

MINUTES
Board of Regents
May 8, 2015

The Board of Regents of Washington State University (WSU) met pursuant to call in Open Meeting at 8:00 a.m. on Friday, May 8, 2015, at WSU Pullman in the Compton Union Building, Rooms 204 and 208, Pullman, Washington.

Present: Regent Michael Worthy, Chair; Regents Don Barbieri, Scott Carson, Harold Cochran, T. Ryan Durkan, Kevin Massimino, Lura Powell, Ron Sims; President Elson S. Floyd and Provost and Executive Vice President Daniel Bernardo. Regent Laura Jennings attended via telephone conference.

1. Report from the Chair of the Board of Regents. Board Chair Michael Worthy welcomed everyone to the meeting and commented that the Regents were very excited about the activities surrounding the meeting, particularly graduation where Regent Carson would be giving the keynote address Friday for graduates of the Honors College. Chair Worthy also thanked members of the Board for their support and advocacy throughout the past year. He said the past year has been a huge year for WSU and there will certainly be plenty of reasons to celebrate. Chair Worthy reminded the audience that the Board provides a public comment period at the conclusion of its meeting and directed those who might be interested to the Board's executive assistant.

2. Report from the President of the University. President Elson S. Floyd began his report by reminding the audience that the May meeting is always an exciting time as the Board is able to reflect on all of the accomplishments at WSU over the past academic year. He said WSU has had an amazing group of University officials and stakeholders who are deeply committed. President Floyd said the engagement and participation from students, faculty, alumni and community members in the life and vitality of the University has been remarkable. President Floyd commended them for their work and thanked them for their leadership. President Floyd said WSU tries to work as closely as possible with its various constituency groups and will continue to work mightily in that regard, both now and into the future.

President Floyd provided the following updates:

- Transition of admissions and recruitment functions to the Office of the Provost. President Floyd reported WSU continues to be on target relative to enrollment. He said WSU anticipates an entering freshman class of approximately 4,000 students. President Floyd reported growth occurring with transfer students and international students, and WSU's diversity efforts are continuing to be on task. President Floyd said our admissions profile going into the academic year is well balanced and consistent with where WSU wanted to be as an institution.

- Approval of the WSU School of Medicine. President Floyd said he was pleased to report the final approval and authorization of the WSU School of Medicine. President Floyd said it will indeed make a significant difference in the lives of Washingtonians. President Floyd reported that the School of Medicine will be located in Spokane on the WSU developing health sciences campus.
- Successful completion of \$1 billion campaign. President Floyd reported the WSU campaign is reaching its conclusion and culmination and thanked Regent Carson for serving as chair. President Floyd said it was a very ambitious endeavor; in the fall there will be numerous celebrations commemorating the campaign; and the impact will truly be transformative.
- Economic Impact for the State. President Floyd reported WSU has documented \$3.4 billion in economic impact for the state of Washington in terms of WSU's contribution to the life, vitality and growth economically. He thanked and commend Dr. Anson Fatland and Dr. John Gardner for their work and activities with the Economic Impact Study.
- WSU Milestones. President Floyd reported to the Board that WSU had recently celebrated the 25th anniversary of its urban campuses and the 125th anniversary of WSU as an institution. He said it has been a great year and thanked the faculty, staff, students, senior staff and every member of the Board for their dedication and all that they do for WSU.
- Energy Summit. President Floyd reported WSU held its inaugural energy summit in April which focused on one of the most challenging obstacles to incorporating renewable energy into the power grid storage. He noted the summit featured comments from an all-star cast, including: Governor Jay Inslee; U.S. Senator Maria Cantwell; U.S. Representative Cathy McMorris Rodgers; and Assistant Secretary for the U.S. Department of Energy's Office of Electricity Delivery and Reliability Pat Hoffman. President Floyd reported it was a huge success.
- Innovators Series. President Floyd reported the Innovators series continues to receive huge accolades. He said Dr. Joe Harding, professor of Physiology and Neuroscience, was the featured speaker recently. President Floyd reported that Dr. Harding presented to a sold out crowd of more than 200 community and business leaders in Seattle. President Floyd thanked Vice President Chris Keane for his work in organizing the activity.
- Continued Growth. President Floyd reported that there will be continued growth and activity throughout the University and highlighted two areas of particular note. He said in Spokane, WSU continues to build its School of Medicine and wants to continue to build capacity, especially in the arena of

public health. President Floyd said WSU has been in contact with a group of researchers who are currently located at the University of Washington in Seattle who are desirous of coming to WSU Spokane to continue their research and work in the context of public health, particularly for communities of color. He said this group of researchers work very closely with Native American and Hispanic communities and WSU will serve as an incredible laboratory to continue their work and engagement. President Floyd commented there is a lot of enthusiasm about synergizes that will be created between the researchers' current work as well as the new opportunities that will redound to our collective benefit when they make the final decision to relocate to Spokane. President Floyd also reported WSU is in the final stages of creating a satellite program at Northwest Pacific University in Yakima focused on Pharmacy that will allow a continuing pharmaceutical impact associated with a center of excellence for WSU.

President Floyd reported WSU has also begun early and preliminary conversations with Bellevue College regarding a new relationship with WSU. He said Bellevue College is the largest and fastest growing two-year institution in the community college system of Washington. President Floyd reported Bellevue College is desirous of strengthening its relationship with WSU, allowing for more baccalaureate programs to be offered on the Bellevue campus. President Floyd reported he has asked Provost Bernardo and a team of others to continue a conversation and dialog with Bellevue College about ways in which WSU can help facilitate their work and efforts; he said it is all about making sure we have and are making a measurable difference in the lives of students broadly, and specifically those students who can benefit from a WSU education and degree.

In closing, President Floyd thanked the University community, faculty, staff and students for their work and efforts on behalf of WSU. He also thanked the Board for its work, dedication and commitment to WSU and its leadership team.

3. Regent Commendation. President Floyd asked Chair Worthy to read "Board of Regents' Resolution #150508-513" commending Student Regent Kevin J. Massimino for his dedicated service to WSU. It was moved and seconded that the Board of Regents adopt Resolution #150508-513. Carried. *(A copy may be requested from the President's Office.)*

4. Regent Commendation. President Floyd asked Chair Worthy to read "Board of Regents' Resolution #150508-512" commending Barry E. Johnston for his many years of dedicated service to WSU. It was moved and seconded that the Board of Regents adopt Resolution #150508-512. Carried. *(A copy may be requested from the President's Office.)*

5. **Minutes.** It was moved and seconded that the Board of Regents approve the minutes of its March 27, 2015, meeting. Carried.

6. **Reports from University Groups.** Representatives from each of the University groups—Foundation Board of Governors, Faculty Senate, Administrative and Professional Advisory Council, Associated Students of Washington State University, Graduate and Professional Student Association, and the Alumni Association—reviewed their reports as submitted (*Exhibit A*).

7. **Executive Committee Report.** Chair Worthy reported there was one action item to come before the Board from the Executive Committee.

Board of Regents' Election of Officers.

It was moved and seconded that the Board of Regents elect T. Ryan Durkan to serve as Chair of the WSU Board of Regents for the year beginning June 1, 2015, and Lura J. Powell to serve as Vice Chair of the WSU Board of Regents for the year beginning June 1, 2015. Carried.

8. **Finance and Audit Committee.** Regent Durkan began her report by thanking Regent Worthy for his work as Chair of the Board of Regents over the past year. Regent Durkan reported that the Finance and Audit committee had a full agenda: three Information Items; a report on the Digital Classroom; an Internal Audit update; and a Services and Activities Committee update. Regent Durkan reported the committee heard one Future Action Item—the Tobacco and Nicotine Free Campus proposal. Regent Durkan reported the committee was bringing forward to the Board the following Action Items:

WSU Pullman, Amendments to WAC Chapter 504-15, Parking and Traffic Rules.

It was moved and seconded that the Board of Regents adopt amendments to the Washington Administrative Code (WAC) Chapter 504-15 related to parking and traffic rules as proposed. Carried. (*Exhibit B.*)

WSU Pullman, Soccer Field Improvements–Phase 2, Design and Construction.

It was moved and seconded that the Board of Regents adopt resolution #150508-507 approving the Soccer Field Improvements–Phase 2 project with a total budget not to exceed \$1,600,000, authorize the project to proceed to design and construction, 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. Carried. (*Exhibit C.*)

WSU Pullman, Old Bookie Renovation, Design and Construction.

It was moved and seconded that the Board of Regents adopt resolution #150508-508 approving the Old Bookie Renovation project with a total budget not to exceed \$32,000,000, and 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 select a Design-Build contractor and to enter into any and all contracts necessary to complete the project within the budgeted amount. Carried. (*Exhibit D.*)

WSU Tri Cities, Student Union Building, Design and Construction.

It was moved and seconded that the Board of Regents adopt Resolution #150508-09 approving the Student Union Building project with a total budget not to exceed \$5,730,000, and 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 select a Design-Build contractor and delegate authority to the President or his designee to enter into any and all contracts necessary to complete the project within the budgeted amount. Carried. (*Exhibit E.*)

WSU, Old Bookie Renovation and Tri Cities Student Union Building, Financing.

It was moved and seconded that the Board of Regents adopt Resolution #150508-510 approving a General Revenue Bond Resolution to authorize the issuance and sale of bonds or other obligations to be used for the Old Bookie Building Renovation and Tri-Cities Student Union Building projects, with proceeds not to exceed \$36,284,215, a maximum term not to exceed 25 years, and a maximum interest cost rate not to exceed 5.5%, 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. Carried. (*Exhibit F.*)

Services and Activities Fees Increase for AY 2015-2016.

It was moved and seconded that the Board of Regents approve the Services and Activities Fees (S & A) increase as recommended by the S & A Fee committee, and subject to the approval of the Legislature and the Governor, authorize an increase in the S & A Fees (and S & A like fees) for academic year 2015-2016 as proposed. Carried. (*Exhibit G.*)

Services and Activities Fees Committee Allocations for Academic Year 2015-2016 and Summer 2016.

It was moved and seconded that the Board of Regents approve the allocation of Services and Activities (S & A) Fees for academic year 2015-2016 and summer 2016 from the S & A Fees committee as proposed. Carried. (*Exhibit H.*)

Academic Year 2015-2016 Tuition Rates.

It was moved and seconded that the Board of Regents approve a 0% tuition increase to all tuition categories for academic year 2015-2016. Carried. (*Exhibit I.*)

9. Academic and Student Affairs Committee Report. Regent Massimino, standing in for Academic and Student Affairs Committee chair Regent Jennings, reported the committee had a very extensive committee meeting. He reported the committee heard an update on the WSU Long-Range Housing Plan from Associate Vice President Terry Boston and Interim Vice President Melynda Huskey. Regent Massimino reported the committee then heard a presentation from Vice President Chris Keane on the WSU Research Strategic Plan. Regent Massimino reported President Floyd provided the committee an update on student living groups on campus. Regent Massimino turned the report over to Chair Worthy who brought forward the following items:

Departmental Name Change. Chair Worthy noted for the record that it was decided this item would be presented as an Action Item rather than a Future Action Item, in accordance with Board of Regents Bylaw II.12.B.

It was moved and seconded that the Board of Regents approve the departmental name change of the Department of Mathematics to the Department of Mathematics and Statistics as proposed. Carried.

Degree Name Changes. Chair Worthy noted for the record that it was decided these items would be presented as Action Items rather than Future Action Items, in accordance with Board of Regents Bylaw II.12.B.

It was moved and seconded that the Board of Regents approve the degree name changes as proposed: M.S./Ph.D. in Botany to M.S./Ph.D. in Plant Biology; M.S./Ph.D. in Zoology to M.S./Ph.D. in Biology; M.A. in Prevention Science to M.S. in Prevention Science; degrees in Criminal Justice to Criminal Justice and Criminology (this was presented to the Board as an Action Item). Carried.

Changes to the *Faculty Manual*. Chair Worthy noted for the record that it was decided this item would be presented as an Action item rather than a Future Action Item, in accordance with Board of Regents Bylaw II.12.B.

It was moved and seconded that the Board of Regents approve the following changes to the *Faculty Manual* as a group as proposed: Workplace Violence and

Bullying Policy; Designation of Academic Unit; Promotion Process; Clinical Faculty Appointments; Business Days/Working Days Clarification; Non-reappointment Letter; Faculty Structure; Reasonable Accommodations; Faculty Convicted of Felonies; Intellectual Property (this was presented to the Board as an Action Item); pages 54 and 61 (this was presented to the Board as an Action Item). Carried. *(Exhibit J.)*

Extend Degrees. Chair Worthy noted for the record that it was decided that this item would be presented as an Action Item rather than a Future Action Item, in accordance with Board of Regents Bylaw II.12.B.

It was moved and seconded that the Board of Regents extend the Bachelor of Arts in Hospitality Business Management to the Tri-Cities Campus, and the Doctor of Pharmacy to the Pacific Northwest University of Health Sciences in Yakima. Carried.

Establish a Major in Forestry, Under the Approved Bachelor of Science in Earth and Environmental Sciences.

It was moved and seconded that the Board of Regents approve establishing a Major in Forestry, under the approved Bachelor of Science in Earth and Environmental Sciences, effective Fall 2015. Carried.

Amendments to WAC 504-26 – Standards of Conduct for Students.

It was moved and seconded that the Board of Regents approve amendments and changes to Washington Administrative Code (WAC) Chapter 504-26 as proposed. Carried. *(Exhibit K.)*

Approval of ASWSU Everett Constitution.

It was moved and seconded that the Board of Regents approve the constitution of the newly formed ASWSU Everett. Carried. *(Exhibit L.)*

10. External Affairs Committee Report. Regent Sims reported the External Affairs Committee heard two reports, beginning with a presentation on the Academic Technology Test Kitchen presented by Vice President Dave Cillay, followed by a report on the Economic Impact Study presented by Associate Vice President Anson Fatland.

11. Other Business. No other Business was discussed.

12. Executive Session. Executive Session was convened May 7, 2015, to discuss with University's legal counsel matters relating to pending or potential litigation involving the University and the performance of a public employee. The following action was taken:

Request for Defense.

It was moved and seconded that the Board of Regents adopt resolution #150508-511 approving the request for defense submitted by Dr. Hamid Rad. Carried.

Employment Agreement.

It was moved and seconded that the current employment agreement of President Elson S. Floyd be amended to reflect a 6.0% increase in annual base salary effective June 1, 2015. Carried.

13. Public Comment Period. No public comment.

12. Adjournment. In closing, Chair Worthy announced that the next Regents' meeting will be held in Pullman, Washington.

The meeting adjourned at 9:47 a.m.

Approved by the Board of Regents at its meeting held September 18, 2015, on the WSU Pullman Campus, at the Compton Union Building, Room 204.

SIGNED COPY AVAILABLE IN THE PRESIDENT'S OFFICE

EXHIBIT A
Board of Regents Minutes
May 8, 2015

May 7, 2015

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Foundation Regents Report

SUBMITTED BY: Judy Rogers, President, WSU Foundation
 Chair, Board of Governors, WSU Foundation

The Washington State University Foundation is pleased to report the following:

- During the month of March 2015, the WSU Foundation recorded \$13.4 million in total private support, bringing the total private support during FY2015 (beginning July 1, 2014) to \$132.1 million as of March 31, 2015. The WSU Foundation's Fiscal Year 2015 Progress Report is attached.
- *The Campaign for Washington State University: Because the World Needs Big Ideas* totals \$1.037 billion as of March 31, 2015. Of this total, more than \$148.7 million has been given to support current use and endowed scholarships and graduate fellowships across WSU.
- Since the campaign began in July 2006, nearly 198,000 individual donors have made more than 783,600 gifts, grants, revocable or other commitments in support of WSU's students, faculty, research and outreach, and to leverage the University's impact across the state and around the world. A public celebration of *The Campaign for WSU* will occur on the Pullman campus on Friday, September 18, 2015.
- The WSU Foundation's endowment market value as of February 31, 2015 was \$416.6 million. The investment return for FY2015 to date was 1.80%, and the three-year investment return to date was 8.90%. During the campaign, 631 new endowment funds have been established, with nearly \$167.2 million in private contributions designated to support endowed funds at WSU.
- The WSU Foundation held its first-ever official giving day—called #CougsGive125—for 36-hours beginning at noon on March 26. With a goal to raise \$125,000 during the giving event, 1,039 donors gave \$314,814 to support 29 different areas across WSU. More information about #CougsGive125 can be found at: <http://cougsgive.wsu.edu/>.
- The next meeting of the Board of Governors is May 14, 2015 in Richland, WA. The next meeting of the Board of Trustees will be May 14-15, 2015, also in Richland.

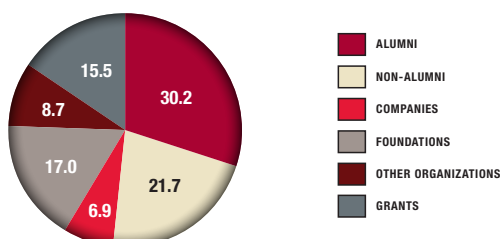
WASHINGTON STATE UNIVERSITY FOUNDATION
CAMPAIGN AND YEAR TO DATE PROGRESS REPORT
 July 1, 2014 - March 31, 2015

FY2015-to-date	3/31/2015	3/31/2014
Gift Totals	65,405,494	\$42,367,428
Private Grants	20,455,433	\$17,868,969
Sub Total, Gifts & Grants	85,860,927	60,236,397
Pledge Balance	10,274,028	\$22,838,531
Sub Total Gifts, Grants & Pledges	96,134,955	83,074,928
Revocable Gifts	35,923,869	\$6,221,249
Annual Fundraising Totals	132,058,824	89,296,177
Other Contributions	29,653	\$2,901,934
Annual Total	132,088,477	\$92,198,112
 Campaign Progress to Date	 \$1,036,850,028	 \$891,647,400

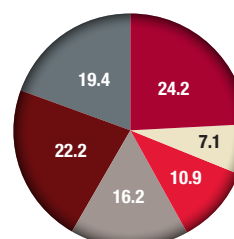
Note: These figures are unaudited

FISCAL YEAR CONTRIBUTIONS BY SOURCE

(AS A PERCENTAGE)



MARCH 2015



MARCH 2014

Month Ended March 31	3/31/2015	3/31/2014
Gift Totals	\$4,708,823	\$6,284,230
Private Grants	1,280,055	2,713,429
Sub Total, Gifts & Grants	5,988,878	8,997,659
Pledge Balance	176,501	5,393,904
Sub Total Gifts, Grants & Pledges	6,165,379	14,391,563
Revocable Gifts	7,202,818	0
Other Contributions	1,000	0
Monthly Total	\$13,369,197	\$14,391,563

Endowment Summary	Eight Months Ended 2/28/2015	Eight Months Ended 2/28/2014
Endowment, Beginning	\$404,995,479	\$349,889,946
Gifts and Other Additions	15,073,318	13,470,666
Investment Gains (Losses)	7,045,833	36,544,670
Distributions to WSU Programs and Advancement Fee	(10,462,091)	(9,580,338)
Endowment, Ending	<u>\$416,652,539</u>	<u>\$390,324,944</u>
Investment Return, FY2015-to-date	1.80%	10.40%
Three-year return through Feb. 28, 2015 and Feb. 28, 2014	8.90%	7.90%

KEY STATISTICS	3/31/2015	3/31/2014
Alumni of Record Available for solicitation	167,663	163,510
Alumni Participation Rate	10.8%	10.6%
Total Number of FY2015 Donors	41,315	38,668
Total Number of FY Gifts, Grants, Pledges, Revocable Commitments	72,050	66,999
Total Number of Campaign Donors	197,774	182,567
Total Number of Campaign Gifts, Grants, Pledges, Revocable Commitments	783,633	679,631

May 8, 2015

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Faculty Senate Report

SUBMITTED BY: Craig Parks, Chair, Faculty Senate

Since the last presentation to the Board of Regents the Faculty Senate has taken the following actions:

Degrees and Programs

The Senate approved a new graduate certificate in Applied Educational Research, as well as extension of the Doctor of Pharmacy degree to Pacific Northwest University of Health Sciences.

We revised a number of academic rules:

- Rule 6 has been updated as to the rules for transfer credit;
- Rule 15 now includes more opportunities for new students to receive credit for pre-college experiences;
- Rule 31 is now in compliance with state law on Running Start courses;
- Rule 54 has been clarified as to requirements for earning an additional major;
- Rule 90 adds a new grade, Z, which will be assigned to students who fail a course due to discontinued attendance. The grade is to be entered along with the last date of attendance. This grade helps WSU better comply with federal regulations for financial aid and veteran's benefits;
- Rules 104 and 105 now allow a department chair to change a grade, if an instructor cannot be located or is unresponsive;
- Rule 111 now contains a time limit for the awarding of discontinued degrees;
- Rule 114 now lists the university writing requirements as required for a baccalaureate degree;
- Rule 115 clarifies the process by which a student earns a professional degree.

Revisions to Faculty Manual

The Senate continues to make revisions to the Faculty Manual. Over this reporting period, we have modified the conditions under which non-tenure-track faculty must be issued letters of nonreappointment; removed reference to Student Affairs Faculty, a job classification that no longer exists; expanded the number of sources from which funds can be taken to pay for facility modifications for reasonable accommodations; and removed from the University Discipline section the requirement that a faculty member convicted of a felony can be punished only if the felony interferes with university goals.

Centers, Institutes, and Laboratories

The Senate approved creation of the Health Science STEM Education Center.

Other Senate Business

The Senate heard a presentation from Provost and Executive Vice-President Dan Bernardo and Vice-Provost for Academic Affairs Erica Austin on creation of the 2014 – 19 strategic plan and how it relates to the 2017 reaccreditation visit.

May 8, 2015

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Associated Students of Washington State University Regents Report

SUBMITTED BY: Jared Kersey Powell, ASWSU President

Many important things have occurred since I last sat in front of you. This semester has been monumental for ASWSU and for the students of Washington State University, especially here on the Pullman campus.

New Old Bookie:

Last spring, former Vice President Farmer and I set out to turn the currently vacant Old Bookie building into a space for students here on the Pullman campus. We teamed up with administration to set in motion a plan for what this space would look like. Together, various campus interest groups came up with a plan that would turn this space into a student activity center complete with student study and group work space, UREC facilities, food and coffee service, and other student-centered, technologically advanced space for students to succeed here at WSU. This initiative was put up to a student vote this March and 74.1% of WSU Pullman undergraduates voted in favor of the project and the associated fee to fund it. We are excited to see how this project progresses here in the following months.

Cougar Choice Housing:

As I have mentioned to this body in past encounters, ASWSU has been working this year to establish the ASWSU Cougar Choice Housing program to help protect WSU students in their off campus housing arrangements. The final details for this program were finalized last week and some funding was awarded through the S&A Fees process. We will be seeking matching funding through the Office and the President and other funding through Health and Wellness Services. This program will begin this summer with program staff and will help to better students' rights and safety in their off campus housing arrangements.

"It's on Cougs":

This year ASWSU has taken it upon ourselves to work to combat the issue of sexual violence on our campus. In collaboration with the White Houses "It's on Us" campaign we started the "It's on Cougs" campaign on our campus earlier this year. We have has almost 500 individuals take the pledge to help in ending sexual violence on our campus. We have coordinated events for students to talk candidly about these issues and work to find ways to tangibly improve efforts on our campus, and this last March Jansen VanderMeulen the current ASWSU Vice President and I went to Washington D.C. and spoke with the White House and members of Congress about our efforts here on our campus and about our collaboration moving forward. We gathered more ideas from them and plan to continue communications with them to help solve this issue.

Coug Day at the Capitol:

This last Presidents Day Weekend Cougs from all across the state headed to Olympia to lobby on behalf of higher education. On our legislative agenda was keeping down the cost of higher education, the support of the WSU Medical School, and advocacy for the Sip and Spit bill

allowing underage viticulture and enology students to taste but not consume wine. We had many accomplishments this year but our legislative efforts were one of our most successful areas. In the last few years we have built our lobbying efforts to a place where we can build and maintain relationships with those in Olympia and because of this will continue to be successful for years to come.

May 8, 2015

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: GPSA Report

SUBMITTED BY: Melanie Thornton, President-Elect

On behalf of the Graduate and Professional Student Association I would like to report the following:

GPSA Executive Board Structure: This year GPSA has been changing the structure of the Executive Board, this past academic year we added the Director of Legislative Affairs. Recently, we added two positions: Director of Communication and Outreach, and Director of Community Affairs. These positions will positively impact our collaborations with ASWSU, Center for Civic Engagement, International Programs and the Pullman City Council.

Excellence Awards Banquet: We held our annual awards banquet on April 24th, where we acknowledged exceptional TA's, RA's, Graduate Student Instructors, and valued Advisors. We also recognized all of the winners of the Dr. William R. Wiley Research Expo. In total we had over 80 attendees and it was one of the most successful awards banquets GPSA has executed. Next year, we will be adding a Graduate Assistantship Excellence Award and a Registered Student Organization Excellence Award.

Travel and Registration Grants: We received over 50 applications for the spring 2015 grant application period. The total request of these applications was over \$40,000 and we have allocated \$25,000 for this grant period. This past academic year, GPSA has seen a significant increase in the grant applications and request amounts, as a result this grant period was one of the most competitive.

Wellbeing and Community Service Events: GPSA and UREC collaborated to host the first annual graduate and professional student soccer tournament (April 4). The event emphasized GPSA's commitment to wellbeing and had eight coed teams compete for first place. GPSA and CCE collaborated to host our first community service event (April 19) at the WSU Organic Farm. GPSA had over 20 students volunteer at this event, and GPSA is looking forward to continuing our partnership with CCE on future community events.

National Association of Graduate and Professional Students (NAGPS): GPSA sent two executive members to Washington D.C. for the NAGPS annual Legislative Action Days (March 20-25, 2015) where we had the opportunity to meet with our representatives in D.C. to advocate for higher education initiatives. GPSA sent two executive members to the University of Arizona for the Western Regionals Conference (April 10-12) where they had the opportunity to learn about programs, services and legislative initiatives of graduate student governments from universities in the western United States. Melanie Thornton, GPSA President-Elect, was elected Director of Communication and Outreach. Katie Harris, GPSA Director of Legislative Affairs-Elect, was elected Legal Concerns Chair.

May 8, 2015

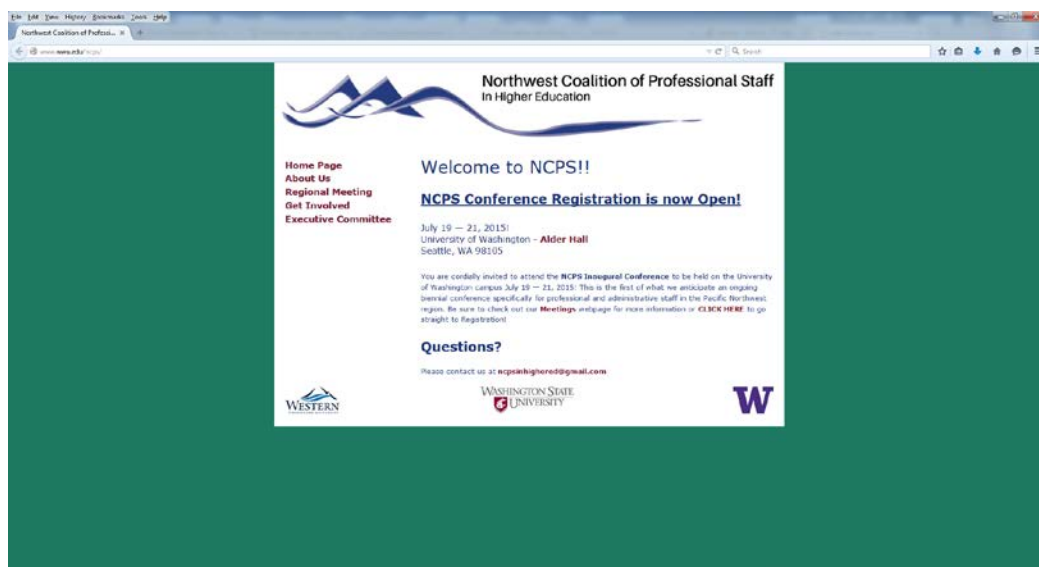
TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: APAC Report

SUBMITTED BY: Karen Garrett, Chair, Administrative Professional Advisory Council

The Administrative Professional Advisory Council is pleased to report the following:

- APAC elections concluded with five council members elected along with five alternates. Officer elections were also held, incoming Chair is Larry Clark (who is with me today), Vice-Chair is Ray Acuna-Luna and Sec/Treasurer is Robert Clark.
- A lunch meet and greet with the APs will be held on the Spokane campus on April 23. This is a part of our continued marketing and outreach efforts and is an effective means to stay in touch with our colleagues.
- APAC held its 8th Annual AP Contribution Award recognition and the winner will be announced at the May 14th APAC meeting. Prior to this meeting, a lunch meet and greet will be held at this site as well.
- APAC and HRS through their Employee Wellness Program will be jointly hosting a Staff Appreciation week June 8-12, wherein health related workshops will be presented. Free use of Pullman's UREC facilities will be offered as well as campus vendors will offer discounts to WSU staff.
- Our retreat will be held June 16th to start planning for next year.
- Registration has opened for the Administrative Professional training with the Northwest Coalition for the Professional Staff. At submission of this document there were 10 registrants, 5 from WSU, 3 from UW & 2 from WWU. The website is <http://www.wvu.edu/ncps/> Our next in person meeting of this group is May 15th to do a final walk through of all the last minute items.



May 8, 2015

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Alumni Association Progress Report

SUBMITTED BY: Sally van Boheemen, WSUAA President

It is that special time of year when we welcome the newest alumni into the Cougar alumni family. The WSUAA stages recognition events to engage and programs to provide our newest graduates with some of the support needed to make the transition from backpack to briefcase...and remain connected to WSU.

Recognizing the Best

The Top Ten Senior Awards recognize some of the top graduating students at WSU. Five men and five women, each representing a specific aspect of the college experience, are chosen as recipients in the categories of academics, athletics, campus involvement, community service, and visual and performing arts. The awards date back to the early 1900s when they were called "The Big Five Men and Women" (a.k.a. "Big Ten Seniors"). That lasted until the early '80s. The WSUAA's Student Alumni Ambassadors group brought back the program in 2003 and has been honoring students every year since.

Career Services

Especially helpful to new graduates – but open to all alumni – the WSUAA has added new career support services. We hosted our first online career fair March 5 with 11 employers (including Starbucks, O'Boy Oberto, and GEICO) and 70 participants. Our inaugural online interview-tactics event attracted 40 alumni and student participants. We continually add new programming including online networking events and online career-training events. We also know Cougars love to get together, too, so a Cougar Networking Night was held in Pullman on April 16 to provide students a chance to network with alumni face to face.

Beginning the Journey

The Grad BBQ Bash luncheon is WSUAA's official send-off to our new alumni. This event is free to new grads as well as their friends and families. The event is a great time to celebrate accomplishments, congratulate our newest alumni, and even decorate a cap before Commencement. Thanks to a generous Cougar-connected business, new grads will be walking away with official WSUAA moving boxes to help pack for their journey after graduation. The event starts at noon, May 8. We'd love to see you there.

WSUAA – Building Bonds with New Grads

ACTION ITEM #1

WSU Pullman, Amendments to WAC Chapter 504-15, Parking & Traffic Rules (Patterson/Gardner)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman, Amendments to WAC Chapter 504-15,
Parking and Traffic Rules

PROPOSED: That the Board of Regents adopt the amendments to WAC Chapter 504-15 below, related to parking and traffic rules.

SUBMITTED BY: Roger Patterson, Vice President for Finance and Administration

SUPPORTING INFORMATION: The Board of Regents has authority pursuant to Chapter 28B.30 RCW and Chapter 34.05 RCW to adopt, amend, and repeal rules published in the Washington Administrative Code. WAC Chapter 504-15 concerns rules related to parking and traffic at the Pullman Campus. A summary of the proposed amendments follows, and a copy of the chapter, illustrating the specific changes, is appended as **Attachment A**. The proposed changes have been reviewed by the Washington State University's Division of the Office of the Attorney General.

Summary of Proposed Parking and Traffic WAC Rule Amendments:

- 504-15-100: Update/Addition to definitions of Residence Hall Student, Persons with Disabilities, WSU Disability Permit, and Vehicle Storage.
- 504-15-350: Language broadened to allow towing from restricted areas to include designated event areas.
- 504-15-370: Housekeeping rewording of "Vehicle Storage" to better match definition.
- 504-15-520: Update to better describe the proper display of permits in vehicles.
- 504-15-540: Clarification in zone parking information to distinguish between a Residence Hall Student and a Resident Student.
- 504-15-560: Clarification to distinguish between the use of Golden Cougar Permits and Visitor Parking.
- 504-15-600: Update of language and clarification regarding use of a state-issued Individual with Disability Permit.

- 504-15-650: Additional provision requiring the payment of parking fees prior to purchasing new permits (brings practice in line with university practices).
- 504-15-865: Adds provision to tow vehicles in areas designated for emergency access, maintenance access, construction access, event areas, or if they are illegally parked.
- 504-15-930: Adds "other posted areas" to limitations on use of bikes, skateboards, etc.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-100 Definitions. The definitions in this section are applicable within the context of this chapter.

(1) Campus. Describes all property owned, leased, and/or controlled by the university Pullman campus which is or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of the university.

(2) Commuter student. Any student who does not live in a university residence hall (dormitory). All students living in fraternities, sororities, university-owned housing (other than residence halls), and private housing are considered to be commuter students.

(3) Day. Unless otherwise specified, the term "day" refers to a calendar day.

~~((4)) (Disability parking. See persons with disability.~~

~~(+5+))~~ Disability zone. A parking zone designated for exclusive use by persons with disability and identified with a sign bearing the associated international symbol.

~~((+6+))~~ (5) Electric-assisted bicycle. As defined under RCW 46.04.169.

~~((+7+))~~ (6) Fire zone. An area needed for emergency access to buildings, fire hydrants, or fire equipment. Such areas include, but are not limited to, areas with adjacent curbs or rails painted red.

~~((+8+))~~ (7) Gate card. A plastic card that activates the gates controlling access to certain parking areas.

~~((+9)) Holiday. See university holiday.~~

~~(+10+))~~ (8) Illegal use of permit. A parking violation in which a parking ticket is issued under the following circumstances:

(a) Use of a parking permit or indicator on a vehicle other than the specified vehicle identified by a license plate number on the permit.

(b) Use of a parking permit or indicator obtained under false pretenses.

(c) Use of a modified parking permit or indicator.

(d) Use and/or retention of a parking permit or indicator by person(s) ineligible, or no longer eligible, for such a permit as described and authorized in this chapter.

~~((+11+))~~ (9) Impound. To take and hold a vehicle in legal custody by use of a wheel lock and/or towing.

~~((+12+))~~ (10) Indicator. A decal or hanger displayed adjacent to a parking permit which defines additional parking areas available to a permit holder.

~~((+13+))~~ (11) Loading zone. A loading dock, or an area signed "loading zone" adjacent to a facility, in a parking area, or near a residence hall. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times unless signed otherwise.

~~((+14+))~~ (12) Moped. As defined under RCW 46.04.304.

~~((+15+))~~ (13) Motorcycle. As defined under RCW 46.04.330.

~~((+16+))~~ (14) Motorized foot scooter. As defined under RCW 46.04.336.

~~((+17+))~~ (15) Motor vehicle. As defined under RCW 46.04.320.

~~((+18+))~~ (16) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to, areas with adjacent curbs or rails painted yellow.

((+19+)) (17) Officer. Any parking or police official employed by the university who is designated by the parking administrator or chief of police to issue parking tickets, to place and remove wheel locks, or to cause vehicles to be towed under this chapter.

((+20+)) (18) Owner. The person registered with any state as the present owner of a vehicle in the most current registration records available to the university, the owner's expressed representative, or any transferee not designated in such records, provided that the parking administrator or chief of police has received actual written notice of the transfer.

((+21+)) (19) Park/parking. This refers to the placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

((+22+)) (20) Parking administrator. The director in charge of the parking department or designee.

((+23+)) (21) Parking appeals committee. Any person or persons appointed to consider parking violations and the application of fees, fines, and sanctions. Said person or persons are appointed by the vice-president whose responsibilities include supervision of the parking department or designee.

((+24+)) (22) Parking department. The university department which is charged with the responsibility of managing, operating, planning, and maintaining parking facilities; enforcing the parking regulations; and coordinating commute trip reduction efforts for the Pullman campus.

((+25+)) (23) Parking meter. A single fixed device that typically requires payment and limits the amount of time a vehicle can park in a single space. Also referred to as "meter" in this chapter. A parking meter is not a parking payment device.

((+26+)) (24) Parking payment device. A machine that requires payment and vends a parking permit and/or a paid receipt. Parking payment devices may be located in various places on the campus. A parking payment device is not a parking meter.

((+27+)) (25) Parking permit. A vinyl, plastic, paper, or other instrument sanctioned by the parking department that is displayed from a vehicle, and authorizes parking in specified areas. Some parking permits may be purchased online and may be virtual in nature, and identified by other means such as by license plate. Also referred to as "permit" in this chapter.

((+28+)) (26) Parking ticket. The first notice of a parking violation which is usually placed in a visible location on a motor vehicle.

((+29+)) (27) Pay parking facility. A location where parking is provided and payment is made on-site via a parking payment device, cashier, or other means other than a parking meter.

((+30+)) (28) Pedestrian mall. A space that is designed primarily for pedestrian use, but with limited authorized use of motor vehicle and other motorized and nonmotorized conveyances. These restricted areas are depicted on the Pullman campus map and/or with signing at the entrances to the pedestrian mall areas.

((+31+)) (29) Persons with disability. For the purpose of this chapter, persons with disability shall refer to a person or persons with disability or disabilities who qualify for a state-issued (~~persons with disability~~) individual with disabilities parking identification and permit.

((+32+)) (30) Resident priority zone. A parking area close to a residence hall (i.e., crimson zone or gray zone) that is typically limited to use by ~~((resident))~~ residence hall students.

((+33+)) ~~Resident~~ (31) Residence hall student. A student with a current, valid residence hall contract, who lives in a residence hall.

((+34+)) (32) Residence hall. Residence hall units (dormitories) that are owned by the university but are not included as university-owned housing apartments. Occupants of residence halls are considered ~~((resident))~~ residence hall students and are eligible for parking permits in resident priority zones.

((+35+)) (33) Service vehicle. A vehicle used to provide a service for the university or a tenant or contractor of the university (e.g., a university owned vehicle or a privately owned vehicle with a valid service vehicle authorization displayed).

((+36+)) (34) Service zone. Parking spaces or area designated for the use of service vehicles, other government-owned vehicles, and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones on an occasional basis for a maximum of fifteen minutes, except for vehicles that display a commercial permit, or a service indicator issued for an extended time. Service zones are restricted at all times unless signed otherwise.

((+37+)) (35) Staff. For the purposes of these regulations, "staff" includes all nonstudent employees of the university and the nonstudent employees of other entities located on, or regularly doing business on campus. Teaching assistants, research assistants, and other students employed by the university, or other entities located on, or regularly doing business on campus, are not "staff." They are considered to be students for the purpose of these regulations.

((+38+)) (36) Standing. "Standing" is the stopping of a vehicle with the driver remaining in it.

((+39+)) (37) Storage of a vehicle. Impounded vehicles are held in storage until released. During such time they are subject to storage fees.

((+40+)) (38) Student. The term "student" includes all persons who are not staff who are taking courses at the university, enrolled full-time or part-time, pursuing undergraduate, graduate, professional studies, or auditing one or more classes.

((+41+)) (39) Summer session. The summer session includes all summer sessions beginning on the first day of the earliest session, and ending on the last day of the latest session.

((+42+)) (40) University. Refers to Washington State University.

((+43+)) (41) University holiday. A day regarded by the university as an official university holiday.

((+44+)) (42) University-owned housing. Housing units or apartments, and their respective parking areas, that are owned by the university, but are not included as residence halls. Occupants of university-owned housing are eligible for housing parking permits issued by the university.

((+45+)) (43) Unpaid. A full or partial outstanding balance due. This definition includes parking tickets which are pending appeal.

((+46+)) (44) Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of the university are open during this time.

((+47+)) (45) Vehicle storage. Vehicle storage means the parking or leaving of any vehicle for a period of more than twenty-four consecutive hours.

(46) Visitors. Persons who are not staff or students and who only visit the campus on an occasional basis.

~~((48))~~ (47) Wheel lock. A device used to temporarily immobilize a motor vehicle. Wheel locked vehicles are considered to be impounded in place and subject to storage fees.

~~((49))~~ (48) Wheel lock-eligible list. The current list of wheel lock-eligible vehicles as maintained by the parking department. A vehicle remains on the wheel lock-eligible list until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

~~((50))~~ (49) Wheel lock-eligible vehicle. Any vehicle on which three or more parking tickets more than thirty days old are unpaid and which parking tickets were issued during the time the vehicle was registered to or otherwise held by the owner. The vehicle remains wheel lock-eligible until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(50) WSU disability permit. WSU-issued zone permit displayed with a valid state-issued disability placard or disability license plate.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-350 Use of areas for emergency, maintenance, events, or construction(~~(, or special needs)~~). (1) The university reserves the right to restrict access to any campus parking area, roadway, or sidewalk at any time it is deemed necessary for maintenance, safety, events, construction, or emergencies(~~(, or to meet special needs)~~). The parking department provides notice to users when possible.

(2) The parking department may authorize the towing of vehicles parked in areas that are designated to be used for emergencies, maintenance, events, or construction. Towing is at the owner's expense.

(3) Public safety and maintenance personnel performing official duties may deviate from these regulations as required to conduct emergency procedures.

AMENDATORY SECTION (Amending WSR 10-11-083, filed 5/17/10, effective 7/1/10)

WAC 504-15-370 (~~(Storage of)~~ Vehicle(s) storage. The storage of vehicles, including motorcycles and mopeds, is prohibited on campus unless otherwise authorized by the parking department.

AMENDATORY SECTION (Amending WSR 10-11-083, filed 5/17/10, effective 7/1/10)

WAC 504-15-520 Parking permits—Form and display. All parking permits must be entirely visible and displayed in the approved position on the vehicle with permit numbers and relevant dates visible. Vehicles with permits which are not displayed in accordance with the provisions of this section are subject to parking tickets for the violation of improperly displaying a permit.

(1) Autos and trucks:

(a) ~~((Hanging))~~ Daily permits ~~((, both annual and daily,))~~ must be displayed ~~((hanging from the rear view mirror post))~~ as instructed on the permit.

(b) Annual permits ~~((mounted solely by suction cup and permit decals directly affixed to the windshield))~~ must be displayed on the ~~((front windshield at the lower))~~ left ~~((corner))~~ side (driver's side) of the windshield. ~~((Decals))~~ Permits must be mounted completely by means of their own ~~((adhesive (not by tape)))~~ design. No additional substances may be used to adhere the permit unless approved by the parking department.

(2) Motorcycles and mopeds. Motorcycle and moped permits must be mounted completely by means of their own adhesive and prominently displayed on the left rear side of the vehicle or on top of the rear tail light.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-540 Zone parking permits—Availability and use. The management and assignment of parking zones is designed to provide a parking space to each permit holder. However, uncontrolled access to parking areas and unexpected parking demand make it impossible to guarantee a parking space in a permit holder's assigned zone. Every effort is made via surveys and limits on permit sales, to ensure that permit holders are not displaced from their assigned zones.

Staff and students are generally assigned to specific parking areas, referred to as zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking zone assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as described below.

(1) Orange permits. Orange permit holders may park in their numerically assigned orange zone, or in any green, yellow, red, or blue zone. These permits may be made available on a daily basis.

(2) Green permits. Green permit holders may park in their numerically assigned green zone, or in any yellow, red, or blue zone. These permits may be made available on a daily basis.

(3) Yellow permits. Yellow permit holders may park in their numerically assigned yellow zone, or in any red or blue zone. These permits may be made available on a daily basis.

(4) Red permits. Red permit holders may park in their numerically assigned red zone or in any blue zone. These permits may be made available on a daily basis.

(5) Crimson permits. Crimson permit holders may park in their numerically assigned crimson zone, or in the numerically corresponding gray zone (e.g., a crimson 1 permit is valid in the gray 1 zone, but not in the gray 2 zone), or in any blue zone. Crimson permit holders must turn in their crimson permit for a refund or credit toward another permit, if applicable, immediately upon moving out of the residence hall. Only (~~resident~~) residence hall students are eligible for crimson permits with the exception of the crimson 3 zone, which is available to all students. (~~Resident~~) Residence hall students are eligible for crimson, gray, or blue permits only.

(6) Gray permits. Gray permit holders may park in their numerically assigned gray zone, or in any blue zone. These permits may be made available on a daily basis. Gray permit holders must turn in their gray permit for refund or credit toward another permit, if applicable, immediately upon moving out of a residence hall. Only (~~resident~~) residence hall students are eligible for gray permits. (~~Resident~~) Residence hall students are eligible for crimson, gray, or blue permits only.

(7) Blue permits. Blue permit holders may park in any blue zone. These permits may be made available on a daily basis.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-560 Other parking permits—Availability and use. (1) Visitor permits. For information about visitor parking, refer to the parking department's web site.

(2) Golden cougar permits. Golden cougar permits are special (~~visitor~~) permits that are issued to retired staff in recognition of their service without additional cost. They are issued on an annual basis and are valid in (~~green, yellow, red, blue zones, and visitor-permit-only parking spaces~~) designated areas that are approved by the parking department. Staff who are employed by the university or by other entities located on campus after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid zone permit.

(3) Event permits. Event permits are available to patrons who participate in events held on the university campus. They are available on a daily basis only. Event permits are assigned to specific zones on a space-available basis. Event permits are not valid in restricted spaces.

(4) Motorcycle permits. Motorcycle permits are valid within boundaries of areas specifically posted and/or marked for motorcycle permits. Motorcycle permits are available on an annual and daily basis.

(5) Moped permits. Moped permits are valid within boundaries of areas specifically posted and/or marked for moped permits. Moped permits are available on an annual and daily basis.

(6) Commercial permits. Commercial permits are issued to vendors, suppliers, and service representatives of outside companies performing a service for the university. Commercial permits are available on an

annual or daily basis. Annual commercial permits are valid in service zones, parking meters, and green, yellow, red and blue zones, and visitor-permit-only parking spaces. Daily commercial permits may be assigned to specific zones on a space-available basis. Commercial permits are not valid in orange zones or pay parking facilities.

(7) Construction permits. A construction permit is issued to personnel who are working on a construction site on campus. Construction permits are available on an annual or daily basis and are assigned to a specific parking area.

(8) Housing permits. A housing permit is issued to eligible residents of university-owned housing. Housing permits are valid only in specific housing parking areas.

(9) Carpool. Upon application, a bona fide carpool as defined by the campus policies and procedures is given preference in the assignment of parking zones, and issued a permit that facilitates the carpool. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

(10) Departmental permits. Departmental parking permits are available for use by department employees who need to use their personal vehicles for university business. Departmental permits are available in different forms and are valid at parking meters; service zones; orange, green, yellow, red, blue, crimson, and gray permit zones; and pay parking facilities. Departmental permits are not valid in reserved spaces. The use of departmental permits for anything other than official departmental business is prohibited by the State Ethics Act.

AMENDATORY SECTION (Amending WSR 08-08-050, filed 3/27/08, effective 7/1/08)

WAC 504-15-600 Parking ((permits)) for persons with disability.

(1) The provisions of this chapter cover ~~((the purchase and display of))~~ disability parking ~~((permits))~~ and the payment of fees and fines associated with parking for persons with disability.

(2) For the purpose of this chapter, persons with disability shall refer to a person or persons with disability who qualify for a state-issued ~~((persons with disability))~~ individual with disabilities parking identification and permit as provided in chapter 308-96B WAC.

(3) The university uses the state ~~((persons with disability))~~ individual with disabilities parking permit system to determine eligibility for ~~((a university persons with))~~ disability parking ~~((permit. Persons desiring to purchase a university persons with disability parking permit must present a valid state-issued persons with disability parking identification and permit))~~.

(4) Unless otherwise authorized, parking in spaces designated for persons with disability requires a ~~((valid university persons with))~~ WSU disability ~~((parking))~~ permit to park on campus. ~~((University parking permits for persons with disability are available at the blue zone rate.))~~

(5) Persons with a ~~((university persons with))~~ WSU disability ~~((parking))~~ permit may park in a persons with disability parking space and any other, nonrestricted permit space within a parking permit zone.

(6) Persons with a ~~((university persons with))~~ WSU disability ~~((parking))~~ permit may not park in restricted spaces with the exception of persons with disability parking spaces.

(7) Unless otherwise posted, any university parking permit to include a ~~((persons with))~~ WSU disability ~~((parking))~~ permit is not valid in lieu of payment of regular posted fees in pay parking facilities.

(8) A state-issued ~~((persons with disability))~~ individual with disabilities license plate, placard, or permit is valid in lieu of a ~~((university persons with))~~ WSU disability ~~((parking))~~ permit in parking zones during times when a university permit is not required.

(9) The university intends to retain control of access to the pedestrian malls on campus. For that reason a ~~((university persons with))~~ WSU disability ~~((parking))~~ permit is required in lieu of a state-issued ~~((persons with disability))~~ individual with disabilities license plate, placard, or permit as authorization to use a pedestrian mall to access marked persons with disability parking spaces within the confines of a pedestrian mall.

AMENDATORY SECTION (Amending WSR 08-08-050, filed 3/27/08, effective 7/1/08)

WAC 504-15-650 Parking fees and fines. (1) Schedules for parking fees, parking administrative fees, late payment fees, parking fines and sanctions, parking meter rates, prorate and refund schedules, and the effective date thereof are submitted to the president or his/her designee and to the board of regents for approval by motion, provided, however, that increases in fees and fines do not exceed limits established by the board of regents. Increases in fees and fines that do not exceed limits established by the board of regents are not submitted to the board of regents so long as the board of regents has delegated authority to the president or his designee to approve all such fees and fines. The schedules described above for all parking fees and fines are thereafter posted in the public area of the parking department office and posted on the parking department's web site.

(2) Before purchasing a permit, the balance of any fees and fines owed to the parking department must be paid in full.

(3) Payments. Parking fees and fines may be paid at the parking department by cash, check, approved payment card, or money order. A payroll deduction plan is available for eligible university employees and eligible graduate students.

~~((+3))~~ (4) The annual fee for any shorter period relative to all permits shall be prorated according to the published schedule.

~~((+4))~~ (5) The proper fee must be paid for all vehicles parked in parking meter spaces unless otherwise authorized.

~~((+5))~~ (6) Staff members whose work schedules qualify them for nighttime differential pay may purchase a permit for one-half the regular fee. Verification is required.

~~((+6))~~ (7) Refunds. Annual permits being relinquished may be returned to the parking department for a pro rata refund in accordance with university policy. Identifiable remnants of the permit must be returned. The balance of any fees and fines owed the parking department is deducted from any refund due. Refunds for temporary permits

are not granted. Refunds for pretax payroll deductions cannot be granted pursuant to federal tax laws.

((+7+)) (8) The parking department makes a wide array of options available in advance to university departments for use by their visitors, guests, and employees for the purpose of conducting departmental business. However, when necessary, university departments that can establish in writing that a parking ticket issued by the parking department was received as a result of parking any vehicle for the purpose of conducting official state business, or while conducting official business with the university or an entity located at the university are assessed a parking fee assessment (PFA) in lieu of the parking fine. Such requests for PFAs are signed by a department fiscal custodian. A PFA consists of the maximum daily parking fee plus an additional administrative fee for failing to purchase and provide the necessary parking permit or fee in advance or at the time of parking. University departments are encouraged to avoid additional administrative fees associated with PFAs by purchasing and storing prepaid parking permits and by making them available as the department deems necessary. Nothing in this regulation allows a university employee to receive, or attempt to receive, any benefit associated with his or her personal expenses in violation of the State Ethics Act. All questionable employee conduct regarding the application of this section is reported to, and investigated by, the university internal auditor. This section applies only to parking tickets issued pursuant to this chapter.

AMENDATORY SECTION (Amending WSR 08-08-050, filed 3/27/08, effective 7/1/08)

WAC 504-15-865 General. (1) Pursuant to the provisions of this chapter, an officer shall cause a vehicle to be wheel locked, or towed, or both, if:

- (a) The vehicle is on the wheel lock-eligible list; or
- (b) The vehicle displays a lost, stolen, or counterfeit parking permit.

(2) Any vehicle may be towed away at owner's/operator's expense if the vehicle:

- (a) Has been immobilized by wheel lock for more than twenty-four hours; or

- (b) Is illegally parked in a marked tow-away zone; or

- (c) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked at curbs or rails painted yellow or red or in crosswalks); or

- (d) Cannot be immobilized with a wheel lock device; or

- (e) Is illegally parked in a disability space; or

- (f) Is parked in an area designated to be used for emergencies, maintenance, events, or construction; or

- (g) Is otherwise illegally parked on the executive authority of the parking department or the university police department.

(3) The driver and/or owner of a towed vehicle shall pay towing and storage expenses.

(4) Any vehicle immobilized by use of the wheel lock device in excess of twenty-four hours is assessed a storage fee for each calendar day or portion thereof, beyond the first twenty-four hours.

(5) The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed.

(6) No vehicle impounded by towing or wheel lock devices shall be released until the following fines are paid in cash or with an approved payment card:

(a) All unpaid parking ticket fines and late fees against said vehicle and any other vehicle registered to the owner;

(b) A wheel lock fee; and

(c) All towing and storage fees.

(7) A person wishing to challenge the validity of any fines or fees imposed under this chapter may appeal such fines or fees as provided in WAC 504-15-860. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which shall be refunded to the extent the appeal is successful.

(8) An accumulation of six unpaid violations during any twelve-month period, exclusive of overtime at parking meter violations, and overtime in time zone violations, subjects the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations may be prohibited from parking on university property.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-930 Bicycles, skateboards, scooters, and roller skates. (1) The riding and use of bicycles, skateboards, scooters, and roller skates is prohibited on all building plazas, all pedestrian overpasses, interior building spaces, parking structures, parking structure ramps, all stairways, steps, ledges, benches, planting areas, ~~((and))~~ any other fixtures, and in any other posted area.

(2) Bicycles, skateboards, scooters, and roller skates may be ridden and used on sidewalks outside the prohibited areas when a bike path is not provided.

(3) Electric-assisted bicycles must be used in a human propulsion only mode on pedestrian malls and sidewalks.

(4) Motorized foot scooters must be used in a human propulsion only mode on sidewalks.

(5) Operators must move at a safe speed and yield to pedestrians at all times. Reckless or negligent operation of bicycles, skateboards, scooters, and roller skates on any part of campus is prohibited.

(6) Bicyclists must obey all traffic laws applying to persons riding bicycles when operating bicycles on roadways.

(7) Bicycles may be secured only at university-provided bicycle racks and bicycle storage facilities designed for such purpose.

(8) Bicycles that are not secured at university-provided bicycle racks or bicycle storage facilities may be impounded at the owner's expense.

(9) Abandoned and inoperable bicycles. Internal policies regarding abandoned and inoperable bicycles, including the impoundment of bicycles at the WSU Pullman campus, may be established upon approval by the vice-president or designee whose responsibilities include supervision of the parking department.

ACTION ITEM #2

WSU Pullman, Soccer Field Improvements - Phase 2, Design and Construction (Johnson/Patterson/Yang)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman, Soccer Field Improvements - Phase 2,
Design and Construction

PROPOSED: That the Board of Regents approve the Soccer Field Improvements - Phase 2 project with a total budget not to exceed \$1,600,000, authorize the project to proceed to design and construction, 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: Roger Patterson, Vice President for Finance & Administration

SUPPORTING INFORMATION: As part of the Athletic Departments long range plan, WSU identified the renovation of the Soccer Field as a priority. This facility did not meet NCAA requirements for best practices for intercollegiate play and the minimum requirements for television broadcasting as established by the Pac-12 Network.

This project will improve the outdoor soccer venue to support the growth in this area of campus and the women's soccer program. Last year in Phase One, the soccer facility was upgraded with a new field drainage system, field turf, field lighting, and new communications infrastructure to allow required television broadcasting. The Soccer Field Improvements, Phase Two project will continue this long term plan by providing permanent seating, press box, restrooms, ticketing area, and television broadcast camera locations.

The proposed upgrades to the facility meet the NCAA requirements for best practices for intercollegiate play and satisfy the Pac-12 Network requirements.

Project Schedule:

Regents approval of design and project budget
Design
Construction

May 2015
May 2015-Nov.2015
Feb. 2016-Aug. 2016

Project Budget:

Construction (including construction contingency & sales tax)	\$1,378,000
Professional Fees	117,000
Project Management	62,000
Moveable Equipment/Furnishings	43,000
Total Project Cost	<u>\$1,600,000</u>

Source of Funds:

Gifts	<u>\$1,600,000</u>
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Board of Regents

WSU Pullman, Soccer Field Improvements - Phase 2, Design and Construction

Resolution #150508-507

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 Soccer Field Improvements - Phase 2 project with a total budget not to exceed \$1,600,000, authorize the project to proceed to design and construction, 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.

Dated this 8th day of May, 2015.

Chair, Board of Regents

Secretary, Board of Regents

ACTION ITEM #3

WSU Pullman, Old Bookie Renovation, Design and Construction (Huskey/Patterson/Yang/Boston)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman, Old Bookie Renovation,
Design and Construction

PROPOSED: That the Board of Regents approve the Old Bookie Renovation project with a total budget not to exceed \$32,000,000 and 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 select a Design-Build contractor 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: Roger Patterson, Vice President for Finance and Administration

SUPPORTING INFORMATION: The Old Bookie building has been vacant for the last seven years since the Student Book Corporation relocated into the remodeled Compton Union Building. The Old Bookie consists of 88,000 square feet of space located at the north edge of campus, one of WSU's main entryways (see map below).

In 2014, efforts were undertaken to test the feasibility of renovating the building into a student services facility to augment student social and recreation spaces on campus. On March 11, 2015, WSU Pullman students voted to increase student fees by \$98 per semester in order to generate roughly \$3.3 million per year to meet a debt payment estimated to be approximately \$2.2 million, which would cover the project costs. The student fee would also cover the operating and maintenance costs of the renovated facility estimated at \$1.1 million.

If approved, this project will include a full building renovation that will repurpose the building as a new student space. Amenities are to include ample study and social spaces, a quick serve restaurant,

recreation spaces, a fitness center, and an outdoor courtyard developed to include outdoor seating and a variety of activity spaces.

The location of this facility will provide these services and amenities in a closer proximity to many of the students housed near this section of the campus.

Schedule:

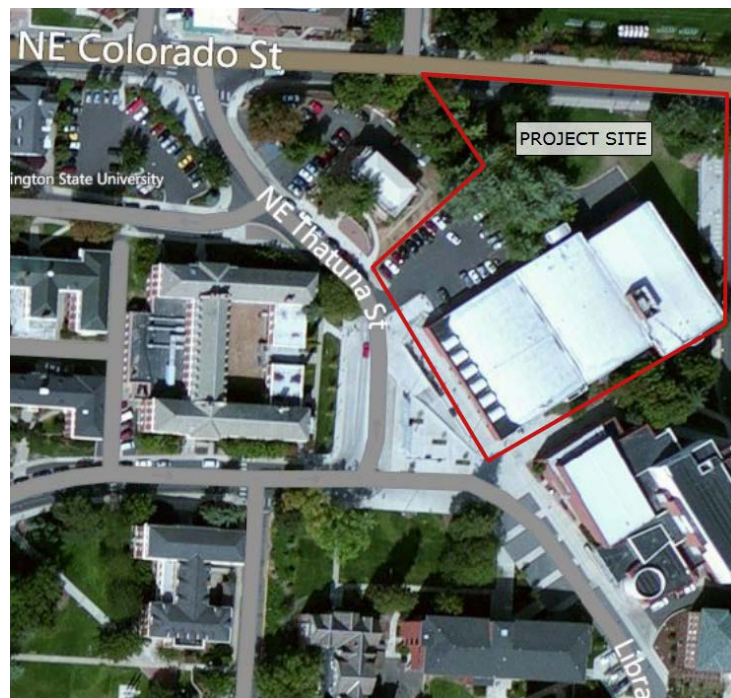
Seek Approval of Design & Project Budget	May 2015
Design	June – Dec. 2015
Construction	Dec. 2015 – Jan. 2017

Project Budget:

Construction (includes contingency & sales tax)	\$26,500,000
Professional Fees	2,400,000
Project Management	1,800,000
Moveable Equipment / Furnishings	<u>1,300,000</u>
Total Project Budget	<u>\$32,000,000</u>

Source of Funds:

Bonds Repaid with Student Fees	<u>\$32,000,000</u>
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Board of Regents
WSU Pullman, Old Bookie Renovation,
Design and Construction

Resolution #150508-508

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 Old Bookie Renovation project with a total budget not to exceed \$32,000,000 and 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 select a Design-Build contractor 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.

Dated this 8th day of May, 2015.

Chair, Board of Regents

Secretary, Board of Regents

ACTION ITEM #4

WSU Tri-Cities, Student Union Building, Design and Construction (Moo-Young/Patterson/Yang)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Tri-Cities, Student Union Building, Design and Construction

PROPOSED: That the Board of Regents approve the Student Union Building project with a total budget not to exceed \$5,730,000 and 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 select a Design-Build contractor 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: Roger Patterson, Vice President for Finance & Administration

SUPPORTING INFORMATION: Since opening in 1989, the WSU Tri-Cities campus has grown to more than 1,500 students. Currently, there is only limited space on campus to host large student functions such as student government and organizations, student socializing, small group or individual study, and student recreation.

A student union building meeting the students' needs has been estimated to cost \$5,730,000. WSU Tri-Cities has \$1,445,785 of cash on hand, leaving a balance of \$4,284,215 to be funded from another source. During the spring 2014 student general election, students officially expressed the need for the building by approving a \$100 per academic semester student union fee. The students voted in February 2015 on an additional \$50 per academic semester fee increase, bringing the total to \$150 per semester. This fee would generate roughly \$390,000 per year, which would meet the estimated annual debt payment of \$308,500 necessary to cover the remaining project costs of \$4,284,215, plus operating and maintenance costs. The proposed Student Union would be located adjacent to the Consolidated Information Center (CIC).

Schedule:

Seek Approval of Design & Project Budget	May 2015
Design	July 2015 - July 2016
Construction	July 2016 - May 2017

Project Budget:

Construction (includes contingency & sales tax)	\$4,114,097
Professional Fees	753,867
Project Management	394,140
Moveable Equipment / Furnishings	467,896
Total Project Budget	<u>\$5,730,000</u>

Source of Funds:

Cash	\$1,445,785
Bonds Repaid with Student Fees	4,284,215
Total Source of Funds	<u>\$5,730,000</u>



Board of Regents
WSU Tri-Cities, Student Union Building,
Design and Construction

Resolution #150508-509

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 Student Union Building project with a total budget not to exceed \$5,730,000 and 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 select a Design-Build contractor 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.

Dated this 8th day of May, 2015.

Chair, Board of Regents

Secretary, Board of Regents

ACTION ITEM #5

WSU, Old Bookie Renovation & Tri-Cities Student Union Building, Financing (Patterson/Johnston)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU, Old Bookie Building Renovation & Tri-Cities Student Union Building, Financing

PROPOSED: That the Board of Regents approve a General Revenue Bond Resolution to authorize the issuance and sale of bonds or other obligations to be used for the Old Bookie Building Renovation and Tri-Cities Student Union Building projects; with proceeds not to exceed \$36,284,215, a maximum term not to exceed 25 years, and a maximum interest cost rate not to exceed 5.5%; 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.

SUBMITTED BY: Roger Patterson, Vice President for Finance and Administration

SUPPORTING INFORMATION: The University intends to issue tax-exempt and/or taxable bonds, in an amount sufficient to provide for project costs of \$36,284,215, plus financing costs and a debt service reserve fund if one is required, to coincide with the construction timeline, and any expenditures made before issuance of the bonds will be reimbursed from bond proceeds.
Debt service on the proposed bonds is estimated at \$2.6 million. The bond proceeds will be used to reimburse or fund construction of the projects and bond issuance costs. Any unexpended proceeds may be used for other capital projects as deemed appropriate by the Board of Regents.

Bond Counsel: Cynthia Weed, K&L Gates LLP
Financial Advisor: Susan Musselman, PFM, Inc.
Underwriter(s): Barclays
J.P. Morgan
Wells Fargo

Board of Regents

WSU, Old Bookie Renovation & Tri-Cities Student Union Building,
Building, Financing

Resolution #150508-510

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 General Revenue Bond Resolution to authorize the issuance and sale of bonds or other obligations to be used for the Old Bookie Building Renovation and Tri-Cities Student Union Building projects; with proceeds not to exceed \$36,284,215, a maximum term not to exceed 25 years, and a maximum interest cost rate not to exceed 5.5%; 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 8th day of May, 2015.

Chair, Board of Regents

Secretary, Board of Regents

ACTION ITEM #6
Services and Activities Fees Increase
Academic Year 2015-2016
(Joan King)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Services and Activities (S&A) Fees Increase for Academic Year 2015-2016

PROPOSED: That the Washington State University Board of Regents, based on the recommendations of the S&A fee committees, and subject to the approval of the Legislature and the Governor, hereby authorizes increases in the Services and Activities Fees (and S&A-like fees) for the academic year 2015-2016, as shown below:

	Current FY 15	Recomm FY 16	% Incr	\$ Incr
S&A Fees Committee-Global Campus	\$512	\$512	0%	\$ 0
S&A Fees Committee-Pullman	\$544	\$560	3%	\$16
S&A Fees Committee-Spokane	\$522	\$559	7%	\$37
S&A Fees Committee-Tri-Cities	\$512	\$512	0%	\$ 0
S&A Fees Committee-Vancouver	\$512	\$527	3%	\$15

SUBMITTED BY: Joan King, Associate Vice President & Chief University Budget Officer

SUPPORTING
INFORMATION:

By law, the Board of Regents sets Services and Activities Fees. The percentage increase in the S&A Fees in any year is limited to the percentage increase in resident undergraduate tuition that is approved by the legislature. However, the current biennial budget permits S&A Fee increases even if resident undergraduate tuition does not increase. *"Section 959. (2) of SB 5034: For the 2013-15 fiscal biennium, each governing board is authorized to increase the services and activities fees by amounts judged reasonable and necessary by the services and activities fee committee and the governing board consistent with the budgeting procedures set forth in RCW 28B.15.045."*

This action item is intended to allow the University to proceed with S&A Fees increases if the authorization is continued for the 2015-2017 biennium.

All WSU campuses have an S&A Fees committee which makes a recommendation to the Board of Regents, through President Floyd, concerning the amount of the increase, as well as the allocations of revenues to student groups. The campus committees may choose to recommend an increase of the S&A Fees by an amount less than the maximum, as has been the case recently.

Each campus retains 100% of its own S&A fees and is able to choose 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.

Memos with the final fee rate and allocation recommendations from the campus S&A Fees committees are included in the materials for this meeting as an attachment to the S&A Committee Allocations action item.

ACTION ITEM #7

Services and Activities Fees Committee Allocations Academic Year 2015-2016 and Summer 2016 (Joan King)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Services and Activities Fees Committee Allocations for Academic Year 2015-2016 and Summer 2016

PROPOSED: That the Washington State University Board of Regents approve the allocation of Services & Activities Fees for academic year 2015-2016 and summer 2016 from the Services and Activities Fees committees representing the Washington State University system.

SUBMITTED BY: Joan King, Associate Vice President & Chief University Budget Officer

SUPPORTING INFORMATION: Services and Activities (S&A) fees are used to fund student activities, programs and student buildings. Services and Activities 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 following committees' recommendations have been reviewed by President Floyd and are forwarded for approval by the Board of Regents. The recommendations are developed following guidelines governing the establishment and funding of student programs set forth in RCW 28B.15.045.

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: S&A Fees Recommendations by Campus

ACTION ITEM #8

Academic Year 2015-2016 Tuition Rates (Joan King)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Academic Year 2015-2016 Tuition Rates

PROPOSED: That the Washington State University Board of Regents approve a 0% tuition increase to all tuition categories for the academic year 2015-2016.

SUBMITTED BY: Joan King, Associate Vice President and Chief University Budget Officer

SUPPORTING INFORMATION: State law authorizes the governing boards of the four-year higher education institutions to establish tuition and fees for all student categories except resident undergraduates.

A 0% tuition increase will hold tuition rates at the same level as the previous two years.

The 2015-2016 tuition rates are shown below as full-time, annual rates.

2015-2016 Tuition Rates

Undergraduate Resident	\$10,874
Undergraduate Non-Resident	\$23,956
Undergraduate DDP Non-Resident	\$10,874
Graduate Resident	\$11,224
Graduate Non-Resident	\$24,656
Graduate DDP Non-Resident	\$11,224
MBA Resident (<i>Pullman</i>)	\$17,268 ¹
MBA Non-Resident (<i>Pullman</i>)	\$32,676 ¹
Master of Nursing Resident	\$17,234
Master of Nursing Non-Resident	\$32,256
PharmD Resident	\$19,990
PharmD Non-Resident	\$36,644
DVM Resident	\$21,830
DVM Non-Resident	\$52,884
WWAMI Resident	\$27,040 ²
WWAMI Non-Resident	\$55,970 ²

NOTES:

1. This rate is for the Master of Business programs on the Pullman campus. Students enrolled in the MBA programs at WSU Tri-Cities and WSU Vancouver will continue to pay the regular graduate student tuition rate.
2. In prior years, this rate was negotiated with the University of Washington. Currently, it is unclear whether we need to retain this tuition category.

FUTURE ACTION ITEM #2

Proposed Changes to the Faculty Manual – Workplace Violence and Bullying Policy (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Workplace Violence and Bullying Policy

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Workplace Violence and Bullying Policy

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

SUPPORTING INFORMATION: In support of the initiative to edit the “Workplace Violence and Bullying Policy” of the BPPM, the Faculty Affairs Committee suggests moving forward with making the following update in the Faculty Manual Section II F. DISCIPLINARY PROCESS/PROCEDURES, Part 3. Faculty Conduct Subject to University Discipline:

a) Bullet 8) on page 20 reads:

“Retaliation against any individual for engaging in protected activity, including but not limited to, filing a good faith complaint of discrimination, harassment or misconduct against another. Retaliation is defined as taking adverse employment action against another.”

Replace bullet 8) with:

“Retaliation against any individual for engaging in protected activity, including but not limited to, filing a good faith complaint of discrimination, harassment, misconduct, workplace violence or bullying. This includes, but not limited to, creating a hostile work environment or taking adverse employment action against another. Such acts form independent grounds for taking appropriate formal or informal discipline.”

b) Bullet 19) on page 21 reads:

“Detention or physical abuse of any person or conduct which threatens imminent bodily harm or endangers the health or safety of any person on any property owned or controlled by the University, or in connection with approved University functions.”

Replace bullet 19) with:

“Violation of the University policy prohibiting Work Place Violence and Bullying as outlined in the Business Policies and Procedures Manual Section 50.30.1”

This change was approved by the Faculty Affairs Committee on November 18, 2014 and passed by the Faculty Senate on February 12, 2015.

FUTURE ACTION ITEM #3

Proposed Changes to the Faculty Manual – EPPM, Designation of Academic Unit (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – EPPM, Designation of Academic Unit

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – EPPM, Designation of Academic Unit

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

SUPPORTING INFORMATION: On Page 7 of the faculty manual there is a reference to the EPPM. The designation of academic units is currently covered by a Memorandum of Understanding between the Provost and Senate. We suggested removing the crossed out sentence in bullet (b), and adding the italicized paragraph at the end of the bullets, since the MoU covers the units in (a)-(d).

"1. Designation of Academic Unit

- a) A college is an organization of schools, departments, special programs and other units which have broad, common instructional and research interests. The administrative head of a college is a Dean.
- b) A school is a combination of two or more departments, programs or curricula that functions as an alternative to a department. ~~Requirements and procedures for the establishment of a school are given in the Educational Policies and Procedures Manual.~~ The administrative head of a school is a Director.
- c) A department is defined as an academic unit with a faculty which performs the regular duties of instruction, research, and service in all matters relating to curricular and educational policies of the unit, subject to approval of the Faculty Senate. The administrative head of a department is a Chair.

- d) An academic program (interdepartmental) is defined as a program with an individual budget, an administrative officer, and a set of courses leading to a degree. Faculty who participate in the academic program may maintain a departmental affiliation. The administrative head of an academic program is a Director."

The procedures for creating, combining or eliminating academic units are covered in a Memorandum of Understanding between the Provost and Senate found at <http://facsen.wsu.edu/eppm/MOU.pdf>.

This change was approved by the Faculty Affairs Committee on November 18, 2014 and passed by the Faculty Senate on February 12, 2015.

FUTURE ACTION ITEM #4

Proposed changes to the Faculty Manual – Promotion Process (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Promotion Process

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Promotion Process

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

SUPPORTING INFORMATION: The Faculty Affairs Committee suggests the following change to the Faculty Manual:

The promotion process for faculty starts in late spring or early summer of one year, with the promotion process continuing into the next fall and decisions announced in the spring. We seek to clarify the wording of the timing of promotions and have parallel wording for all ranks.

Proposed new wording:

Only under extraordinary circumstances will a person be considered for promotion to Professor [Clinical Associate Professor, Clinical Professor, Senior Instructor] prior to the end of his or her fifth year of service as an Associate Professor [Clinical Assistant Professor, Clinical Associate Professor, Instructor], with the promotion, if granted, awarded at the end of the sixth year.

We suggest that the sentence above (with the appropriate ranks chosen) replace the following sentences in the faculty manual:

Page 55: "Only under extraordinary circumstances will a person be promoted to Professor when he or she has served as Associate Professor for fewer than six (6) years."

Page 93: "Instructors who have successfully completed six years of University service may request promotion to senior instructor."

Page 93: "Faculty members are typically not considered for promotion to Clinical Associate Professor prior to the sixth year of service at the rank of Clinical Assistant Professor."

This paragraph should also be added to the first Paragraph on Page 94, concerning promotion from Clinical Associate Professor to Clinical Professor.

This change was approved by the Faculty Affairs Committee on November 18, 2014 and passed by the Faculty Senate on February 12, 2015.

FUTURE ACTION ITEM #5

Proposed Changes to the Faculty Manual – Clinical Faculty Appointments (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Clinical Faculty Appointments

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Clinical Faculty Appointments

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

SUPPORTING INFORMATION: The Faculty Affairs Committee suggests the following change to the Faculty Manual:

Currently, for Senior Instructors “Appointments are for one to five years.” (pg. 91), however Clinical faculty can have “appointments of up to three years.” (pg. 93) We suggest changing the threes to fives in the following paragraphs:

Page 93: “Faculty at the rank of Clinical Associate Professor are on fixed-term appointments of up to three (3) years. Performance reviews will be conducted annually with the possibility of three year rolling horizon renewal based on College/Department needs; a one-year terminal appointment may be given if the review is unsatisfactory.”

Page 94: “Faculty at the rank of Clinical Professor are on fixed-term appointments of up to three (3) years. Performance reviews will be conducted annually with the possibility of renewal for an additional period designated by the Dean and/or Chair and senior faculty of the College/Department, but not to exceed three (3) years (i.e., rolling horizon appointment).”

This change was approved by the Faculty Affairs Committee on November 19, 2014, and passed by the Faculty Senate on February 12, 2015.

FUTURE ACTION ITEM #6

Proposed Changes to the Faculty Manual – Business Days/Working Days Clarification (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Business Days/Working Days Clarification

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Business Days/Working Days Clarification

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

SUPPORTING INFORMATION: The Faculty Affairs Committee suggests the following change to the Faculty Manual:

Currently, the timing of many processes is listed in “days”. We will clarify whether these are “business days” (the university is officially open), “working days” (specific to an individual) or “calendar days”. After reviewing the manual carefully, we suggest:

All time periods less than 30 days be identified as “business days” and all periods of time 30 days or longer be identified as “calendar days”, with the following exceptions:

1. Periods of time pertaining to a specific individual (e.g. sick leave) are listed as “working days”.
2. Currently, Section 5. Patent Ownership lists longer periods of time as business days and these “business days” will not be changed.

This change was approved by the Faculty Affairs Committee on November 6, 2014 and passed by the Faculty Senate on February 12, 2015.

FUTURE ACTION ITEM #7

Proposed Changes to the Faculty Manual – Non-reappointment Letters

(Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Non-reappointment Letters

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Non-reappointment Letters

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

SUPPORTING INFORMATION: The Faculty Affairs Committee (FAC) was asked to review the issues surrounding the nonreappointment letters that are sent to faculty with fixed term appointments. The current paragraph that requires these letters be sent out is on page 97 of the *Faculty Manual*:

V K. Termination

Employment may be terminated in any of the following ways:

1. Nonreappointment

For a faculty member with an appointment carrying a terminal date, the appointment ends on the specified terminal date, unless positive action is taken to reappoint that faculty member. In cases where an indefinite term appointment to the same position has been extended previously, without a break in service, the University must remind the indefinite term faculty member in writing of nonreappointment at least sixty days prior to the end of the current appointment. If the employee has been in the same temporary position continuously for five years or more, he or she must be afforded a written reminder of nonreappointment six months prior to the end of the current appointment. Contingency appointments always end on the designated terminal date unless the specified contingencies are satisfied.

On March 3, 2015, FAC recommended that this wording to be changed and the proposed wording was discussed at

Senate on March 12, 2015, where minor modifications were made. The new wording was reviewed by HRS and FAC.

For a faculty member with an appointment carrying a terminal date, the appointment ends on the specified terminal date, unless positive action is taken to reappoint that faculty member. A written notice of nonreappointment is required only when a faculty member's fixed term appointment length is three years or more and the faculty member has not yet received a letter of reappointment. The written notice must be issued at least sixty (60) calendar days prior to the termination date. Contingency appointments always end on the designated terminal date unless the specified contingencies are satisfied.

Rationale:

1. Faculty on short term contracts (under 3 years) know their appointment end dates and don't need a reminder.
2. Under the new system, if a faculty member is reappointed in a timely fashion, no nonreappointment letter is sent out.
3. The time line for notification has been shortened so that administrators are in a better position to give out meaningful information.

This change was approved by the Faculty Affairs Committee on March 3, 2015 and passed by the Faculty Senate on April 2, 2015.

FUTURE ACTION ITEM #8

Proposed Changes to the Faculty Manual – Faculty Structure (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Faculty Structure

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Faculty Structure

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

SUPPORTING INFORMATION: The Faculty Affairs Committee has been working on improving the clarity of the faculty manual by updating policies and definitions. The updates include removing the definitions for WSU employees who are not faculty and removing categories that have become outdated. In particular, references to “Student Affairs Faculty” will be removed from the manual, with the provision that faculty currently holding this title are grandfathered. On March 24, 2015, the Faculty Affairs Committee approved the following update to the definition of Faculty Structure on Page 10 and 11 of the manual:

I B. FACULTY STRUCTURE

The faculty and staff include all employees, except student and non-student temporary hourly employees, of Washington State University, regardless of their location, who have received official appointments. There are three classifications of employees: faculty, administrative and professional personnel, and civil service personnel. Affiliated personnel who hold adjunct appointments with academic responsibilities are considered nonvoting members of the faculty. Whenever questions arise about the classification of a faculty member, the final decision will be made by the Provost in consultation with the administrative officers concerned.

1. The Faculty

The faculty includes academic faculty, extension faculty, and library faculty. Historically, additional faculty titles were used and faculty members with these titles retain their faculty

status. The statutory duty of the faculty, which may not be delegated, is to recommend to the Board of Regents the candidates for suitable degrees and certificates. All faculty categories defined below are afforded equal rights and privileges. The various faculty categories, which are not mutually exclusive, are defined as follows:

a) Academic Faculty

The academic faculty consists of ranked faculty assigned to degree-granting units or the Honors College.

b) Extension Faculty

The extension faculty consists of ranked faculty assigned to Extension, Continuing Education or Public Service.

c) Library Faculty

The library faculty consists of ranked faculty assigned to Libraries.

This change was passed by the Faculty Senate on April 16, 2015.

FUTURE ACTION ITEM #9

Proposed Changes to the Faculty Manual – Reasonable Accommodations (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Reasonable Accommodations

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Reasonable Accommodations

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

SUPPORTING INFORMATION: The Faculty Affairs Committee has been working on improving the clarity of the faculty manual by updating policies and definitions. Human Resource Services provided FAC with updates and suggestions to the sections on disability accommodations and retirement. On March 24, 2015, the Faculty Affairs Committee approved the recommendation that Sections III D and H, I and Section V F be updated to the following:

III D. REASONABLE ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES

The Washington State Law Against Discrimination, RCW 49.60, together with federal law, including section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 prohibit discrimination and ensure equal opportunity for persons with disabilities in employment. As part of its program of equal employment opportunity, Washington State University is committed to providing reasonable accommodation for employees with disabilities. WSU complies with these laws as written or amended by this section of the Faculty Manual and otherwise through policy and procedure.

Under Washington law, which provides protection beyond those under federal law, disability is defined (see <http://app.leg.wa.gov/RCW/default.aspx?cite=49.60.04>) as the presence of a temporary or permanent; sensory,

mental or physical impairment; that is medically recognizable or diagnosable; exists as a record or history; or is perceived to exist whether or not it exists in fact.

These provisions set forth guidelines for meeting reasonable accommodation requirements of state and federal laws. The reasonable accommodation process is subject to flexibility within governing law and as set forth in the Business Policies and Procedures Manual, 60.21 (see http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.21_Reasonable_Accommodation.htm). Employees are to consult with Human Resource Services regarding services, accommodation options and rights in accordance with laws pertaining to disabilities in the Washington State University work setting.

1. When Reasonable Accommodation is Available

For purposes of qualifying for reasonable accommodation in employment, an employee's impairment must be known or shown through an interactive process with the employer to exist in fact. Additionally, the impairment must have a substantially limiting effect on the employee's ability to perform his or her job, access to equal benefits, privileges or terms or conditions of employment. The employee must have put the employer on notice of an impairment, including providing medical documentation to Human Resource Services that must establish a reasonable likelihood that engaging in job functions without a reasonable accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect. A substantially limiting effect is one that is not trivial.

2. Procedures to Request Accommodation

Employees are to submit a reasonable accommodation request and supporting medical documentation to Human Resource Services. Once submitted, the employee, Human Resource Services and the employing department work together via the interactive process to identify what if any alternative accommodations will allow the employee to perform the essential functions of the position. The University will consider potential reasonable accommodations, giving consideration to the employee's preference, if any, among the alternatives. Each employee's circumstances will be evaluated on a case-by-case basis.

Washington State University will attempt to reasonably accommodate the employee in his or her current position. Other options, however, may include a change in position, medical leave of absence, reduction in FTE, regular retirement, disability separation or disability retirement. In all its actions under this Section of the Faculty Manual the University shall be guided by and comply with the definitions and requisites of applicable state and federal law concerning employees with disabilities. This Faculty Manual incorporates by reference all University policies adopted pursuant to such laws and with or without amendment, is modified by such laws as they may change from time to time. Prospective employees and applicants for employment who need accommodation during the job search process should contact Human Resource Services.

A faculty member and/or department, unit or area head wishing to explore reasonable accommodation or having questions about other options available to employees with disabilities should contact Human Resource Services. Human Resource Services will provide information on the types of reasonable accommodation available to faculty and coordinate reasonable accommodation requests.

3. Employee Complaints

Faculty who believe they have suffered discrimination on the basis of disability (including failure to reasonably accommodate) may make complaint to Office for Equal Opportunity at Washington State University, the Washington State Human Rights Commission, the Federal Equal Employment Opportunity Commission, and/or the Office of Federal Contract Compliance Programs. It is against Washington State University policy and state and federal laws to retaliate against an individual who files a complaint of discrimination, participates in an investigation, or opposes illegal discrimination.

4. Funding

Facility modifications required by an employee to perform his or her job may be funded from the Minor Capital Improvements budget and/or department budget. Equipment purchased for an employee to perform his or her job, as part of the reasonable accommodation, is usually funded from the department's budget. Other sources of funding, including specific Minor Capital Improvements projects, the Department of Labor and Industries, and other

rehabilitation programs, may be explored depending on the case.

5. Record Keeping

It is important that employees work with Human Resource Services and identify their disabilities if they seek or wish to explore the need for reasonable accommodation. A health care provider's evaluation may be required to assist in identifying which essential duties can and cannot be performed and what reasonable accommodations may be needed to assist the employee. To ensure compliance with both state and federal law and regulations and to provide consistency within the institution, records of reasonable accommodations and health care provider's summaries or reports are to be sent directly to and be maintained by Human Resource Services. Original copies of all documentation are to be forwarded to Human Resource Services and not maintained at the department, unit or area level.

III G. RETIREMENT

1. Retirement Age

There is no mandatory retirement age for Washington State University faculty. Eligibility for a monetary benefit from the faculty member's retirement plan is determined by the rules of the plan the individual is participating at the time of the separation for employment.

Retiring prior to one's federally defined full retirement age will reduce Social Security benefits.

Eligibility for medical, dental and or life insurance after retirement is determined by the Health Care Authority rules. A Medical Expense Plan benefit may be available to non-teaching, non-research faculty who accrue sick leave.

Faculty members hired prior to July, 2011, who are at least age 62, with at least 10 years of service may be eligible for a Supplemental Retirement Plan benefit at the time or retirement.

Notification of retirement should be provided within the same time frame identified in the Resignation section. Information is available from Human Resource Services online at www.hrs.wsu.edu/Benefits/.

2. Retirement Because of Health Condition

In the event an employee may no longer be able to perform the duties of their position due to a serious health condition, they may be eligible for Retirement. If this were to occur prior to the individual reaching age 62, and if they had at least 10 years of service, they may be eligible for a Supplemental Retirement Plan benefit, and other insurance options. If an individual pursued a retirement because of health condition, they will follow the processes identified in the WSU Retirement Plan and/or its Guidelines and Directives, perhaps in lieu of the termination for cause due to Physical and Mental Health Reasons.

The faculty member should be referred to the Human Resource Services Benefits unit to discuss this option.

3. Phased Retirement System

Washington State University Phased Retirement Plan is a program designed to give participants in the WSU Retirement Plan an opportunity for pre-retirement reduction of full-time service while gradually phasing into retirement over a period of years. Phased retirement is intended to support the University's excellence. It permits the University to retain the services and contributions of senior faculty and administrative professional staff while enabling participants to continue to remain in their profession and to build additional financial security for the future. The Phased Retirement Plan provides an opportunity for individual career flexibility and forms an important part of the long-range personnel resource management of the University. The Plan also assists in diversifying the University's work force by releasing positions and funds that can contribute to renewing its personnel resources. The WSU Retirement Plan Phased Retirement Plan is a voluntary and mutually agreed upon arrangement between the University and the participant.

The Phased Retirement Guideline, which includes eligibility criteria for participation is available on the Human Resource Services web site at www.hrs.wsu.edu, under "Retirement Information" within the Benefits link.

III H. 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 or more years of service to the University, AND have held an eligible nontenure or tenure track rank at Washington State University for a period of at least five 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) is 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) 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.

Emeritus faculty status is the last earned rank that will be accorded to eligible faculty upon their retirement. Emeritus faculty are encouraged to remain an important part of the University. Department Chairs and unit Directors are encouraged to assist Emeritus faculty in maintaining a continuing relationship with the department, school,

college, and University as is feasible and mutually acceptable. "The Ethics in Public Service Act (RCW 42.52) provides that state employees cannot use state resources for personal benefit or their state positions to obtain special privileges."

V F. Rights And Privileges

1. Benefits

a. Insurance

The University makes available group medical/dental insurance, salary continuation insurance (long term disability), life insurance, and other benefits. Eligibility for these programs is determined by the State of Washington Public Employee's Benefits Board (PEBB). Generally, full time and half time faculty, who are anticipating to be employed for an academic year, or equivalent thereof, are eligible for the PEBB benefit package. Other eligibility criteria may be applicable, including stacking concurrent employment with more than one Washington state higher education institution. Industrial insurance (worker's compensation) covers all employees. (Consult the Benefits and Disability Services links for details of these programs found on the Human Resource Services website, <http://www.hrs.wsu.edu>)

b) Retirement

Participation in a retirement plan is available to any faculty member who is employed at least half time for one semester, or equivalent period.

The WSU Retirement Plan has been established by the Board of Regents under authority provided by laws of the state of Washington for the purpose of providing retirement incomes and related benefits to eligible faculty and employees. It is a defined contribution 403b plan.

Beginning July, 2011, The Teachers Retirement System Plan 3 is another retirement plan new hires are able to participate. This 401a plan is a hybrid defined contribution/defined benefit plan.

Washington State University also offers Faculty voluntary retirement plans to which employees may make additional non-matched retirement contribution up to the IRS maximum limits.

For details on the retirement plans, see the Benefits link on the Human Resource Services website at www.hrs.wsu.edu.

1. Unemployment Compensation

Under applicable state laws and Department of Employment Security regulations, indefinite faculty who are expected to be rehired for consecutive years are not eligible for unemployment benefits during summer months. Persons included in annual review will be denied unemployment benefits unless departments produce Personnel Action Forms indicating separation from University service.

This change was passed by the Faculty Senate on April 16, 2015.

FUTURE ACTION ITEM #10

Proposed Changes to the Faculty Manual – Faculty Convicted of Felonies

(Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed changes to the Faculty Manual – Faculty Convicted of Felonies

PROPOSED: That the Board of Regents approve the proposed changes to the Faculty Manual – Faculty Convicted of Felonies

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

SUPPORTING INFORMATION: The Attorney General's Office (AGO) pointed out to FAC the issues that arise when a faculty member is convicted of a serious crime, particularly a felony, and the university needs to show that the crime "directly affects University programs, community members, or property insofar as they materially and substantially interfere with the missions, functions, processes, and goals of the University community," before disciplinary action can be taken.

In the FAC meeting on March 24, 2015, the committee agreed to the AGO's suggestion that **II.F.3. Faculty Conduct Subject to University Discipline**, bullet #15, be updated to read:

15. Unlawful acts that directly affect University programs, community members, or property insofar as they materially and substantially interfere with the missions, functions, processes, and goals of the University community or unlawful acts that result in guilty plea to or conviction of a felony.

This change was passed by the Faculty Senate on April 16, 2015.

ACTION ITEM #1

Revisions to the *Faculty Manual* (Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Revisions to the *Faculty Manual*

PROPOSED: That the Board of Regents approve the attached revisions to the *Faculty Manual*

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

SUPPORTING
INFORMATION: Associate Vice President for Economic Development and External Affairs, Anson Fatland, submitted a series of suggested changes to the *Faculty Manual* regarding copyrights and royalties. The changes are the result of ongoing work of a committee comprised of faculty and administrators charged with updating WSU's intellectual property policies and processes to enhance this activity within the University. The changes have been reviewed by the Faculty Affairs Committee and the Faculty Senate.

They were approved by the Faculty Affairs Committee on November 6, 2014 and passed by the Faculty Senate on February 26, 2015.

ACTION ITEM #2

Revisions to the *Faculty Manual*
(Daniel J. Bernardo)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Revisions to the *Faculty Manual*

PROPOSED: That the Board of Regents approve these revisions to the *Faculty Manual*

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

SUPPORTING INFORMATION: The following three paragraphs were in a previous version of the *Faculty Manual*. Due to an accidental deletion they need to be reinserted on Page 61 of the *Faculty Manual*, at the start of bullet (f):

“Tenure must be granted or denied. Granting of tenure becomes effective on August 16 for academic-year appointees and on July 1 for annual appointees. Upon denial of tenure, notification of non-reappointment will be given at least twelve months in advance of the termination of service.

Notification of the granting or denial of tenure shall be given in writing to the faculty member by the Provost and Executive Vice President within three working days after a decision has been made. While notification of the final tenure decision will be communicated by the Provost and Executive Vice President, the dean or relevant area administrator will provide more detailed analysis.

If the faculty member resigns within ninety calendar days after notification of denial of tenure, no reference will appear in his or her personnel file that tenure was denied or that a recommendation to deny tenure was made. The effective date of such resignation shall be the date upon which the appointment would have been terminated if tenure had been denied, or earlier, if mutually agreed to by both parties.”

Remove the requirement that colleges, departments, schools or other units send copies of their tenure criteria to the Executive Secretary. These documents should be available online at the college, department, school or other unit website, as well as at the Provost's office. The suggested edits are:

Page 54, second to last paragraph:

"After administrative approval, a copy of the criteria shall be provided to every faculty member of the college, department/school or unit ~~and a copy shall be filed with the Executive Secretary of the Faculty Senate.~~"

Page 57, end of first paragraph:

"After administrative approval, a copy of the new or revised criteria and description of the process shall be provided to every faculty member of the college department, school or other unit, ~~and an additional copy shall be filed with the Executive Secretary of the Faculty Senate.~~"

These changes to the *Faculty Manual* were approved by the Faculty Affairs Committee on October 7, 2014 and passed by the Faculty Senate on November 20, 2014.

ACTION ITEM #5

Amendments to WAC 504-26 – Standards of Conduct for Students (Melynda Huskey)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WAC Revisions: Standards of Conduct for Students (WAC 504-26)

PROPOSED: That the Board of Regents review amendments and changes to the Washington Administrative Code (WAC), Section 504-26

SUBMITTED BY: Melynda Huskey, Interim Vice President for Student Affairs

SUPPORTING INFORMATION: These revision updates are intended to align the standards of conduct for students with best practices, to expand the composition of the university appeals board, allow students to remove a single disciplinary violation from their record in limited circumstances, and ensure that the standards of conduct are consistently applied and enforced.

504-26-001: Preamble

Deletes paragraph related to University commitment to core values, cultivating individual virtues, and the University's authority to take disciplinary action for conduct on or off university property.

504-26-100: Composition of Conduct and Appeals Boards

Updates composition of conduct and appeals boards from "any category of university employee" adding "including affiliate faculty and staff".

504-26-200: Jurisdiction of the Standards of Conduct for Students

Adds information that these standards are incorporated into Washington State University's executive policy 15, which prohibits discrimination, sexual harassment, and sexual misconduct.

504-26-212: Alcohol

Changes wording from "under twenty-one years of age" to "not of legal age"

504-26-304: Recognized Student Organization Conduct
Removes "issued by the office of student standards and accountability".

504-26-401: Complaints and Student Conduct Process
Removes "any complaint is to be submitted as soon as possible after the event takes place, preferably within thirty days".

504-26-403: Conduct Board Proceedings
Adds that witnesses not only provide information and answer questions from the university conduct board but also "the complainant, and the accused student, as appropriate".
Changes wording from "admissibility of evidence" to "admissibility of information".
Adds that the conduct officer is also able to accept information for consideration along with the conduct board chair.
Adds that after the board determines responsibility, they vote on "what sanctions, if any, are appropriate".
Removes duplicate wording, "brought against the accused".

504-26-405: Sanctions
Changes wording from "prior to graduation" to "before awarding of the degree".
Changes "student conduct officer" to "conduct officer".

504-26-407: Review of Decision
Changes "student conduct officer" to "conduct officer".
Changes "university's findings" to "findings".
Changes wording from "supporting documents" to "the conduct file for conduct board decisions or the conduct file for conduct officer decisions".

504-26-501: Records
Adds "a student may request removal from her or his record of a single disciplinary violation relating to the possession or use of alcohol and/or marijuana, and/or other violation of the university's policies relating to alcohol and drugs. Granting such a request is discretionary, and the student must make such a request in accordance with university policies and procedures."

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-001 Preamble. Washington State University, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold and be accountable for these standards both on and off campus and acknowledge the university's authority to take disciplinary action. The purpose of these standards and processes is to educate students and protect the welfare of the university community.

Accordingly, the conduct process is nonadversarial, confidential except to the extent permitted by law and these standards of conduct (this chapter), and not to be considered analogous to court proceedings. Further, the conduct process is independent of any criminal or civil penalties. WSU permits students to have advisors in certain circumstances in the student conduct process, but the role of the advisor is very limited. Sanctions under these standards of conduct are intended to challenge students' moral and ethical decision making and help them bring their behavior into accord with university community expectations. When students are unable to conform their behavior to community expectations, the student conduct process may determine that they should no longer share in the privilege of participating in the university community.

~~((Washington State University is guided by a commitment to excellence embodied in a set of core values. The university aims to create an environment that cultivates individual virtues and institutional integrity in the community. The mission of the university is supported when students uphold and take responsibility for the full scope of these values. The university's core values are identified in its strategic plan. Under the terms of enrollment, students acknowledge the university's authority to take disciplinary action for conduct on or off university property that is detrimental to the university's core values. Students who violate the university standards of conduct are subject to discipline, which may include temporary or permanent removal from the university.))~~

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-100 Composition of conduct and appeals boards. (1) The university conduct board shall be composed of five individuals appointed by the vice-president for student affairs and comprised of students and persons who are any category of university employee, including affiliate faculty and staff. The chairperson of the conduct board shall be named by the vice-president for student affairs and ~~((may be any category of))~~ shall be a university employee.

Any three persons constitute a quorum of a conduct board and may act, provided that at least one student and the chairperson are present.

(2) The appeals board shall be appointed by the vice-president for student affairs. It shall be composed of three persons, including the chair. The chair shall be a university employee. The other members

may be university employees, including affiliate faculty and staff, or students, provided that the student members have had at least one academic year of service on the university conduct board. Three persons constitute a quorum of the appeals board.

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-200 Jurisdiction of the standards of conduct for students. The standards of conduct for students shall apply to conduct that occurs on university premises, at university sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. These standards of conduct may be applied to behavior conducted online, via electronic mail or other electronic means.

Each student is responsible and accountable for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from school, takes a leave of absence, or graduates while a disciplinary matter or investigation is pending. Definitions from these standards are incorporated into Washington State University's executive policy 15, which prohibits discrimination, sexual harassment, and sexual misconduct. The university has sole discretion to determine what conduct occurring off campus adversely impacts the university community and/or the pursuit of university objectives.

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-212 Alcohol. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by university regulations, and federal, state, and local laws), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person (~~((under twenty one years))~~) not of legal age.

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-304 Recognized student organization conduct. Sororities, fraternities, and recognized student organizations shall comply with the standards of conduct for students and with university policies. When a member or members of a recognized student organization violates the standards of conduct for students, the recognized student organization and/or individual members may be subject to appropriate

sanctions authorized by these standards in accordance with the university's group accountability guidelines (~~((issued by the office of student standards and accountability))~~).

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-401 Complaints and student conduct process. (1) Any member of the university community may file a complaint against a student for violations of the standards of conduct for students. (~~((Any complaint is to be submitted as soon as possible after the event takes place, preferably within thirty days.))~~)

(2) A student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the standards of conduct for students. If a conduct officer determines that a complaint appears to state a violation of the standards of conduct, she or he considers whether the matter might be resolved through agreement with the accused or through alternative dispute resolution proceedings involving the complainant and the accused. The complainant and the accused are informed of university options for alternative dispute resolution and may request that the matter be addressed using alternative dispute resolution techniques. Generally, the accused and complainant must agree to the use of alternative dispute resolution techniques. If the accused and the student conduct officer reach an agreed resolution of the complaint, the disposition is final; there is no right to appeal from an agreed disposition.

(3) If the conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or alternative dispute resolution, the matter is handled through either a conduct officer hearing or as a university conduct board hearing.

(a) When the allegation involves harm or threat of harm to any person or person's property and the accused disputes the facts and/or denies responsibility, the matter may be referred to the university conduct board for resolution.

(b) If the possible or recommended sanction is expulsion or suspension, the matter is referred to the university conduct board.

(c) Matters other than those listed in (a) and (b) of this subsection are heard by a conduct officer, unless the conduct officer exercises his or her discretion to refer the matter to a conduct board at any time before a decision is issued. A student may request that a conduct board hear the case, but the final decision to refer the matter to the university conduct board for hearing is made by the university conduct officer and such decision is not subject to appeal.

(4) The student conduct officer provides complainants who have been targets of alleged misconduct or who feel victimized thereby with names of university and community advocates or resources who may be able to help the complainant address his or her concerns about the behaviors and provide support to the complainant throughout the conduct process. Upon request, a university advisor from the office of the dean of students is available to the complainant and the accused student to assist in understanding the student conduct process. Due to federal privacy law, the university may not disclose to the complainant any sanctions taken against the accused student, unless the complainant was the victim of a violent crime for which the accused was

found responsible as defined under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99), or the accused student consents to such disclosure.

(5) All notifications and service under this chapter are delivered either by electronic mail or other electronic means, delivered personally, or sent via regular U.S. mail. Notifications sent via regular U.S. mail are sent to the party's last known address or the address on file with the university registrar. The student or recognized student organization is responsible for maintaining an updated mailing address on file with the registrar. Deadlines described in this chapter begin the date the notification is sent via electronic means, personally delivered, or placed in regular U.S. mail.

(6) Throughout the conduct process, the complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. Upon request, a university advisor from the office of the dean of students is available to the complainant and the accused student to assist in understanding the student conduct process. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, during the hearing, advisors are not permitted to address the board, witnesses, conduct officers or any party or representatives invited by the parties to the hearing, nor to participate directly in any university conduct board hearing, conduct officer hearing, or other aspect of the conduct process. An advisor may communicate with the accused and recesses may be allowed for this purpose. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the scheduled meeting or hearing. The scheduling conflicts of an advisor are not considered good cause for a delay and do not entitle either party to a delay.

(7) The conduct officer or university conduct board's determinations are made on the basis of a "preponderance of the evidence," that is, whether it is more likely than not that the accused student violated the standards of conduct for students.

(8) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in conduct proceedings. Relevant evidence, including hearsay, is admissible if it is the type of evidence that reasonable members of the university community would rely upon in the conduct of their affairs. The chair of the university conduct board and/or the conduct officer shall have the discretion to determine admissibility of evidence.

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-403 Conduct board proceedings. (1) Any student charged by a conduct officer with a violation of any provision of the standards of conduct for students that is to be heard by a conduct board is provided notice as described in WAC 504-26-401(5).

(2) The written notice shall be completed by the conduct officer and shall include:

(a) The specific complaint, including the university policy or regulations allegedly violated;

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

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

(d) A list of the witnesses who may be called to testify, to the extent known;

(e) A description of all documentary and real evidence to be used at the hearing, to the extent known, including a statement that the student shall have the right to inspect his or her student conduct file.

(3) Time for hearings.

(a) The conduct board hearing is scheduled not less than seven days after the student has been sent notice of the hearing, except in the case of interim suspensions as set forth in WAC 504-26-406.

(b) Requests to extend the time and/or date for hearing must be addressed to the chair of the university conduct board, and must be copied to the office of student standards and accountability. A request for extension of time is granted only upon a showing of good cause.

(4) University conduct board hearings are conducted by a university conduct board. A goal of the hearing is to have an educational tone and to avoid creation of an unduly adversarial environment. The hearings are conducted according to the following guidelines, except as provided by subsection (6) of this section:

(a) Procedures:

(i) University conduct board hearings are conducted in private.

(ii) The complainant, accused student, and his or her advisor, if any, are allowed to attend the entire portion of the university conduct board hearing at which information is received (excluding deliberations). Admission of any other person to the university conduct board hearing is at the discretion of the university conduct board chair and/or the student conduct officer.

(iii) In university conduct board hearings involving more than one accused student, the student conduct officer, at his or her discretion, may permit joint or separate hearings.

(iv) In university conduct board hearings involving graduate students, board memberships are comprised to include graduate students and graduate teaching faculty to the extent possible.

(v) The complainant, the accused student, and the student conduct officer may arrange for witnesses to present pertinent information to the university conduct board. The conduct officer tries to arrange the attendance of possible witnesses who are identified by the complainant. Complainant witnesses must provide written statements to the conduct officer at least two weekdays prior to the hearing. Witnesses identified by the accused student must provide written statements to the conduct officer at least two weekdays prior to the conduct hearing. The accused student is responsible for informing his or her witnesses of the time and place of the hearing. Witnesses provide information to and answer questions from the university conduct board, the complainant, and the accused student, as appropriate. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. Written questions are directed to the conduct board chair, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an unduly adversarial environment, and to allow the board chair to determine the relevancy of questions. Questions concerning whether potential information may be received are resolved at the discretion of the chair of the university conduct board. The chair of the university conduct board shall have the discretion to determine admissibility of ((evidenece)) information.

(vi) Pertinent records, exhibits, and written statements (including student impact statements) may be accepted as information for consideration by a university conduct board at the discretion of the chair and/or conduct officer.

(vii) Questions related to the order of the proceedings are subject to the final decision of the chair of the university conduct board.

(viii) After the portion of the university conduct board hearing concludes in which all pertinent information is received, the university conduct board shall determine (by majority vote) whether the accused student has violated each section of the standards of conduct for students as charged and what sanctions, if any, are appropriate.

(b) If the accused student is found responsible for any of the charges (~~brought against the accused~~), the board may, at that time, consider the student's past contacts with the office of student standards and accountability in determining an appropriate sanction.

(c) The accused student or recognized student organization is notified of the conduct board's decision within ten calendar days from the date the matter is heard. The accused student or recognized student organization shall receive written notice of the decision, the reasons for the decision (both the factual basis therefore and the conclusions as to how those facts apply to the standards of conduct for students), the sanction, notice that the order will become final unless internal appeal is filed within twenty-one days of the date the letter was personally delivered, deposited in the U.S. mail, or electronically mailed, and a statement of how to file an appeal.

(i) The written decision is the university's initial order.

(ii) If the student or recognized student organization does not appeal the conduct board's decision before twenty-one calendar days from the date of the decision letter, it becomes the university's final order.

(5) There is a single verbatim record, such as an audio record, of all university conduct board hearings (not including deliberations). Deliberations are not recorded. The record is the property of the university.

(6) If an accused student to whom notice of the hearing has been sent (in the manner provided above) does not appear before a university conduct board hearing, the information in support of the complaint is presented and considered in his or her absence, and the board may issue a decision based upon that information.

(7) The university conduct board may for convenience or to accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing provide separate facilities, and/or permit participation by telephone, audio tape, written statement, or other means, as determined in the sole judgment of the vice-president for student affairs or designee to be appropriate.

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-405 Sanctions. (1) The following sanctions may be imposed upon any student found to have violated the standards of conduct for students:

(a) Warning. A notice in writing to the student that the student is violating or has violated institutional regulations.

(b) Probation. Formal action placing conditions upon the student's continued attendance at the university. Probation is for a designated period of time and warns the student or recognized student organization that suspension, expulsion, loss of recognition, or any other sanction outlined in this section may be imposed if the student is found to violate any institutional regulation(s) or fails to complete his or her conditions of probation during the probationary period. A student on probation is not eligible to run for or hold an office in any recognized student group or organization; she or he is not eligible for certain jobs on campus, including but not limited to resident advisor or orientation counselor; and she or he is not eligible to serve on the university conduct or appeals board.

(c) Loss of privileges. Denial of specified privileges for a designated period of time.

(d) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

(e) Education. The university may require the student to successfully complete an educational project designed to create an awareness of the student's misconduct.

(f) Community service. Imposition of service hours (not to exceed eighty hours per student or per member of a recognized student organization).

(g) Residence hall suspension. Separation of the student from a residence hall or halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

(h) Residence hall expulsion. Permanent separation of the student from a residence hall or halls.

(i) University suspension. Separation of the student from the university for a definite period of time, after which the student is eligible to request readmission. Conditions for readmission may be specified.

(j) University expulsion. Permanent separation of the student from the university. Also referred to as university dismissal. The terms are used interchangeably throughout this chapter.

(k) Revocation of admission and/or degree. Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of law or university standards in obtaining the degree, or for other serious violations committed by a student (~~((prior to graduation))~~) before awarding of the degree.

(l) Withholding degree. The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this standards of conduct for students, including the completion of all sanctions imposed, if any.

(m) Trespass. A student may be restricted from any or all university premises based on his or her misconduct.

(n) Loss of recognition. A recognized student organization's recognition may be withheld permanently or for a specific period of time. A fraternity or sorority may be prohibited from housing freshmen. Loss of recognition is defined as withholding university services, privileges, or administrative approval from a student organization. Services, privileges, and approval to be withdrawn include, but are not limited to, intramural sports (although individual members may participate), information technology services, university facility use and

rental, campus involvement office organizational activities, and office of Greek life advising.

(o) Hold on transcript and/or registration. A hold restricts release of a student's transcript or access to registration until satisfactory completion of conditions or sanctions imposed by a ((student)) conduct officer or university conduct board. Upon proof of satisfactory completion of the conditions or sanctions, the hold is released.

(p) No contact order. A prohibition of direct or indirect physical, verbal, and/or written contact with another individual or group.

(q) Fines. Previously established and published fines may be imposed. Fines are established each year prior to the beginning of the academic year and are approved by the vice-president for student affairs.

(2) More than one of the sanctions listed above may be imposed for any single violation.

(3)(a) In determining an appropriate sanction, the conduct officer or relevant board may consider any record of past contacts with the office of student standards and accountability, and the nature and severity of such past contact(s).

(b) The conduct board and/or appeals board may consider suspending or expelling any student found responsible for violating the university's sexual misconduct code (WAC 504-26-221).

(4) Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions are not made part of the student's permanent academic record, but shall become part of the student's disciplinary record.

(5) In cases heard by university conduct boards, sanctions are determined by that board. The student conduct officer has the authority to assign sanctions in any conduct officer hearing.

(6) Academic integrity violations.

No credit need be given for work that is not a student's own. Thus, in academic integrity violations, the responsible instructor has the authority to assign a grade and/or educational sanction in accordance with the expectations set forth in the relevant course syllabus. The instructor's choices may include, but are not limited to, assigning a grade of "F" for the assignment and/or assigning an educational sanction such as extra or replacement assignments, quizzes, or tests, or assigning a grade of "F" for the course.

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-407 Review of decision. (1) The findings and sanctions rendered by the university conduct board or a ((student)) conduct officer may be appealed by the complainant and accused student(s) in the manner prescribed in the decision letter containing the ((university's)) findings and sanctions. Such appeal must be made before twenty-one days of the date of the decision letter. The director of student standards and accountability provides a copy of the appeal request by one party to the other party (parties) as appropriate.

(a) The university president or designee, of his or her own initiative, may direct that an appeals board be convened to review a conduct board or conduct officer decision without notice to the parties. However, the appeals board may not take any action less favorable to

the accused student(s), unless notice and an opportunity to explain the matter is first given to the accused student(s).

(b) If the complainant or accused student and/or the student conduct officer or designee wish to explain their views of the matter to the appeals board they shall be given an opportunity to do so in writing.

(c) The appeals board shall make any inquiries necessary to ascertain whether the proceeding must be converted to a formal adjudicative hearing under the Administrative Procedure Act (chapter 34.05 RCW).

(2) Except as required to explain the basis of new information, an appeal is limited to a review of the verbatim record of the university conduct board hearing and ~~((supporting documents))~~ the conduct file for conduct board decisions or the conduct file for conduct officer decisions for one or more of the following purposes:

(a) To determine whether the university conduct board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the standards of conduct for students were violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures are not a basis for sustaining an appeal unless significant prejudice results.

(b) To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the standards of conduct for students occurred.

(c) To determine whether the sanction(s) imposed were appropriate for the violation of the standards of conduct for students which the student was found to have committed.

(d) To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original university conduct board hearing.

(3) The university appeals board shall review the record and all information provided by the parties and take one of the following actions:

(a) Affirm, reverse, or modify the conduct board's or conduct officer's decision;

(b) Affirm, reverse, or modify the sanctions imposed by the conduct board or conduct officer;

(c) Set aside the findings and sanctions or remand the matter back to the conduct board or conduct officer with instructions for further proceedings.

(4) The appeals board's decision shall be personally delivered, sent via regular U.S. mail, or electronically mailed to the student. Such decision shall be delivered or mailed to the last known address of the accused student(s) or electronically mailed to the student's official university electronic mail account. It is the student's responsibility to maintain a correct and updated address with the registrar. The university appeals board's decision letter is the final order and shall advise the student or recognized student organization that judicial review may be available. If the appeals board does not provide the student with a response within twenty days after the request for appeal is received, the request for appeal is deemed denied.

(5) The appeals board decision is effective as soon as the order is signed, except in cases involving expulsion or loss of recognition. In cases involving expulsion or loss of recognition, the appeals board decision is effective ten calendar days from the date the order is signed, unless the university president or designee provides written notice of additional review as provided in subsection (6) of this section.

(6) For cases involving expulsion or loss of recognition, the university president or designee may review a decision of the appeals board by providing written notice to the student or recognized student organization no later than ten calendar days from the date the appeals board decision is signed.

(a) This review is limited to the record and purposes stated in subsection (2) of this section.

(b) Prior to issuing a decision, the president or designee shall make any inquiries necessary to determine whether the proceeding should be converted into a formal adjudicative hearing under the Administrative Procedure Act (chapter 34.05 RCW).

(c) If the complainant or accused student and/or the student conduct officer or designee wish to explain their views of the matter to the president or designee, they shall do so in writing.

(d) The president or designee's decision is in writing, includes a brief statement of the reasons for the decision, and is issued within twenty calendar days after the date of the appeals board order. The decision becomes effective as soon as it is signed and includes a notice that judicial review may be available.

(7) Students may petition to delay the date that the final order of the university becomes effective by directing a petition to the chair of the appeals board, or the president or designee, as applicable, within ten calendar days of the date the order was personally delivered to the student or placed in the regular U.S. mail, or electronically mailed. The chair, or the president or designee, as applicable, shall have authority to decide whether to grant or deny the request.

(8) There is no further review beyond that of the findings of responsibility or outcomes assigned by university or college academic integrity hearing boards.

AMENDATORY SECTION (Amending WSR 15-01-080, filed 12/15/14, effective 1/15/15)

WAC 504-26-501 Records. (1) Standards of conduct for students records are maintained in accordance with the university's records retention schedule.

(2) The disciplinary record is confidential, and is released only as authorized under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99) and the university policy on student educational records (chapter 504-21 WAC).

(3) A student may request a copy of his or her own disciplinary record at his or her own reasonable expense by making a written request to the office of student standards and accountability.

(4) Personally identifiable student information is redacted to protect other students privacy.

(5) A student may authorize release of his or her own disciplinary record to a third party in compliance with FERPA (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99) by making a written request to the office of student standards and accountability.

(6) The university may inform the complainant of the outcome of any disciplinary proceeding involving a crime of violence as defined by FERPA (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

(7) The university informs the complainant of the outcome of any disciplinary proceeding alleging sexual misconduct. (34 C.F.R. 668.46 (b)(11)(vi)(B).)

(8) The university may not communicate a student's disciplinary record to any person or agency outside the university without the prior written consent of the student, except as required or permitted by law. Exceptions include but are not limited to:

(a) The student's parents or legal guardians may review these records if the student is a minor or a dependent for tax purposes as defined by FERPA (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

(b) Release to another educational institution, upon request, where the student seeks or intends to enroll, as allowed by FERPA (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

(9) A student may request removal from her or his record of a single disciplinary violation relating to the possession or use of alcohol and/or marijuana, and/or other violation of the university's policies relating to alcohol and drugs. Granting such a request is discretionary, and the student must make such a request in accordance with university policies and procedures.

ACTION ITEM #6
Approval of ASWSU Everett Constitution
(Paul Pitre)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Approval of ASWSU Everett Constitution and Establishment

PROPOSED: That the WSU Board of Regents approve the constitution of the newly formed ASWSU Everett.

SUBMITTED BY: Paul Pitre, Dean of North Puget Sound at Everett

SUPPORTING
INFORMATION: Students of Washington State University North Puget Sound at Everett have developed and adopted a new constitution in accordance with the Associated Students of Washington State University (ASWSU) ARTICLES OF INCORPORATION. The ASWSU Everett constitution was adopted in order to represent student interests, needs and welfare within the University community and allow students the ability to initiate student activities (Attachment A).

Associated Students
Of
Washington State University
Everett

Constitution

PREAMBLE

We, the undergraduate and graduate students of Washington State University at Everett, in order to initiate and coordinate student activities in accordance with the purposes and objectives listed in the ASWSU Pullman ARTICLES OF INCORPORATION; to represent student interests, needs and welfare within the University community at large on issues affecting student life; and to supplement and complement formal education on the University campus, do affirm and establish this constitution.

ARTICLE I: NAME

1. The name of this organization shall be the "Associated Students of Washington State University at Everett," herein called ASWSUE.

ARTICLE II: AUTHORITIES AND POWERS

1. ASWSUE is organized as a corporation under the laws of the State of Washington and the exercise of its functions shall be consistent with the ASWSU Pullman Articles of Incorporation.
2. Authorities and powers of ASWSUE shall be exercised by the ASWSUE President and Vice President as are enumerated in this Constitution.

ARTICLE III: MEMBERSHIP

All regularly enrolled undergraduate and graduate students attending WSU Everett shall be members of ASWSUE. No student will be denied membership because of race, religion, sex, age, color, creed, national or ethnic origin, physical or mental disability, marital status, sexual orientation or status as a disabled veteran.

ARTICLE IV: LEGISLATIVE BRANCH

1. The legislative power of ASWSUE shall be vested in ASWSUE Senate, which shall be a representative structure comprised of students on behalf of each academic program. The Senator may be an undergraduate or graduate student.
2. Members of the Senate must be members of ASWSUE, must enrolled in minimum three (3) credit hours per semester during the regular academic year and must be in good academic standing with the University. Members of the Senate shall be elected in the annual general election.
3. Members of the Senate shall hold office from commencement to commencement or until the elected successors take office.
4. The Senate, the Legislative branch of ASWSUE, shall be the policy-making body of ASWSUE and no Executive branch act or omission shall contravene expressed or implied Senate policy.

5. The Senate shall have and exercise the general powers and duties usually vested in the governing board of a corporation, but specifically to include the following powers and duties:
 - i. Adopt and amend an ASWSUE budget, pursuant to Article VIII.
 - ii. Authorize entry into contractual or financial relationships on behalf of ASWSUE.
 - iii. Cause to have published and to approve an annual financial statement.
 - iv. Ensure that elected and appointed ASWSUE officials faithfully execute and abide by ASWSUE policies.
 - v. Override a Presidential veto by a two-thirds (2/3) vote of the seated membership.
 - vi. Impeach ASWSUE officers, as provided in Article V, 8, b.
 - vii. To post and maintain regular office hours, as required by the By-Laws, throughout their term.

The Senate shall not delegate any of the powers specified in Article IV, Section 5 (i) through six (vi) inclusive. For the purposes of this Constitution, seated membership shall be the number of Senators holding office at any given time.

6. Meetings

- i. The Senate shall meet bi-monthly with exceptions for vacations and breaks.
 - a. A quorum shall be two-thirds of the seated membership of the Senate.
 - b. All meetings shall be held in accordance with the Open Public Meetings Act RCW 42.30 or successor statutes.
 - c. Special meetings may be called by the President, Senate Chair Protempore, one-third (1/3) of the seated Senate membership or upon petition of ten percent (10%) of the ASWSUE membership.
 - d. The Vice President shall be the Chair of the Senate. The Chair may only vote to break a tie. In the absence of the Chair, the Senate Chair Pro-tempore shall chair the Senate.
 - e. The Chair Pro-tempore shall be annually elected at the second Senate meeting by a majority vote from the seated Senate membership.
 - f. Meeting attendance is mandatory; a forfeiture of a Senate seat may result if excessive absence of senate meetings as defined in section 280.0 of the ASWSUE By-Laws.
7. Senators and Senators-elect may be removed from office via the following recall process:
 - i. Petitions calling for removal from office of a named Senator or Senator-elect shall be signed by ten percent (10%) of the Senator or Senator-elect's constituents and shall be submitted to the Vice President for verification.
 - ii. Upon verification, the Senate shall set a reasonable date or dates for a recall election.
 - iii. At least ten percent (10%) of the membership of ASWSUE must participate in a recall election for validation.
 - iv. A majority affirmative vote shall be required for recall.
 - v. Challenging a recall election;

- a. Should a named ASWSUE Senator or Senator-elect challenge a re-call proceeding or impeachment proceeding, he or she shall temporarily vacate his or her office until the challenge is resolved.
8. Vacancies
 - i. Should a Senate vacancy occur, the President and Vice President shall submit, within fifteen (15) business days of the occurrence of the vacancy, a list of three (3) nominees for the vacancy. At the next scheduled Senate meeting, the Senate by plurality vote of seated membership may select one of the three (3) candidates to fill the vacancy or request a new list of nominees within fifteen (15) business days.
 - a. Should the President and Vice President fail to comply with clause one (i), the Senate may confirm by a two-thirds (2/3) vote of seated membership, a nomination from the floor.
 - b. Should more than one-fourth (1/4) vacancies simultaneously occur at any one time, a special election to fill the positions must be scheduled within a reasonable time period.

ARTICLE V: EXECUTIVE BRANCH

1. The executive power of ASWSUE shall be vested in the Executive Branch of ASWSUE. The Executive Branch shall be the ASWSUE President and ASWSUE Vice President, and cabinet officers that the President and Vice President appoint.
2. Members of the Executive Branch must be members of ASWSUE, enrolled in a minimum of six (6) graded credit hours per semester during regular academic year, and must be in good academic standing, maintaining no less than a 2.0 cumulative GPA, with the University. The President and Vice President shall be elected in the annual spring general election.
3. Members of the Executive Branch shall hold office from commencement to commencement. In the event election take place post commencement, members of the Executive Branch shall hold office until their duly elected successors - or appointed by ASWSUE student advisor successor - take office.
4. The Executive Branch salaries shall be based on a percentage of the cost of tuition and paid in accordance with the By-Laws.
5. The ASWSUE President and Vice President shall post and maintain regular office hours, throughout their term of office.
6. The ASWSUE President shall be the chief executive officer of ASWSUE and all other members of the Executive Branch shall be responsible to the President. The President shall have and exercise the general powers and duties usually vested in the chief executive officer of a corporation, and shall specifically include the following powers and duties:
 - i. Preside over all meetings of the general membership of ASWSUE.

- ii. Preside as chair over Cabinet meetings.
 - iii. To appoint cabinet officers, and ASWSUE committee chairpersons, as needed and further described in the By-Laws.
 - iv. Veto any acts and confirmations of the Senate; except resolutions, Senate vacancy appointments, and referenda. Provide written communication of such vetoes to the Vice President within four (4) business days of senate action.
 - v. Communicate the needs and concerns of all ASWSUE members to the university administration, including but not limited to:
 - a. Meeting with University administrators;
 - b. Developing proposals and comments regarding University policy;
 - c. Attending meetings with faculty, deans, and other administrators as needed; and
 - d. Asserting student needs at all times.
 - vi. Communicate with the Student Government in Pullman and all other WSU Branch campuses in accordance with the WSU Student Government Council (SGC) constitution. This will require travel.
 - vii. Communicate and advocate on behalf of student needs to the State Legislature, the Governor, and the Higher Education Coordinating Board in accordance with the WSU SGC constitution.
 - viii. Adopt and amend an ASWSUE budget in accordance with existing laws and policies.
 - ix. Publish and distribute to WSU Everett students an annual financial statement.
 - x. Make appointments not otherwise provided by the Constitution.
 - xi. Remove all presidential appointees.
7. The ASWSUE Vice-President shall have and exercise the following powers and duties:
- i. Act as Chair of the ASWSUE Senate.
 - ii. Exercise such power and authority as may be delegated by the President.
 - iii. Assume and execute the powers and duties of the President should the President be absent for a prolonged period of time or be deemed unable to perform his or her obligations.
 - iv. Assist the President in constructing proposals and other documents.
 - v. Perform any duty deemed necessary by the ASWSUE President.
 - vi. Reports to the ASWSUE President.
8. The ASWSUE President shall have other powers and duties as may be prescribed by the ASWSUE By-Laws.
9. The interests and affairs of ASWSUE shall be managed jointly by the President and Vice-President.
10. Cabinet Officers shall have and exercise the powers and authorities delegated by the ASWSUE President consistent with the ASWSUE Constitution and By-Laws.

11. The President, Vice President, President-elect or Vice President-elect may be removed from office via the following process:
 - i. Petitions calling for removal from office of a named ASWSUE officer shall be signed by twenty percent (20%) of the ASWSUE membership and shall be submitted to the Director of Student Services for verification.
 - ii. Upon verification, a recall election shall be set within fifteen (15) business days.
 - iii. A recall election shall require a twenty- percent (20%) voting turnout of the ASWSUE membership for validation.
 - iv. A majority affirmative vote shall be required for recall.

12. Vacancies

- i. Should the office of President become vacant, the Vice President shall become President.
- ii. Should the office of Vice President become vacant, the President shall appoint a Vice President for the un-expired term.
- iii. Should both offices become simultaneously vacant, the Director of Student Services shall appoint an interim President and schedule an election within fifteen (15) business days of the notification of vacancy.
 1. This section shall also apply to vacancies in the President-elect and Vice President-elect offices.
- iv. Challenges to Recall and Impeachment.
 - a. In the event an ASWSUE officer is named in a recall proceeding or impeachment proceeding, he or she shall temporarily vacate his or her office, with pay, until the proceedings are concluded.

ARTICLE VI: REFERENDUM AND INITIATIVES

1. The Senate, upon two-thirds (2/3) vote of the seated membership, may submit to the membership of ASWSUE any measure, which it determines to be of substantial student benefit or interest, whereupon a vote of the membership of ASWSUE, shall be promptly scheduled for a reasonable time.
2. Upon petition of twenty percent (20%) of the membership of ASWSUE, an initiative shall be submitted to the membership of ASWSUE for a vote within a reasonable time period.
3. Initiatives and Referendum shall carry the same weight as Senate legislation.

ARTICLE VII: AMENDMENTS

1. Proposed amendments and revisions shall be presented to the members of ASWSUE for approval upon recommendation of the ASWSUE Executive Officers or by a petition of at least twenty percent (20%) of the members of ASWSUE.
2. Proposed amendments and revisions, which are to be presented to the members of ASWSUE for approval, shall be publicized in a reasonable manner and for a reasonable period of time prior to action by the membership of ASWSUE.
3. This Constitution may be amended or revised by a majority vote of ballots cast on the proposed modification at any special election called for that purpose,

provided that a minimum of twenty percent (20%) of the membership of ASWSUE vote in either type of election.

ARTICLE VIII: ELECTIONS

1. The annual spring election shall be held before spring break, as specified in section 530.00 of the ASWSUE By-Laws.
2. As necessary, an underclassman specific fall election shall be held to fill junior student senate positions.
3. Special elections shall be held as required by the ASWSUE constitution for the following purposes:
 - i. Fill vacancies in the ASWSUE Senate and Executive Branch.
 - ii. Complete invalidated elections.
 - iii. Recall the ASWSUE President, Vice-President or Senator.
 - iv. For any ballot measure.
4. Campaign Expenditure Limitations
 - i. All expenditures made by a candidate must be reported and accompanied by an itemized report. All donations made to a candidate shall also be reported and accompanied by an itemized report.
 - ii. The total amount, which may be spent by each ticket in the campaign for the offices of President/Vice President, shall be specified in the By-Laws.
5. Violations
 - i. Upon a determination that a candidate has exceeded their respective campaign expenditure limitation, or violated any of the election codes, that candidate shall be invalidated.
6. Voting
 - i. All members of ASWSUE may vote for the President and Vice- President candidates.
 - ii. Members of the respective constituency groups may vote for Senate candidates.

ARTICLE IX: JUDICIAL COMMITTEE

If circumstances arise where a Judicial Committee is deemed necessary, reference section XIII In the By-Laws.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, (current edition), shall be the recognized authority for procedure not covered by this Constitution.

ARTICLE XI: BY- LAWS

Bylaws shall be adopted by a two-thirds (2/3) vote of the seated membership of the Senate.