been paid or duly provided for or until payment of this bond at the Interest Rate set forth above, payable on _______, 20____, and semiannually thereafter on the first days of each _____ and ____. Both principal of and interest on this bond are payable in lawful money of the United States of America. Principal shall be paid to the Registered Owner or assigns upon presentation and surrender of this bond at the principal office of the fiscal agent of the State of Washington (the "Registrar"). For so long as the bonds of this issue are held in fully immobilized form, payments of principal and interest thereon shall be made as provided in accordance with the operational arrangements of The Depository Trust Company ("DTC") referred to in the Blanket Issuer Letter of Representations (the "Letter of Representations") from the University to DTC. The fiscal agent of the State is acting as the registrar, authenticating agent and paying agent for the bonds of this issue (the "Bond Registrar"). Capitalized terms used in this bond which are not specifically defined have the meanings given such terms in the Bond Resolution. Reference is made to the Bond Resolution for other covenants of the University and other terms and conditions upon

502130504 -17-

which this bond has been issued, which terms and conditions are made a part hereof by this reference. The University irrevocably and unconditionally covenants that it will keep and perform all of the covenants of this bond and of the Bond Resolution.

This bond is one of an issue of bonds of the University of like date, tenor and effect, except as to number, amount, rate of interest and date of maturity and is issued pursuant to the Bond Resolution to refund certain outstanding bonds of the University and to pay costs of issuance.

The bonds of this issue are subject to redemption prior to their scheduled maturity under the terms of the [Bond Purchase Contract][Official Notice of Sale and Approved Bid].

[The bonds of this issue are not private activity bonds. The bonds of this issue have [not] been designated by the University as "qualified tax-exempt obligations" for investment by financial institutions under Section 265(b) of the Internal Revenue Code of 1986, as amended.] [The University has taken no action to cause the interest on this bond to be exempt from federal income taxation.]

The bonds of this issue are payable solely from the Fund 347 Bond Retirement Account. The University has irrevocably obligated and bound itself to cause Revenues to be deposited into the Fund 347 Bond Retirement Account or from such other money as may be provided for such purpose certain amounts necessary to pay and secure the payment of the principal and interest on such bonds.

To the extent more particularly provided by the Bond Resolution, the amounts of Revenues so pledged to be paid into the Fund 347 Bond Retirement Account to pay and secure the payment of the principal of and interest on the bonds of this issue shall be a lien and charge thereon equal in rank to the lien and charge upon such Revenues of the amounts required to pay and secure the payment of the Outstanding Trust and Building Fee Revenue Bonds and any revenue bonds hereafter issued on a parity with the Outstanding Trust and Building Fee Revenue Bonds and the bonds of this issue and superior to all other liens and charges of any kind or nature.

This bond is a special limited obligation of the University and is not an obligation of the State of Washington or any political subdivision thereof other than the University, and neither the full faith and credit nor the taxing power of the University or the State of Washington is pledged to the payment of this bond.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Registrar.

It is hereby certified and declared that this bond and the bonds of this issue are issued pursuant to and in strict compliance with the Constitution and laws of the State of Washington and resolutions of the Board of Regents of the University and that all acts, conditions and things required to be done precedent to and in the issuance of this bond have happened, been done and performed.

502130504 -18-

executed by the manual or facsimile signature	n State University has caused this bond to be es of the Chair and Secretary of the Board of niversity to be imprinted hereon as of the
[SEAL]	WASHINGTON STATE UNIVERSITY
[SEAL]	WASHINGTON STATE UNIVERSITT
	By/s/ Chair, Board of Regents
	Chair, Board of Regents
ATTEST:	
/s/	
Secretary, Board of Regents	
The Registrar's Certificate of Authentic following form:	ation on the Bonds shall be in substantially the
CERTIFICATE OF A	AUTHENTICATION
	in the within mentioned Bond Resolution and is e Refunding Bonds, [year of issuance][series ted, 20
	WASHINGTON STATE FISCAL AGENT, Registrar
	By
	ByAuthorized Signer

<u>Section 8.</u> <u>Execution.</u> The Bonds of each series shall be executed on behalf of the University with the manual or facsimile signature of the Chair of the Board of Regents, shall be attested by the manual or facsimile signature of the Secretary of the Board of Regents and shall have the seal of the University impressed or a facsimile thereof imprinted thereon.

Only such Bonds as shall bear thereon a Certificate of Authentication in the form hereinbefore recited, manually executed by the Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution. Such Certificate of Authentication shall be conclusive evidence that the Bonds so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this resolution.

In case either of the officers of the University who shall have executed the Bonds shall cease to be such officer or officers of the University before the Bonds so signed shall have been authenticated or delivered by the Registrar, or issued by the University, such Bonds may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the University as though those who signed the same had continued to be such officers of the University. Any Bond may also be signed and attested on

502130504 -19-

behalf of the University by such persons as at the actual date of execution of such Bond shall be the proper officers of the University although at the original date of such Bond any such person shall not have been such officer.

<u>Section 9</u>. <u>Designation of Refunded Bonds; Sale of Bonds</u>.

- (a) Designation of Refunded Bonds. As outlined in the recitals and Section 3 of this resolution, the Refunding Candidates may be called for redemption prior to their scheduled maturities. All or some of the Refunding Candidates may be refunded with the proceeds of the Bonds authorized by this resolution. The Board of Regents has determined that it would be in the best interest of the University to delegate to the Designated University Representative the authority to approve the number of series and series designation, to approve the manner of sale, the final principal amounts of the Bonds (within the parameters required to achieve the Savings Target) and aggregate principal amounts for each series, date of the Bonds, interest rates, maturity dates, payment dates, redemption provisions (provided that the Bonds issued to refund the Refunding Candidates shall not be subject to optional redemption in less than 5 years from the date of issue), and Reserve Requirement, if any, and other terms and conditions of the Bonds in the manner provided hereafter so long as:
 - (1) the aggregate principal amount of the Bonds does not exceed \$83,850,000;
 - (2) the final maturity of the Bonds is not later than October 1, 2034; and
- (3) the net present value aggregate savings with respect to Refunded Bonds to be realized as a result of the refunding of the Refunded Bonds, <u>after</u> payment of all costs of issuance, is at least equal to the Savings Target.

In determining the designation of the Refunded Bonds, manner of sale, number of series, the taxable or tax-exempt status of each series, the series designation, the final principal amounts of the Bonds (within the parameters required to achieve the Savings Target), date of the Bonds, interest rates, payment dates, the Reserve Requirement, if any, redemption provisions (provided that the Bonds issued to refund the Refunding Candidates shall not be subject to optional redemption in less than 5 years from the date of issue), and maturity dates of such Bonds, the Designated University Representative, in consultation with University staff and the University's financial advisor, shall take into account those factors that, in his judgment, will result in the lowest true interest cost on the applicable series of the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable in tenor and quality to the applicable series of the Bonds.

(b) Bond Sale. The Designated University Representative is hereby authorized to determine whether the Bonds shall be sold by Negotiated Sale or by Competitive Sale. Upon the selection of one or more underwriters, the Designated University Representative shall negotiate the terms of sale for the Bonds, including the terms described in this section, in a contract of sale (the "Bond Purchase Contract"). If the Bonds are sold by Competitive Sale, sealed bids will be received by the Designated University Representative or the Competitive Sale will be undertaken by electronic means, in the manner and on such date and time as the Designated University Representative hereafter shall determine. The Designated University Representative will

502130504 -20-

approve the bid offering to purchase the Bonds at the lowest true interest cost to the University at such price as shall be determined at the time of sale by the Designated University Representative, plus accrued interest to the date of delivery, on all the terms and conditions set out in the applicable Official Notice of Sale.

All bids submitted for the purchase the Bonds shall be as set forth in the applicable Official Notice of Sale or otherwise as established by the Designated University Representative which will be furnished upon request made to the Designated University Representative. Such bids shall be accompanied by surety bond or a cashier's or certified check, as a good faith deposit, made payable to the order of the University, in an amount not less than one percent of the par amount of the Bonds. The good faith deposit of the successful bidder shall be security for the performance of its bid and shall be held as liquidated damages in case the successful bidder fails to take up and pay for the applicable series of the Bonds within 45 days if tendered for delivery. All bids submitted shall be opened (but not read publicly) by the University. The University reserves the right to reject any and all bids and to waive any irregularity or informality in any bid.

Subject to the terms and conditions set forth in this Section 9, the Designated University Representative is hereby authorized to accept an Approved Bid in a Competitive Sale and/or execute the final form of a Bond Purchase Contract in a Negotiated Sale, upon his approval of the number of series, the series designation, the final principal amounts of the Bonds (within the parameters required to achieve the Savings Target), date of the Bonds, interest rates, payment dates, redemption provisions (provided that the Bonds issued to refund the Refunding Candidates shall not be subject to optional redemption in less than 5 years from the date of issue), and maturity dates of such bonds set forth therein. Following each sale of the Bonds, the Designated University Representative shall provide a report to the Board of Regents, describing the final terms of each series of the Bonds approved pursuant to the authority delegated in this section.

- officials of the University including the Designated University Representative, are authorized and directed to undertake all other actions necessary for the prompt sale, execution and delivery of the Bonds and further to execute all closing certificates and documents required to effect the closing and delivery of the Bonds in accordance with the terms of the Bond Purchase Contract or Official Notice of Sale and Approved Bid. In furtherance of the foregoing, the Designated University Representative is authorized to approve and enter into agreements for the payment of costs of issuance, including Underwriter's discount, the fees and expenses specified in the Bond Purchase Contract, including fees and expenses of Underwriter and other retained services, including Bond Counsel, rating agencies, fiscal agent, and other expenses customarily incurred in connection with issuance and sale of bonds. The disbursement of Bond proceeds to pay certain costs of issuance shall be made by the Escrow Agent under the terms set forth in the Cost of Issuance Agreement substantially in the form attached to this Resolution as Exhibit B.
- (d) Official Statement. The Designated University Representative is authorized to ratify and to approve for purposes of the Rule, on behalf of the University, an Official Statement for each series (and any Preliminary Official Statement) and any supplement thereto relating to the issuance and sale of each series of the Bonds and the distribution of each series of the Bonds pursuant thereto with such changes, if any, as may be deemed by him/her to be appropriate.

502130504 -21-

(e) *Term of Authority*. The authority granted by this section shall remain in effect until June 30, 2020.

Section 10. Revenues; Building Account.

- (a) The University maintains the Fund 062 Washington State University Building Account pursuant to RCW 43.79.335 (the "Building Account").
- (1) Deposits into Building Account. The University will make the following deposits into the Building Account:
 - (A) Building Fees, as authorized by RCW 28B.15.310;
- (B) Funds transferred by the University from Fund 347 Bond Retirement Account pursuant to Section 10(b)(2)(D); and
 - (C) All investment income derived from the investment thereof.
- (2) Disbursements from Building Account. Money on hand in the Building Account shall be disbursed by the University as follows:
- (A) For transfer to Fund 347 Bond Retirement Account pursuant to RCW 28B.30.730 in the event there is ever an insufficient amount of money in Fund 347 Bond Retirement Account to pay any installment of interest or principal and interest coming due on any Parity Bonds, as required by Section 10(b)(1)(D); and
- (B) To pay, finance or refinance the costs of major construction and minor capital projects at the University, including payments for reimbursement of debt service on bonds issued by the State for University capital projects as approved by the Legislature and specified to be paid from the Building Account.
- (b) Flow of Funds; Priorities. The Fund 347 Bond Retirement Account is maintained by the State pursuant to RCW 28B.30.740.
- (1) <u>Deposits to Fund 347 Bond Retirement Account.</u> The following Revenues shall be paid into Fund 347 Bond Retirement Account:
- (A) All Trust Land Revenues shall be paid into Fund 347 Bond Retirement Account pursuant to RCW 28B.30.741;
- (B) One half of all Building Fees or such larger portion as may be necessary to prevent default with respect to Parity Bonds;
- (C) Any grants which may be made, or may become available, for the purpose of furthering the construction of any authorized projects of the University, or for the repayment of the costs thereof;

502130504 -22-

- (D) Money transferred from the Building Account, which transfer is hereby covenanted to be made pursuant to RCW 28B.30.730(8)(c), in the event there is ever an insufficient amount of money in Fund 347 Bond Retirement Account to pay any installment of interest or principal and interest coming due on any Parity Bonds;
 - (E) Additional Revenues hereinafter pledged by the University;
 - (F) Such additional funds as the Legislature may provide; and
- (G) Interest earnings on amounts held in Fund 347 Bond Retirement Account not otherwise required by statute to be transferred otherwise.
- (2) <u>Withdrawals from Fund 347 Bond Retirement Account</u>. The following amounts shall be withdrawn from the Fund 347 Bond Retirement Account:
- (A) On or prior to each date on which a payment of principal of, premium, if any, and interest on Parity Bonds is due, the amount of such principal, premium and interest shall be withdrawn and used to pay such principal, premium and interest;
- (B) For payment to the provider of any Reserve Subaccount Credit Facility, within the time frames required thereby or by any Reserve Subaccount Credit Facility related thereto, amounts necessary to reimburse such provider for draws made thereunder and any interest accrued on such draws, at such times and in such places as may be necessary to permit such issuer to reinstate such Reserve Subaccount Credit Facility in a timely manner.
- (C) For transfers to the Reserve Subaccount necessary to maintain the Reserve Requirement therein, if any; and
- (D) For transfers to the Building Account provided that the balance in Fund 347 Bond Retirement Account shall be the greater of (i) the amount required to be maintained therein by State law (currently RCW 28B.30.750) and (ii) the amount required for payment of debt service on Parity Bonds in the then current fiscal year.
- (c) Transfers to Reserve Subaccount. If a Reserve Requirement has been established for the Bonds, the University further covenants to transfer to the Reserve Subaccount, from money and investments in the Fund 347 Bond Retirement Account, the following:
- (1) If the University chooses to satisfy the Reserve Requirement over a period of five years pursuant to a determination made under subsection (c) hereof, within one year of the date of closing, beginning in 2020, and continuing annually thereafter until the Reserve Subaccount is Fully Funded, an amount equal to not less than 20% of the Reserve Requirement; and
- (2) If the value of the Reserve Assets is less than the Reserve Requirement on any Valuation Date, within 90 days thereafter, the amount necessary to restore the value of the Reserve Assets to the Reserve Requirement (if the Reserve Subaccount is then required to be Fully Funded) or to the pro rata portion of the Reserve Requirement then required to be on

502130504 -23-

deposit in the Reserve Subaccount pursuant to Section 10(d) hereof (if such date occurs before the Reserve Subaccount is Fully Funded).

(d) Reserve Subaccount.

- (1) If the Designated University Representative determines that the funding of the Reserve Subaccount is necessary or beneficial for the marketing of the Bonds, the University covenants to establish such Subaccount and deposit into the Reserve Subaccount the amounts required to be transferred into the Reserve Subaccount pursuant to Section 10(c) hereof, if any, the net income earned on investments in the Reserve Subaccount and all other amounts required to be transferred to the Reserve Subaccount pursuant to this resolution. Each Reserve Requirement may be funded annually over a five-year period or through a Reserve Subaccount Credit Facility. In the event the Designated University Representative elects to fund the Reserve Requirement over a five-year period, the University shall not be in default of its obligation hereunder as long as the annual deposits are made on a timely basis.
- (2) The University pledges and covenants to use the money and investments or proceeds of draws on any Reserve Subaccount Credit Facility in the Reserve Subaccount solely for the following purposes (in order of priority):
- (A) For transfer to the Fund 347 Bond Retirement Account whenever funds therein are insufficient to make any required payment of principal of or interest on any Outstanding Bonds; *provided, that* such transfer shall be made, first, from any available cash or the proceeds from the liquidation of any available investments in the Reserve Subaccount and, second, from the proceeds of any draw under any Reserve Subaccount Credit Facility; and provided further, that the University shall give the provider of the Reserve Subaccount Credit Facility prompt notice of any withdrawals from the Reserve Subaccount to pay principal of or interest on any Bonds; and
- (B) If the value of the Reserve Assets exceeds the Reserve Requirement on any Valuation Date, for transfer of the excess to pay rebatable arbitrage and second, to the Fund 347 Bond Retirement Account.
- (C) The Reserve Requirement may be met either with cash deposits/balances or with a Reserve Subaccount Credit Facility. The Designated University Representative reserves the right, to be exercised in his sole discretion, to substitute a Reserve Subaccount Credit Facility for any Reserve Subaccount Credit Facility previously provided or for money and investments in the Reserve Subaccount equal to the stated amount available under such Reserve Subaccount Credit Facility upon satisfaction of the following conditions precedent:
- (i) The University shall have received an Opinion of Counsel approving the due authorization, execution, delivery and enforceability of the Reserve Subaccount Credit Facility in accordance with its terms, subject to applicable laws affecting creditors' rights generally, and, in the event the issuer of the Reserve Subaccount Credit Facility is not a domestic entity, an opinion of foreign counsel to the same effect in form and substance satisfactory to the University;

502130504 -24-

- (ii) The University shall have received an Opinion of Bond Counsel to the effect that substitution of such Reserve Subaccount Credit Facility will not cause the interest on the Bonds to become includable in gross income for federal income taxation purposes;
- (iii) The obligation of the University to reimburse the issuer of the Reserve Subaccount Credit Facility for any fees or expenses or claims or drawings under such Reserve Subaccount Credit Facility shall be subordinate to the payment of debt service on any Outstanding Parity Bonds;
- (iv) The issuer of such Reserve Subaccount Credit Facility must have a rating at least equal to the underlying rating then in effect with respect to the Bonds, but in any event not lower than one of the two highest rating categories of each Rating Agency then maintaining a rating on the Bonds; and
- (v) The aggregate value of the Reserve Subaccount must equal the Reserve Requirement immediately upon such substitution.
- (D) The University covenants that it will not terminate any Reserve Subaccount Credit Facility unless, prior to such termination, either (1) it provides in lieu thereof a Reserve Subaccount Credit Facility, or (2) it deposits in the Reserve Subaccount money and investments equal to the Reserve Requirement. In the event that the provider of a Reserve Subaccount Credit Facility notifies the University that it will not renew or extend such credit facility, the University shall deposit in the Reserve Subaccount the money and investments necessary to equal the Reserve Requirement on the date that the Reserve Subaccount Credit Facility terminates.

Section 11. Application of Bond Proceeds; Refunding Procedures.

- (a) Application of Bond Proceeds. The net proceeds of sale of the Bonds shall be remitted to the Escrow Agent and shall be used immediately upon receipt thereof to defease the Refunded Bonds and, at the option of the Designated University Representative, to pay related costs of issuance. The Escrow Agent shall purchase certain Government Obligations (which obligations so purchased, are herein called "Acquired Obligations"), bearing such interest and maturing as to principal and interest in such amounts and at such times which, together with any necessary beginning cash balance, will provide for the payment of:
- (1) Interest on the Refunded Bonds as such become due on and prior to the Call Date; and
- (2) The redemption price (100% of par) of the Refunded Bonds on the Call Date.
- (b) Escrow Agent, Escrow Agreement and Costs of Issuance Agreement. The Designated University Representative is hereby requested and directed to select a financial institution to serve as the Escrow Agent for the Refunded Bonds (the "Escrow Agent"). A beginning cash balance, if any, and Acquired Obligations shall be deposited irrevocably with the Escrow Agent in an amount sufficient to defease the Refunded Bonds. The proceeds of the

502130504 -25-

Bonds remaining after acquisition of the Acquired Obligations and provision for the necessary beginning cash balance shall be utilized to pay expenses of the acquisition and safekeeping of the Acquired Obligations and expenses of the issuance of the Bonds. The Designated University Representative is authorized and directed to execute and deliver to the Escrow Agent an Escrow Deposit Agreement and a Costs of Issuance Agreement substantially in the forms attached to this resolution as Exhibit A and Exhibit B, respectively, with such changes or modifications as the Designated University Representative, with the advice of bond counsel to the University, consider necessary or advisable.

(c) *Redemption*. The University hereby irrevocably sets aside sufficient funds out of the purchase of Acquired Obligations from proceeds of the Bonds to make the payments described in subsection (a) of this section.

The University hereby irrevocably calls the Refunded Bonds for redemption on their Call Date in accordance with the provisions of the 2009 Resolution, authorizing the redemption and retirement of the Refunded Bonds prior to their fixed maturities. Said defeasance and call for redemption of the Refunded Bonds shall be irrevocable after the issuance of the Bonds and delivery of the Acquired Obligations to the Escrow Agent.

The Escrow Agent is hereby authorized and directed to provide for the giving of notices of the defeasance and the redemption of the Refunded Bonds in accordance with the applicable provisions of the 2009 Resolution. The Designated University Representative is authorized and requested to provide whatever assistance is necessary to accomplish such redemption and the giving of notices therefore. The costs of publication of such notices shall be an expense of the University.

The University will take such actions as are found necessary to see that all necessary and proper fees, compensation and expenses of the Escrow Agent for the Refunded Bonds shall be paid when due.

The University hereby irrevocably sets aside for and pledges to the payment of the Refunded Bonds the moneys and obligations to be deposited with the Escrow Agent pursuant to the Escrow Agreement to accomplish the plan of refunding and defeasance of the Refunded Bonds set forth herein and in the Escrow Agreement. When all of the Refunded Bonds shall have been redeemed and retired, the University may cause any remaining money to be transferred to the Bond Fund for the purposes set forth above.

- (d) *Termination of Subsidy*. The University hereby further covenants that from and after the issuance of the Refunded Bonds, the University shall no longer apply for, collect or retain any federal subsidy with respect to the Refunded Bonds.
- Section 12. Defeasance. In the event that money and/or noncallable Government Obligations, which are direct obligations of the United States or obligations unconditionally guaranteed by the United States, maturing or having guaranteed redemption prices at the option of the owner at such time or times and bearing interest to be earned thereon in amounts (together with such money, if any) sufficient to redeem and retire part or all of the Bonds in accordance with their terms, are hereafter irrevocably set aside in a special account and pledged to effect such redemption and retirement, and, if the Bonds are to be redeemed prior to maturity,

502130504 -26-

irrevocable notice, or irrevocable instructions to give notice of such redemption has been delivered to the Registrar, then no further payments need be made into the Fund 347 Bond Retirement Account or any account therein for the payment of the principal of, premium, if any, and interest on the Bonds so provided for and such Bonds shall then cease to be entitled to any lien, benefit or security of this resolution, except the right to receive the funds so set aside and pledged and such notices of redemption, if any, and such Bonds shall no longer be deemed to be Outstanding hereunder, under this resolution or under any resolution authorizing the issuance of bonds or other indebtedness of the University.

Within 20 days after any defeasance of Bonds, the University shall provide notice of defeasance of Bonds to Registered Owners of Bonds being defeased and to each party entitled to receive notice under agreements for continuing disclosure entered into pursuant to Section 24.

<u>Section 13</u>. <u>Investment of Funds</u>. The University covenants to invest and reinvest money deposited in the Fund 347 Bond Retirement Account only in those investments in which agencies of the State are authorized to invest pursuant to State law.

Section 14. Establishment of Additional Accounts and Subaccounts. The University reserves the right, to be exercised in its sole discretion, to establish such additional accounts within the funds established pursuant to this resolution, and subaccounts within such accounts, as it deems necessary or useful for the purpose of identifying more precisely the sources of payments herein and disbursements therefrom; provided that the establishment of any such account or subaccount does not alter or modify any of the requirements of this resolution with respect to a deposit or use of money or result in commingling of funds not permitted hereunder.

Section 15. Source of Repayment and Security for Bonds.

- (a) The Bonds shall be special revenue fund obligations of the University, payable solely from Revenues and the money and investments deposited into the Fund 347 Bond Retirement Account. The Bonds shall not constitute an obligation, neither general, special or moral, of the State, nor a general or moral obligation of the University. The Registered Owners of the Bonds shall have no right to require the State, nor has the State any obligation or legal authorization, to levy any taxes or appropriate or expend any of its funds for the payment of the principal thereof or the interest or any premium thereon. The University has no taxing power.
- (b) The Bonds shall be equally and ratably secured, without preference, priority or distinction because of date of issue or otherwise by liens, hereby created, against and pledge of the money and investments in the Fund 347 Bond Retirement Account. Said liens shall be immediately valid and binding against the money and investments in the Fund 347 Bond Retirement Account without filing or recording.

502130504 -27-

Section 16. Additional Bonds.

- (a) The University shall have the right to issue one or more series of Additional Bonds to finance the planning for, permitting, acquisition, construction, repair, renovation, alteration or betterment of University capital projects or to refund or advance refund any Parity Bonds, if:
- (1) The University is not in default of any of its covenants and undertakings in connection with all Outstanding Bonds; and
- (2) The University has on file a certificate of the Designated University Representative to the effect that Revenues will be sufficient to pay debt service on all Parity Bonds to be outstanding following the date of issuance of such Additional Bonds.

Upon compliance with the conditions set forth in this Section 16, such Additional Bonds shall be Parity Bonds, such Additional Bonds, the payments required therein to be made out of the Trust Land and Building Fee Revenues shall constitute a lien and charge upon such Trust Land and Building Fee Revenues equal in rank to the lien and charge thereon of all then outstanding Parity Bonds.

- (b) Nothing herein shall prevent the University from granting a lien or liens which are junior and subordinate to the lien of any Outstanding Bonds against the Trust Land Revenues and Building Fees and the money and investments in the Fund 347 Bond Retirement Account.
- <u>Section 17.</u> <u>Additional Covenants of the University.</u> So long as any Bonds are Outstanding, the University makes the following covenants.
- (a) Payment of Debt Service. The University shall pay or cause to be paid the principal of and the interest on all Outstanding Bonds on the dates, at the places, from the sources of funds and in the manner, all as provided herein.
- (b) Maintenance of the Building Fees. The Board shall charge and collect Building Fees and cause same to be deposited into Fund 347 Bond Retirement Account in amounts which, together with other amounts therein and legally available for the payment of debt service, will be sufficient to pay the principal of and interest on all Parity Bonds. In any event, no less than 50% of all Building Fee collections shall be deposited into Fund 347 Bond Retirement Account, as collected.
- (c) Deposit of Trust Land Revenues. The University will deposit Trust Land Revenues into the Fund 347 Bond Retirement Account, to be used as provided by State law and this resolution.
- <u>Section 18.</u> <u>Covenants Regarding Tax Exemption.</u> With regard to Bonds that are Tax-Exempt Bonds, the University covenants and agrees that:
- (a) *General Covenant*. It will not make any use of the proceeds from the sale of the Tax-Exempt Bonds or any other funds of the University which may be deemed to be proceeds of

502130504 -28-

such Tax-Exempt Bonds pursuant to Section 148 of the Code and the applicable regulations thereunder which will cause the Tax-Exempt Bonds to be "arbitrage bonds" within the meaning of Section 148 and said regulations. The University will comply with the applicable requirements of Section 148 of the Code (or any successor provision thereof applicable to the Tax-Exempt Bonds) and the applicable regulations thereunder throughout the term of the Tax-Exempt Bonds.

- (b) Bank Qualification. The Designated University Representative is authorized to determine whether the series of the Tax-Exempt Bonds may be qualified under Section 265(b) of the Code and to designate the series of the Tax-Exempt Bonds as "qualified tax-exempt obligations" pursuant to Section 265(b) of the Code for investment by financial institutions.
 - (c) *Private Use/Private Payments*. The University will not permit:
- (1) More than 10% of the Net Proceeds of the Bonds to be used for any Private Person Use; and
- (2) More than 10% of the principal or interest payments on the Bonds in a Bond Year to be directly or indirectly: (A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or (B) derived from payments (whether or not made to the University) in respect of property, or borrowed money, used or to be used for any Private Person Use.

The University further covenants that, if:

- (3) More than five percent of the Net Proceeds of the Bonds are to be used for any Private Person Use; and
- More than five percent of the principal or interest payments on the Bonds (4) in a Bond Year are (under the terms of this resolution or any underlying arrangement) directly or indirectly: (A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or (B) derived from payments (whether or not made to the University) in respect of property, or borrowed money, used or to be used for any Private Person Use, then, (i) any Private Person Use of the projects described in subsection (3) hereof or Private Person Use payments described in subsection (iv) hereof that is in excess of the five percent limitations described in such subsections (iii) or (iv) will be for a Private Person Use that is related to the state or local governmental use of the projects financed with bond proceeds, and (ii) any Private Person Use will not exceed the amount of Net Proceeds of the Bonds used for the state or local governmental use portion of the projects to which the Private Person Use of such portion of such projects relates. The University further covenants that it will comply with any limitations on the use of the projects by other than state and local governmental users that are necessary, in the opinion of its bond counsel, to preserve the tax exemption of the interest on the Bonds. The covenants of this section are specified solely to assure the continued exemption from regular income taxation of the interest on the Bonds.

502130504 -29-

- (d) It will not take any action or permit any action to be taken that would cause the Bonds to constitute "private activity bonds" under Section 141 of the Code.
- Section 19. Lost, Stolen or Destroyed Bonds. In case any Bond or Bonds shall be lost, stolen or destroyed, the Registrar may execute and deliver a new Bond or Bonds of like date, series, number and tenor to the Registered Owner thereof upon the owner's paying the expenses and charges of the Registrar and the University in connection therewith and upon his filing with the Registrar evidence satisfactory to the Registrar that such Bond was actually lost, stolen or destroyed and of his ownership thereof, and upon furnishing the Registrar and the University with indemnity satisfactory to the Registrar and the University.
- Section 20. No Recourse Against Individuals. No Registered Owner shall have any recourse for the payment of any part of the principal or redemption price, if any, of or interest on the Bonds, or for the satisfaction of any liability arising from, founded upon, or existing by reason of, the issuance or ownership of such Bonds against the officers of the University or officers or members of the Board in their individual capacities.
- <u>Section 21</u>. <u>Amendment of Resolution</u>. (a) *Amendment Without Consent*. This resolution may be amended or supplemented from time to time, without the consent of the Registered Owners by a resolution or resolutions amendatory or supplemental to this resolution adopted by the Board for one or more of the following purposes:
- (1) to add additional covenants of the Board or to surrender any right or power herein conferred upon the University; provided that such additional covenants and agreements are not contrary to or inconsistent with the covenants and agreements of the University contained in this resolution;
- (2) to confirm as further assurance any pledge or provision for payment of the Parity Bonds under and the subjection to any lien, claim or pledge created or to be created by the provisions of this resolution of Revenues or of any other moneys, securities or funds;
- (3) to cure any ambiguity or to cure, correct or supplement any defective (whether because of any inconsistency with any other provision hereof or otherwise) provision of this resolution in such manner as shall not be inconsistent with this resolution or to make any other provisions with respect to matters or questions arising under this resolution, provided such action shall not impair the security hereof or materially and adversely affect the interests of the Registered Owners; or
- (4) to prescribe further limitations and restrictions upon the issuance of Parity Bonds and the incurring of indebtedness by the University payable from the Revenues which are not contrary to or inconsistent with the limitations and restrictions thereon theretofore in effect;
- (5) to provide or modify procedures permitting Registered Owners to utilize a certificated system of registration for Bonds; or
- (6) to modify, alter, amend, supplement or restate this resolution in any and all respects necessary, desirable or appropriate in connection with the delivery of a Credit Facility or other security or liquidity arrangement; or

502130504 -30-

- (7) to modify, alter, amend, supplement or restate this resolution in any and all respects necessary, desirable or appropriate in order to satisfy the requirements of any Rating Agency which may from time to time provide a rating on the Bonds, or to obtain or retain such rating on any Parity Bonds as is deemed necessary by the University; or
- (8) to qualify this resolution under the Trust Indenture Act of 1939, as amended; or
- (9) to modify any of the provisions of this resolution in any other respects; provided that such modifications shall not materially and adversely affect the rights of any Parity Bondowners or that such modifications shall not take effect until all then Outstanding Parity Bonds are no longer Outstanding.

Notwithstanding anything in this Section 21 to the contrary, without the specific consent of the Registered Owners of each Parity Bond, no such resolution amending or supplementing the provisions hereof shall reduce the percentage of Parity Bonds, the Registered Owners of which are required to consent to any such resolution amending or supplementing the provisions hereof; or give to any Parity Bond or Parity Bonds any preference over any other Parity Bond or Parity Bonds secured hereby. No resolution amending or supplementing the provisions hereof shall change the date of payment of the principal of any Parity Bond, or reduce the principal amount of any Parity Bond, or change the rate or extend the time of payment of interest thereof, or reduce any premium payable upon the redemption or prepayment thereof, or advance the date upon which any Parity Bond may first be called for redemption prior to its fixed maturity date without the specific consent of the Registered Owner of that Parity Bond; and no such amendment shall change or modify any of the rights or obligations of any paying agent or other agent for a series of Parity Bonds without its written assent thereto.

(b) Amendments With Registered Owners' Consent. This resolution may be amended from time to time by a supplemental resolution approved by the Registered Owners of a majority in aggregate principal amount of the Parity Bonds then Outstanding; provided, that (1) no amendment shall be made which affects the rights of some but fewer than all of the Registered Owners of the Outstanding Parity Bonds without the consent of the Registered Owners of a majority in aggregate principal amount of the Parity Bonds so affected, and (2) except as expressly authorized hereunder, no amendment that alters the interest rates on any Parity Bonds, the maturity date, interest payment dates, purchase upon tender or redemption provisions of any Parity Bonds, this Section 21 without the consent of the Registered Owners of all Outstanding Parity Bonds affected thereby. For the purpose of consenting to amendments under this Section 21(b) except for amendments that alter the interest rate on any Parity Bonds, the maturity date, interest payment dates, the Credit Facility Issuer shall be deemed to be the sole Registered Owner of the Parity Bonds that are payable from such Credit Facility and that are then Outstanding.

Section 22. Concerning the Registered Owners.

(a) Form of Consent of Registered Owners. Any request, direction, consent or other written instrument required by this resolution to be signed or executed by the Registered Owners may be in any number of concurrent written instruments of similar tenor and may be signed or executed by such Registered Owners in person or by an agent or agents duly appointed by a

502130504 -31-

written instrument. For purposes of compliance with this section, the issuer of an irrevocable letter of credit securing the repayment of the Bonds or an issuer of a policy of municipal bond insurance insuring the payment of the Bonds shall be deemed to be the Registered Owner of the Bonds. Proof of the execution of any such written instrument and of the ownership of the Bonds shall be sufficient for any purpose of this resolution and shall be conclusive in favor of the University, and/or the Registered Owners with regard to any action taken under such instrument, if made in the following manner:

- (1) the fact and date of the execution by any Registered Owner of any such instrument may be proved by the certificate of any officer in any jurisdiction who, by the laws thereof, has power to take acknowledgments of deeds to be recorded within such jurisdiction, to the effect that the Registered Owner signing such instrument acknowledged to him or her the execution thereof, or by an affidavit of a witness to such execution; and
- (2) the ownership of Bonds shall be proved by the Bond Register maintained by the Registrar.

Nothing contained in this Section 22(a) shall be construed as limiting the University to the proof above specified, it being intended that the University may accept any other evidence of the matters herein stated to which it may seem sufficient.

- (b) Waiver of Form. Except as otherwise provided herein, any notice or other communication required by this resolution to be given by delivery, publication or otherwise to the Registered Owners or any one or more thereof may be waived, at any time before such notice or communication is so required to be given, by written waivers mailed or delivered to the University by the Registered Owners of all Bonds of a series entitled to such notice or communication.
- (c) Revocation; Conclusive Action. At any time prior to (but not after) the evidencing to the University of the taking of any action by the Registered Owners of the percentage in aggregate principal amount of Outstanding Bonds of a series specified in this resolution in connection with such action, any Registered Owner may, by filing written notice with the University, revoke any consent given by such Registered Owner or the predecessor Registered Owner of such Bond. Except as aforesaid, any such consent given by the Registered Owner of any Bond shall be conclusive and binding upon such Registered Owner and upon all future Registered Owners of such Bond and of any Bond issued in exchange therefor or in lieu thereof, irrespective of whether or not any notation in regard thereto is made upon such Bond. Any action taken by the Registered Owners of the percentage in aggregate principal amount of a series of Outstanding Bonds specified in this resolution in connection with such action shall be conclusively binding upon the University and the Registered Owners of all Outstanding Bonds.
- Section 23. Determination of Registered Owners' Concurrence. In determining whether the Registered Owners of the requisite aggregate principal amount of Outstanding Bonds have concurred in any demand, request, direction, consent or waiver under this resolution, Bonds which are owned by or held in the name of the University shall be disregarded and deemed not to be Outstanding for the purpose of any such determination. Bonds so owned which have been pledged in good faith may be regarded as Outstanding for the purposes of this

502130504 -32-

Section 23 if the pledgee shall establish to the satisfaction of the University the pledgee's right to vote such Bonds and that the pledgee is not the University.

<u>Section 24.</u> <u>Undertaking to Provide Ongoing Disclosure.</u> The Designated University Representative is authorized to, in his discretion, execute and deliver a certificate regarding continuing disclosure with respect to each series of the Bonds in order to assist the Underwriter for each series of Bonds in complying with Section (b)(5) of the Rule.

Section 25. Resolution a Contract with Bondowners. This resolution is adopted under the authority of and in full compliance with the Constitution and laws of the State of Washington. In consideration of the purchase and acceptance of the Bonds by those who shall hold the same from time to time, the provisions of this resolution shall constitute a contract with the owner or owners of each Bond and the coupons, if any, appurtenant thereto, and the obligations of the University and its Board under said laws and under this resolution shall be enforceable by any court of competent jurisdiction; and the covenants and agreements herein set forth to be performed on behalf of the University shall be for the equal benefit, protection and security of the owners of any and all of the Bonds and the coupons, if any, appurtenant thereto.

Section 26. Contract-Savings Clause. The covenants contained in this resolution, the Bonds and the provisions of the Bond Act shall constitute a contract between the University and the Registered Owners of the Bonds and shall be construed in accordance with and controlled by the laws of the State. If any one or more of the covenants or agreements provided in this resolution to be performed on the part of the University shall be declared by any court of competent jurisdiction and final appeal, if any appeal be taken, to be contrary to law, then such covenant or covenants, agreement or agreements shall be null and void and shall be deemed separable from the remaining covenants and agreements in this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bonds.

Section 27. No Benefits to Outside Parties. Nothing in this resolution, express or implied, is intended or shall be construed to confer upon or to give to any person, other than the University, the Registrar, any provider of a Reserve Subaccount Credit Facility and the Registered Owners of Bonds, any right, remedy or claim under or by reason of this resolution; and the covenants, stipulations and agreements in this resolution are and shall be for sole and exclusive benefit of the University, the Registrar, any provider of a Reserve Subaccount Credit Facility and the Registered Owners of Bonds, their successors and assigns.

502130504 -33-

 $\underline{Section\ 28}. \quad \underline{Immediate\ Effect}. \quad This\ resolution\ shall\ take\ effect\ immediately\ upon\ its$ adoption.

ADOPTED AND APPROVED by the Board of Regents of Washington State University, by a regular meeting of the Board held this 3rd day of May, 2019.

	WASHINGTON STATE UNIVERSITY
	Chair, Board of Regents
ATTEST:	
Secretary, Board of Regents	

502130504 -34-

EXHIBIT A

ESCROW DEPOSIT AGREEMENT

WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS, [YEAR OF ISSUANCE][SERIES DESIGNATION]

THIS ESCROW AGREEMENT, dated as of, 20 (herein, together
with any amendments or supplements hereto, called the "Agreement") is entered into by and between Washington State University (herein called the "University") and, as escrow agent (herein,
together with any successor in such capacity, called the "Escrow Agent"). The notice addresses of the University and the Escrow Agent are shown on Exhibit A attached hereto and made a part hereof.
WITNESSETH:
WHEREAS, the University has issued and there presently remain outstanding the obligations described in Exhibit B (the "Refunded Bonds"); and
WHEREAS, pursuant to Resolution No. 190503-603, adopted on May 3, 2019 (the "Resolution"), the University has determined to issue its Washington State University Trust and Building Fee Revenue Refunding Bonds, [year of issuance][series designation] (the "Refunding Bonds"). A portion of the Refunding Bonds are being used for the purpose of providing funds to pay the costs of refunding the Refunded Bonds; and
WHEREAS , the Escrow Agent has reviewed this Agreement, and is willing to serve as Escrow Agent; and
[WHEREAS,
WHEREAS, pursuant to the Resolution, the Refunded Bonds have been designated for defeasance and/or redemption prior to their scheduled maturity dates and, after provision is made for such defeasance and/or redemption, the Refunded Bonds will come due in such years, bear interest at such rates, and be payable at such times and in such amounts as are set forth in Exhibit C; and
WHEREAS, when Escrowed Securities have been deposited with the Escrow Agent for the payment of all principal and interest of the Refunded Bonds when due, then the Refunded

Bonds shall no longer be regarded as outstanding except for the purpose of receiving payment

502130504 A-1

from the funds provided for such purpose; and

WHEREAS, the Refunding Bonds have been duly authorized to be issued, sold, and delivered for the purpose of obtaining the funds required to provide for the payment of the principal of, interest on and redemption premium (if any) on the Refunded Bonds when due as shown on Exhibit C; and

WHEREAS, the University desires that, concurrently with the delivery of the Refunding Bonds to the purchasers, the proceeds of the Refunding Bonds, together with certain other available funds of the University, shall be applied to purchase certain direct obligations of the United States of America hereinafter defined as the "Escrowed Securities" for deposit to the credit of the Escrow Fund and to establish a beginning cash balance (if needed) in the Escrow Fund; and

WHEREAS, the Escrowed Securities shall mature and the interest thereon shall be payable at such times and in such amounts so as to provide money which, together with cash balances from time to time on deposit in the Escrow Fund, will be sufficient to pay interest on the Refunded Bonds as it accrues and becomes payable and the principal of the Refunded Bonds as it becomes due and payable; and

WHEREAS, to facilitate the receipt and transfer of proceeds of the Escrowed Securities, particularly those in book-entry form, the University desires to establish the Escrow Fund at the principal corporate trust office of the Escrow Agent; and

WHEREAS, the Escrow Agent is a party to this Agreement to acknowledge its acceptance of the terms and provisions hereof; and

WHEREAS, simultaneously herewith, the University is entering into a Cost of Issuance Agreement with the Escrow Agent to provide for the payment of costs of issuance relating to the Bonds;

NOW, THEREFORE, in consideration of the mutual undertakings, promises and agreements herein contained, the sufficiency of which hereby are acknowledged, and to secure the full and timely payment of principal of and the interest on the Refunded Bonds, the University and the Escrow Agent mutually undertake, promise and agree for themselves and their respective representatives and successors, as follows:

Article 1.

Section 1.1. Definitions.

Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them below when they are used in this Agreement:

Acquired Obligations mean the Government Obligations acquired by the University under the terms of the resolution and this Escrow Agreement to effect the defeasance and refunding of the Refunded Bonds.

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Escrow Fund means the fund created by this Agreement to be established, held and administered by the Escrow Agent pursuant to the provisions of this Agreement.

Escrowed Securities mean the noncallable Government Obligations described in Exhibit D, or cash or other noncallable obligations substituted therefor pursuant to Section 4.2 of this Agreement.

Government Obligations mean direct, noncallable (a) United States Treasury Obligations, (b) United States Treasury Obligations — State and Local Government Series, (c) non-prepayable obligations which are unconditionally guaranteed as to full and timely payment of principal and interest by the United States of America or (d) REFCORP debt obligations unconditionally guaranteed by the United States.

Paying Agent means the fiscal agent of the State of Washington, as the paying agent for the Refunded Bonds.

Refunded Bonds mean \$_____ of the University's Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds — Direct Payment), maturing [on and] after October 1, 2019.

Section 1.2. Other Definitions.

The terms "Agreement," "University," "Escrow Agent," "Resolution," "Verification Report," "Refunded Bonds," and "Refunding Bonds" when they are used in this Agreement, shall have the meanings assigned to them in the preamble to this Agreement.

Section 1.3. Interpretations.

The titles and headings of the articles and sections of this Agreement have been inserted for convenience and reference only and are not to be considered a part hereof and shall not in any way modify or restrict the terms hereof. This Agreement and all of the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to achieve the intended purpose of providing for the refunding of the Refunded Bonds in accordance with applicable law.

Article 2. Deposit of Funds and Escrowed Securities

Section 2.1. Deposits in the Escrow Fund.

Concurrently with the sale and delivery of the Refunding Bonds the University shall deposit, or cause to be deposited, with the Escrow Agent, for deposit in the Escrow Fund, the funds sufficient to purchase the Escrowed Securities described in Exhibit D, and the Escrow Agent shall, upon the receipt thereof, acknowledge such receipt to the University in writing.

Article 3. Creation and Operation of Escrow Fund

Section 3.1. Escrow Fund.

The Escrow Agent has created on its books a special trust fund and irrevocable escrow to be known as the Escrow Fund (the "Escrow Fund"). The Escrow Agent agrees that upon receipt it will deposit to the credit of the Escrow Fund the funds and the Escrowed Securities described in Exhibit D. Such deposit, all proceeds therefrom, and all cash balances on deposit therein (a) shall be the property of the Escrow Fund, (b) shall be applied only in strict conformity with the terms and conditions of this Agreement, and (c) are hereby irrevocably pledged to the payment of the principal of and interest on the Refunded Bonds on October 1, 2019 (the "Call Date"), which payment shall be made by timely transfer of such amounts as are provided for in Section 3.2. When the final transfer have been made for the payment of such principal of and interest on the Refunded Bonds, any balance then remaining in the Escrow Fund shall be transferred to the University, and the Escrow Agent shall thereupon be discharged from any further duties hereunder.

Section 3.2. Payment of Principal and Interest.

The Escrow Agent is hereby irrevocably instructed to transfer to the Paying Agent from the cash balances on deposit in the Escrow Fund, the amounts required to pay the principal of the Refunded Bonds and interest thereon to the Call Date as shown in Exhibit C.

Section 3.3. Sufficiency of Escrow Fund.

The University represents that, based upon the information provided in the Verification Report, the successive receipts of the principal of and interest on the Escrowed Securities will assure that the cash balance on deposit in the Escrow Fund will be at all times sufficient to provide money for transfer to the Paying Agent on the Call Date and in the amounts required to pay the interest on the Refunded Bonds coming due on the Call Date and the principal of the Refunded Bonds on the Call Date, all as more fully set forth in Exhibit E. If, for any reason, at any time, the cash balances on deposit or scheduled to be on deposit in the Escrow Fund shall be insufficient to transfer the amounts required by the Paying Agent to make the payments set forth in Section 3.2., the University shall timely deposit in the Escrow Fund, from any funds that are lawfully available therefor, additional funds in the amounts required to make such payments. Notice of any such insufficiency shall be given promptly as hereinafter provided, but the Escrow Agent shall not in any manner be responsible for any insufficiency of funds in the Escrow Fund or the University's failure to make additional deposits.

Section 3.4. Trust Fund.

The Escrow Agent shall hold at all times the Escrow Fund, the Escrowed Securities and all other assets of the Escrow Fund, wholly segregated from all other funds and securities on deposit with the Escrow Agent; it shall never allow the Escrowed Securities or any other assets of the Escrow Fund to be commingled with any other funds or securities of the Escrow Agent; and it shall hold and dispose of the assets of the Escrow Fund only as set forth herein. The Escrowed Securities and other assets of the Escrow Fund shall always be maintained by the

Escrow Agent as trust funds for the benefit of the owners of the Refunded Bonds; and a special account shall at all times be maintained on the books of the Escrow Agent. The owners of the Refunded Bonds shall be entitled to the same preferred claim and first lien upon the Escrowed Securities, the proceeds thereof, and all other assets of the Escrow Fund to which they are entitled as owners of the Refunded Bonds. The amounts received by the Escrow Agent under this Agreement shall not be considered as a banking deposit by the University, and the Escrow Agent shall have no right to title with respect thereto except as a trustee and Escrow Agent under the terms of this Agreement. The amounts received by the Escrow Agent under this Agreement shall not be subject to warrants, drafts or checks drawn by the University or, except to the extent expressly herein provided, by the Paying Agent.

Article 4. Limitation on Investments

Section 4.1. Investments.

Except for the initial investment in the Escrowed Securities, the Escrow Agent shall not have any power or duty to invest or reinvest any money held hereunder, or to make substitutions of the Escrowed Securities, or to sell, transfer, or otherwise dispose of the Escrowed Securities.

Article 5. Application of Cash Balances

Section 5.1. In General.

Except as provided in Sections 2.1 and 3.2, no withdrawals, transfers or reinvestment shall be made of cash balances in the Escrow Fund. Cash balances shall be held by the Escrow Agent in United States currency and shall not be reinvested by the Escrow Agent, except as directed or authorized herein.

Article 6. Redemption of Refunded Bonds

Section 6.1. Call for Redemption.

The University hereby irrevocably calls the Refunded Bonds for redemption on their earliest redemption dates, as shown [in the Verification Report and] on Appendix A attached hereto.

Section 6.2. Notice of Redemption/Notice of Defeasance.

The Escrow Agent agrees to give a notice of defeasance and a notice of the redemption of the Refunded Bonds pursuant to the terms of the Refunded Bonds and in substantially the forms attached as and as described in Appendices A and B to the Paying Agent for distribution as described therein. The notice of defeasance shall be given immediately following the execution of this Agreement, and the notice of redemption shall be given in accordance with the resolution authorizing the Refunded Bonds. The Escrow Agent hereby certifies that provision satisfactory and acceptable to the Escrow Agent has been made for the giving of notice of redemption of the Refunded Bonds.

Article 7. Records and Reports

Section 7.1. Records.

The Escrow Agent will keep books of record and account in which complete and accurate entries shall be made of all transactions relating to the receipts, disbursements, allocations and application of the money and Escrowed Securities deposited to the Escrow Fund and all proceeds thereof, and such books shall be available for inspection during business hours and after reasonable notice.

Section 7.2. Reports.

While this Agreement remains in effect, the Escrow Agent annually shall prepare and send to the University a written report summarizing all transactions relating to the Escrow Fund during the preceding year, including, without limitation, credits to the Escrow Fund as a result of interest payments on or maturities of the Escrowed Securities and transfers from the Escrow Fund for payments on the Refunded Bonds or otherwise, together with a detailed statement of all Escrowed Securities and the cash balance on deposit in the Escrow Fund as of the end of such period.

Article 8. Concerning the Paying Agent and Escrow Agent

Section 8.1. Representations.

The Escrow Agent hereby represents that it has all necessary power and authority to enter into this Agreement and undertake the obligations and responsibilities imposed upon it herein, and that it will carry out all of its obligations hereunder.

Section 8.2. Limitation on Liability.

The liability of the Escrow Agent to transfer funds for the payment of the principal of and interest on the Refunded Bonds shall be limited to the proceeds of the Escrowed Securities and the cash balances from time to time on deposit in the Escrow Fund. Notwithstanding any provision contained herein to the contrary, the Escrow Agent shall have no liability whatsoever for the insufficiency of funds from time to time in the Escrow Fund or any failure of the obligors of the Escrowed Securities to make timely payment thereon, except for the obligation to notify the University promptly of any such occurrence.

The recitals herein and in the proceedings authorizing the Refunding Bonds shall be taken as the statements of the University and shall not be considered as made by, or imposing any obligation or liability upon, the Escrow Agent.

The Escrow Agent is not a party to the proceedings authorizing the Refunding Bonds or the Refunded Bonds and is not responsible for nor bound by any of the provisions thereof (except to the extent that the Escrow Agent may be a place of payment and paying agent and/or a

paying agent/registrar therefor). In its capacity as Escrow Agent, it is agreed that the Escrow Agent need look only to the terms and provisions of this Agreement.

The Escrow Agent makes no representations as to the value, conditions or sufficiency of the Escrow Fund, or any part thereof, or as to the title of the University thereto, or as to the security afforded thereby or hereby, and the Escrow Agent shall not incur any liability or responsibility in respect to any of such matters.

It is the intention of the parties that the Escrow Agent shall never be required to use or advance its own funds or otherwise incur personal financial liability in the performance of any of its duties or the exercise of any of its rights and powers hereunder.

The Escrow Agent shall not be liable for any action taken or neglected to be taken by it in good faith in any exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Agreement, nor shall the Escrow Agent be responsible for the consequences of any error of judgment; and the Escrow Agent shall not be answerable except for its own action, neglect or default, nor for any loss unless the same shall have been through its negligence or want of good faith.

Unless it is specifically otherwise provided herein, the Escrow Agent has no duty to determine or inquire into the happening or occurrence of any event or contingency or the performance or failure of performance of the University with respect to arrangements or contracts with others, with the Escrow Agent's sole duty hereunder being to safeguard the Escrow Fund, to dispose of and deliver the same in accordance with this Agreement. If, however, the Escrow Agent is called upon by the terms of this Agreement to determine the occurrence of any event or contingency, the Escrow Agent shall be obligated, in making such determination, only to exercise reasonable care and diligence, and in event of error in making such determination the Escrow Agent shall be liable only for its own misconduct or its negligence. In determining the occurrence of any such event or contingency the Escrow Agent may request from the University or any other person such reasonable additional evidence as the Escrow Agent in its discretion may deem necessary to determine any fact relating to the occurrence of such event or contingency, and in this connection may make inquiries of, and consult with, among others, the University at any time.

Section 8.3. Successor Escrow Agents.

If at any time the Escrow Agent or its legal successor or successors should become unable, through operation or law or otherwise, to act as escrow agent hereunder, or if its property and affairs shall be taken under the control of any state or federal court or administrative body because of insolvency or bankruptcy or for any other reason, a vacancy shall forthwith exist in the office of Escrow Agent hereunder. In such event and upon receipt of notice of such event by the University, the University, by appropriate action, promptly shall appoint an Escrow Agent to fill such vacancy. If no successor Escrow Agent shall have been appointed by the University within 60 days, a successor may be appointed by the owners of a majority in principal amount of the Refunded Bonds then outstanding by an instrument or instruments in writing filed with the University, signed by such owners or by their duly authorized attorneys-in-fact. If, in a proper case, no appointment of a successor Escrow Agent shall be made pursuant to the foregoing

provisions of this section within three months after a vacancy shall have occurred, the owner of any Refunded Bond may apply to any court of competent jurisdiction to appoint a successor Escrow Agent. Such court may thereupon, after such notice, if any, as it may deem proper, prescribe and appoint a successor Escrow Agent.

Any successor Escrow Agent shall be a corporation organized and doing business under the laws of the United States or any state, authorized under such laws to exercise corporate trust powers, having a combined capital and surplus of at least \$100,000,000 and subject to the supervision or examination by federal or state authority.

Any successor Escrow Agent shall execute, acknowledge and deliver to the University and the Escrow Agent an instrument accepting such appointment hereunder, and the Escrow Agent shall execute and deliver an instrument transferring to such successor Escrow Agent, subject to the terms of this Agreement, all the rights, powers and trusts of the Escrow Agent hereunder. Upon the request of any such successor Escrow Agent, the University shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor Escrow Agent all such rights, powers and duties.

The obligations assumed by the Escrow Agent pursuant to this Agreement may be transferred by the Escrow Agent to a successor Escrow Agent if (a) the requirements of this Section 8.4 are satisfied; (b) the successor Escrow Agent has assumed all the obligations of the Escrow Agent under this Agreement; and (c) all of the Escrowed Securities and money held by the Escrow Agent pursuant to this Agreement have been duly transferred to such successor Escrow Agent.

Article 9. Miscellaneous

Section 9.1. Notice.

Any notice, authorization, request, or demand required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given when mailed by registered or certified mail, postage prepaid addressed to the University or the Escrow Agent at the address shown on Exhibit A attached hereto. The United States Post Office registered or certified mail receipt showing delivery of the aforesaid shall be conclusive evidence of the date and fact of delivery. Any party hereto may change the address to which notices are to be delivered by giving to the other parties not less than ten days prior notice thereof.

Section 9.2. Termination of Responsibilities.

Upon the taking of all the actions as described herein by the Escrow Agent, the Escrow Agent shall have no further obligations or responsibilities hereunder to the University, the owners of the Refunded Bonds or to any other person or persons in connection with this Agreement.

Section 9.3. Binding Agreement.

This Agreement shall be binding upon the University and the Escrow Agent and their respective successors and legal representatives, and shall inure solely to the benefit of the owners of the Refunded Bonds, the University, the Escrow Agent and their respective successors and legal representatives.

Section 9.4. Severability.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.

Section 9.5. Washington Law Governs.

This Agreement shall be governed exclusively by the provisions hereof and by the applicable laws of the State of Washington.

Section 9.6. Time of the Essence.

Time shall be of the essence in the performance of obligations from time to time imposed upon the Escrow Agent by this Agreement.

Section 9.7. Notice to Moody's and S&P.

In the event that this agreement or any provision thereof is severed, amended or revoked, the University shall provide written notice of such severance, amendment or revocation to Moody's Investors Service at 7 World Trade Center, 250 Greenwich Street, New York, New York, 10007, Attention: Public Finance Rating Desk/Refunded Bonds and to S&P Global Ratings, 55 Water Street, New York, New York 10041, Attention: Refunded Bonds Municipal Bond Department.

Section 9.8. Amendments.

This Agreement shall not be amended except to cure any ambiguity or formal defect or omission in this Agreement. No amendment shall be effective unless the same shall be in writing and signed by the parties thereto. No such amendment shall adversely affect the rights of the holders of the Refunded Bonds. No such amendment shall be made without first receiving written confirmation from the rating agencies, (if any) which have rated the Refunded Bonds that such amendment will not result in a withdrawal or reduction of its rating then assigned to the Refunded Bonds. If this Agreement is amended, prior written notice and copies of the proposed changes shall be given to the rating agencies which have rated the Refunded Bonds.

EXECUTED as of the date first written above.

	WASHINGTON STATE UNIVERSITY
	Title:
	[ESCROW AGENT]
	Title:
Exhibit A Exhibit B Exhibit C Exhibit D Exhibit E Appendix A Appendix B	 Addresses of the University and the Escrow Agent Description of the Refunded Bonds Schedule of Debt Service on Refunded Bonds Description of Beginning Cash Deposit (if any) and Escrowed Securities Escrow Fund Cash Flow Notice of Redemption — 2009 Bonds Notice of Defeasance — 2009 Bonds

EXHIBIT A Addresses of the University and Escrow Agent

University:	Washington State University Office of Business and Finance 432 French Administration Building P.O. Box 641045 Pullman, Washington 99164-1045 Attention: Vice President of Finance and Administration
Escrow Agent:	
	Attention: Corporate Trust Services

502130504 A-A-1

Washington State University Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds — Direct Payment) ("Refunded Bonds")

Maturities (October 1)	Principal Amounts	Interest Rates
2019	\$ 3,795,000	4.933%
2020	3,925,000	5.183
2021	4,060,000	5.283
2029^*	39,090,000	6.314
2034^*	31,875,000	6.414

^{*} Term Bonds

502130504 A-B-1

⁽¹⁾ Any or all of the 2009B Bonds as selected by the Designated University Representative.

EXHIBIT CSchedule of Debt Service on Refunded Bonds

Date	Interest	Principal/ Redemption Price	Total
[Month, Date, Year]	\$	\$	\$[Total Amount]
Total	\$[Total Amount]	\$[Total Amount]	\$[Total Amount]

502130504 A-C-1

EXHIBIT D Escrow Deposit

I. Cash: \$_____

II. Other Obligations

Description	Maturity Date	Principal Amount	Interest Rate	Total Cost
[SLG, TNOTE]	[Month, Date, Year]	\$	[Rate]%	\$
		\$[Total Amount]		\$[Total Amount]

502130504 A-D-1

EXHIBIT E Escrow Fund Cash Flow

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Cash Balance
[Month, Date, Year]	\$	\$	\$	\$
	\$[Total Amount]	\$[Total Amount]	\$	

502130504 A-E-1

APPENDIX A

Notice of Redemption* Washington State University Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment)

NOTICE IS HEREBY GIVEN that the University has called for redemption on _, its then outstanding Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment) (the "Bonds").

The Bonds will be redeemed at a price of 100% of their principal amount, plus interest accrued to _____. The redemption price of the Bonds is payable on presentation and surrender of the Bonds at the office of:

> U.S. Bank National Association Global Corporate Trust Services 111 Fillmore Ave E St. Paul, MN 55107

Interest on all Bonds or portions thereof which are redeemed shall cease to accrue on

The following Bonds are being redeemed:

Washington State University Trust and Building Fee Revenue Bonds, 2009B (Taxable Build America Bonds – Direct Payment) (Dated December 1, 2009)

Maturity Date (October 1)	Par Amount Defeased	Interest Rate	CUSIP No.
2020	\$ 3,925,000	5.183%	940093Z26
2021	4,060,000	5.283	940093Z34
2029^*	39,090,000	6.314	940093Z42
2034^*	31,875,000	6.414	940093 Z 59

^{*} Term Bonds

By Order of Washington State University

^{*}To conform with notice provisions of Refunded Bonds. This notice shall be given not more than 60 nor less than 30 days prior to the Call Date by first class mail to each registered owner of the Refunded Bonds. In addition notice shall be mailed at least 35 days prior to the Call Date to The Depository Trust Company of New York, New York; Wells Fargo Securities, LLC, Denver, Colorado; Moody's Investors Service; Standard & Poor's Ratings Services; and to the Municipal Securities Rulemaking Board.

U.S. Bank National Association, as Paying Agent Dated: ______.

Withholding of 28% of gross redemption proceeds of any payment made within the United States may be required by the Jobs and Growth Tax Relief Reconciliation Act of 2003 (the "Act") unless the Paying Agent has the correct taxpayer identification number (social security or employer identification number) or exemption certificate of the payee. Please furnish a properly completed Form W-9 or exemption certificate or equivalent when presenting your Bonds.

APPENDIX B

Notice of Defeasance* Washington State University (Taxable Build America Bonds – Direct Payment) Trust and Building Fee Revenue Bonds, 2009B

NOTICE IS HEREBY GIVEN to the owners of that portion of the above captioned bonds with respect to which, pursuant to an Escrow Agreement dated _______, by and between Washington State University (the "University") and _______ (the "Escrow Agent"), the University has deposited into an escrow account, held by the Escrow Agent, cash and non-callable direct obligations of the United States of America, the principal of and interest on which, when due, will provide money to pay each year, to and including the respective maturity or redemption dates of such bonds so provided for, the principal thereof and interest thereon (the "Defeased Bonds"). Such Defeased Bonds are therefore deemed to be no longer outstanding pursuant to Section 11 of Resolution No. 091009-367, adopted on October 9, 2009, of the University authorizing the Defeased Bonds, but will be paid by application of the assets in such escrow.

The Defeased Bonds are described as follows:

Washington State University
Trust and Building Fee Revenue Bonds, 2009B
(Taxable Build America Bonds – Direct Payment)
(Dated December 1, 2009)

Maturity Date (October 1)	Par Amount Defeased	Interest Rate	Call Date	CUSIP No.
2019	\$ 3,795,000	4.933%	Maturity	940093Y92
2020	3,925,000	5.183	October 1, 2019	940093Z26
2021	4,060,000	5.283	October 1, 2019	940093Z34
2029^*	39,090,000	6.314	October 1, 2019	940093Z42
2034^{*}	31,875,000	6.414	October 1, 2019	940093Z59

^{*} Term Bonds

* This notice shall be given immediately by first class mail to each registered owner of the Defeased Bonds and to the Municipal Securities Rulemaking Board.

Exhibit A - Page 1 - Appendix B 502130504

[Bond Numbers of 2009B Defeased Bonds

Information for Individual Registered Owner

The addressee of this notice	e is the registered owner of Bond Certificate No	of the
Defeased Bonds described above,	which certificate is in the principal amount of \$	
Of that principal amount, \$	has been defeased as described above.	
[Date]		
	as Escrow Agent]	

EXHIBIT B

COSTS OF ISSUANCE AGREEMENT

WASHINGTON STATE UNIVERSITY TRUST AND BUILDING FEE REVENUE REFUNDING BONDS, [YEAR OF ISSUANCE][SERIES DESIGNATION]

THIS COSTS OF ISSUANCE AGREEMENT, dated as of, (herein,
together with any amendments or supplements hereto, called the "Agreement"), is entered into by and between the WASHINGTON STATE UNIVERSITY, (herein called the "University") and, as Escrow Agent
(herein, together with any successor in such capacity, called the "Escrow Agent").
WITNESSETH:
WHEREAS , pursuant to Resolution No. 190503-603, adopted on May 3, 2019 (the "Resolution"), the University has determined to issue its Trust and Building Fee Revenue Refunding Bonds, [year of issuance][series designation] (the "Bonds"). A portion of the Bonds are being used for the purpose of providing funds to pay the costs of refunding certain outstanding bonds of the University; and
WHEREAS, simultaneously herewith, the University is entering into an Escrow Deposit Agreement, dated under which the Escrow Agent will hold invested proceeds of the Bonds in order to pay and defease and redeem the refunded bonds under the terms set forth therein; and
WHEREAS, certain proceeds of the Bonds will be delivered to the Escrow Agent on the date of issuance of the Bonds that are required to be disbursed to pay costs of issuance of the Bonds; and
WHEREAS , the Escrow Agent has agreed, without additional compensation to disburse the Bond proceeds received to pay costs of issuance under the terms of this Agreement;
Section 1. Deposit in the Costs of Issuance Fund.
The Escrow Agent has created on its books a special trust fund and escrow fund to be known as the Costs of Issuance Fund. The Escrow Agent agrees that upon receipt it will deposit to the credit of the Costs of Issuance Fund Account the sum of \$ to pay those costs of issuance set forth on Exhibit A. Such deposit, all proceeds therefrom, and all cash balances on deposit therein shall be the property of the Costs of Issuance Fund to pay those costs of issuance set forth on Exhibit A upon receipt of invoices. If any of the \$ deposit allocated for costs of issuance for the Bonds remains unspent on, the Escrow Agent shall transfer such unspent amount to the University, and this Agreement shall be deemed fully performed and terminated.

Section 2. Investments.

The Escrow Agent shall not have any power or duty to invest or reinvest any money held hereunder.

Section 3. Limitation on Liability.

The liability of the Escrow Agent to transfer funds for the payment of the costs of issuance identified herein shall be limited to the proceeds of the Bonds delivered to the Escrow Agent.

Section 4. Compensation.

The University shall pay to the Escrow Agent fees for performing the services hereunder and under the Escrow Agreement for the expenses incurred or to be incurred by the Escrow Agent in the administration of this Agreement and the Escrow Agreement pursuant to the terms of the Fee Schedule attached as Exhibit B. The Escrow Agent hereby agrees that in no event shall it ever assert any claim or lien against funds held under the Escrow Agreement for any fees for its services, whether regular or extraordinary, as Escrow Agent, or in any other capacity, or for reimbursement for any of its expenses as Escrow Agent or in any other capacity.

Section 5. Notice.

Any notice, authorization, request, or demand required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given when mailed by registered or certified mail, postage prepaid addressed to the University or the Escrow Agent at the address shown on Exhibit A to the Escrow Agreement.

Section 6. Washington Law Governs.

This Agreement shall be governed exclusively by the provisions hereof and by the applicable laws of the state of Washington.

502130504 B-2

EXECUTED as of the date first written above.

Title: [ESCROW AGENT]	WASH	INGTO	N STAT	E UNIVE	RSIT
[ESCROW AGENT]	Title:				
	[ESCF	OW AG	ENT]		

Exhibit A - Costs of Issuance Schedule

Exhibit B - Fee Schedule

502130504 B-3

EXHIBIT A

Costs of Issuance [as applicable]

Escrow Agent Fee ()	\$
Bond Counsel Fee (K&L Gates LLP)		
[Escrow Verification Fee ([Escrow Verification])]		
OS Printing and Mailing Costs ()	
Rating Agency ([Rating Agency(ies)])		
TOTAL:		\$

502130504 B-A-1

EXHIBIT B

FEE SCHEDULE OF ESCROW AGENT

CERTIFICATE

- I, the undersigned, Secretary of the Board of Regents ("Board") of Washington State University (the "University"), DO HEREBY CERTIFY:
- 1. That the attached Resolution (the "Resolution") is a true and correct copy of a resolution of the University, as finally adopted at a regular meeting of the Board of Regents held on the 3rd day of May, 2019, and duly recorded in my office.
- 2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum of the Board was present throughout the meeting and a legally sufficient number of members of the Board voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 3rd day of May, 2019.

Secretary

ACTION ITEM #1

Centers, Institutes, and Laboratories (CIL) Task Force Recommendations (Chris Keane)

May 3, 2019

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Centers, Institutes, and Laboratories (CIL) Task Force

Recommendations

PROPOSED: That the Board of Regents approve the proposed CIL Task Force

Recommendations and delegate authority to the President or designee to have final approval of Centers, Institutes, and

Laboratories, previously approved by the Board.

SUBMITTED BY: Chris Keane, Vice President for Research

SUPPORTING

INFORMATION: A task force was convened in November 2017 at the request of the

Vice President for Research and the Faculty Senate to review policies and procedures associated with defining, creating, reviewing, and renewing centers, institutes, and laboratories at WSU. The final recommendations were approved at the Faculty Senate meeting on

February 7, 2019, including this proposed delegation.

Because the Board of Regents meets on a limited basis throughout the year, delegating final approval of CILs to the University President will reduce the time of application to final approval from

approximately one year to approximately eight weeks.

BOARD OF REGENTS

Delegation of Authority to Approve University Centers, Institutes, and Laboratories

Resolution # 190503-604

WHEREAS, RCW 28B.30.095, RCW 28B.30.100, and RCW 28B.30.150 vest the governance and management of Washington State University (WSU) in the Board of Regents of WSU;

WHEREAS, the Board of Regents is authorized by RCW 28B.10.528 to delegate to the President of WSU or designee powers and duties versed in or imposed upon the Board of Regents by law and to enable the President or designee to act on behalf of the Board of Regents in matters relating to the administration and governance of WSU;

NOW, THEREFORE, BE IT RESOLVED that the Board of Regents hereby delegates authority to the President or designee to officially approve University Centers, Institutes, and Laboratories.

Dated this 3 rd day of May, 2019.	
	Chair, Board of Regents
	Secretary, Board of Regents