



April 12, 2024

WASHINGTON STATE UNIVERSITY BOARD OF REGENTS MEETING NOTICE

The Washington State University Board of Regents will hold its next regular meetings on Thursday and Friday, April 18-19, 2024, on the WSU Spokane campus, 412 E. Spokane Falls Blvd., Spokane, Washington, pursuant to the schedule below.

Public listening of committee and board meetings is available as follows:

Thursday, April 18, 2024 – Board of Regents Committee Meetings

Executive and Governance Committee, Strategic and Operational Excellence Committee: https://youtube.com/live/r8D-h2cHj5U

Academic and Student Affairs Committee, Finance and Administration Committee: https://youtube.com/live/nlBoxwtT4XE

Friday, April 19, 2024 – Board of Regents Meeting https://youtube.com/live/utfmrJg-4Kc

Telephone access for all meetings: 1-253-215-8782, code 972364, meeting ID: 983 4259 6156

Table with 2 columns: Time and Location. Rows include Board of Regents breakfast, Executive Session, Executive and Governance Committee, Strategic and Operational Excellence Committee, Board of Regents lunch, Academic and Student Affairs Committee, Finance and Administration Committee, and Board of Regents reception and dinner.

Table with 2 columns: Time and Location. Rows include Board of Regents breakfast and Board of Regents meeting.

The Regents will meet for a presentation and dinner on Wednesday, April 17, at 322 N Spokane Falls Court, Spokane, WA, at approximately 6:00 p.m.

Questions about the Board of Regents meeting and schedule may be directed to Tracy Jordahl, Executive Assistant to the Board of Regents, 509-335-4200.



## **AGENDA**

Washington State University Board of Regents

Washington State University, Spokane  
Spokane Academic Center, Room 241-245  
Spokane, WA

April 19, 2024  
8:30 a.m.

- I. OPENING
  - A. Report from the Chair, Board of Regents
  - B. Report from the President, WSU System
  - C. Report from the Chancellor, WSU Spokane
  
- II. CONSENT AGENDA
  - A. March 8, 2024, meeting minutes
  
- III. REPORTS FROM SHARED GOVERNANCE GROUPS
  
- IV. EXECUTIVE AND GOVERNANCE COMMITTEE REPORT
  - A. Action Items:
    - 1. Board of Regents Election of Officers
    - 2. Proposed Board of Regents Bylaws Update
  
- V. STRATEGIC AND OPERATIONAL EXCELLENCE COMMITTEE REPORT
  
- VI. ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT
  - A. Action Items:
    - 1. Proposed Revisions to Washington Administrative Code (WAC) 504-24-30 Undergraduate Housing Requirement
    - 2. Proposed Revisions to Washington Administrative Code (WAC) 504-26 Standards of Conduct for Students
  
- VII. FINANCE AND ADMINISTRATION COMMITTEE REPORT
  - A. Action Items:
    - 1. Services and Activities Fee Rate Changes for Academic Year 2024-2025
    - 2. Services and Activities Fees Committee Allocations for Summer of 2024 and Academic Year 2024-2025
    - 3. Proposed Chinook Student Center Mandatory Student Fee Rate Change
    - 4. Proposed Compton Union Building Mandatory Student Fee Rate Change
    - 5. Proposed Student Recreation Center Mandatory Student Fee Rate Change
    - 6. WSU Vancouver, Technology Fee Committee Allocations for Fiscal Year 2025
    - 7. Proposed Revision to the Board of Regents Debt Management Policy



8. Workday Contract Renewal
9. 2025-2027 State Capital Budget Request
10. Proposed Revision to WAC 504-50 – Small Works Roster

VIII. OTHER BUSINESS

IX. PUBLIC COMMENT PERIOD

X. ADJOURN

MINUTES  
Washington State University Board of Regents  
March 8, 2024

The Board of Regents of Washington State University (WSU or University) met pursuant to call in open meeting at 9:04 a.m. on March 8, 2024, at WSU Tri-Cities, Collaboration Hall, room 102, Richland, Washington.

Present: Chair Lisa Keohokalole Schauer; Regents Brett Blankenship, Enrique Cerna, Marty Dickinson, Isaac Marroquin, Judi McDonald, Doug Picha, Lura Powell, Jenette Ramos, John Schoettler; President Kirk H. Schulz

**I. OPENING**

**A. Report from the Chair of the Board of Regents.** Chair Lisa Keohokalole Schauer called the meeting to order.

Chair Schauer reported on the Regents' participation in campus and system events since January and acknowledged the start of Women's History Month.

**B. Report from the President of the University.** President Kirk Schulz provided an update acknowledging Regents Dickinson's, Picha's, and Marroquin's senate confirmation; recognition of National TRIO Day; recent WSU faculty successes that include two researchers being named to the Academy of Investors, a faculty member being featured by The Science Coalition, and two new Regent Faculty designations; the recent installations of Cougar Pride statues on the Vancouver and Spokane campuses made possible by a donor gift; how WSU is adapting to the FAFSA delays; Washington state legislative success; Cougar athletics; and addressing faculty concerns.

**C. Report from the WSU Tri-Cities Chancellor.** WSU Tri-Cities Chancellor Sandra Haynes provided an update on the Tri-Cities' enrollment and diversity trends, student retention efforts, the academic and portfolio review process that was recently completed, the campus's annual operating budget, and strategic plan benchmarking and annual strategic objectives progress.

**II. CONSENT AGENDA.** Chair Schauer reported that there was one item on the Consent Agenda: approval of minutes – January 26, 2024, Board of Regents meeting.

Chair Schauer asked if any Regent wished to remove an item from the consent agenda to be considered separately. Hearing no requests, it was moved and seconded that the consent agenda be approved as submitted. Carried.

**III. REPORTS FROM SHARED GOVERNANCE GROUPS.** The following representatives from each of the University Shared Governance Groups provided an update on their respective areas:

- WSU Advancement
  - WSU Alumni Association President Lester Barbero
  - Vice President for Advancement and CEO Mike Connell
- Faculty Senate Chair Eric Sheldon
- Associated Students of WSU (ASWSU) Tri-Cities President Sophia Gourley
- Graduate and Professional Student Association (GPSA) President Ajay Barman
- Administrative and Professional Advisory Council (APAC) Treasurer, Karla Ealy-Marroquin

Chair Schauer added that the Regents would be hosting a series of faculty listening sessions, in partnership with the Faculty Senate, scheduled to take place on March 18, Pullman campus; March 18, Vancouver campus; March 25, Spokane campus; March 27, virtual. It was noted that a quorum of Regents would not be present at any listening session; however, several Regents would be participating at each session.

**IV. EXECUTIVE AND GOVERNANCE COMMITTEE REPORT.** Chair Schauer reported that the committee reviewed and discussed two Future Action Items:

- Board of Regents Election of Officers presented by Chair Schauer,
- Proposed Board of Regents Bylaws Updates presented by Executive Director for Policy and Governance Danielle Hess.

**V. STRATEGIC AND OPERATIONAL EXCELLENCE COMMITTEE REPORT.** Committee Chair Regent Schoettler reported that the committee reviewed and discussed one Information Item, State Legislative Update, presented by Vice President of External Affairs and Government Relations Glynda Becker-Fenter.

Regent Schoettler further reported that the committee reviewed and discussed two Discussion Items:

- Research Overview and Expenditure Report presented by Provost and Executive Vice President Elizabeth Chilton and Interim Vice President for Research Mike Wolcott,
- Free Speech and Campus Safety presented by Chilton.

Regent Schoettler further reported that the committee reviewed one Action Item and submitted the following for Board consideration:

**WSU Global Campus Strategic Plan**

It was moved and seconded that the Board of Regents approve the 2024-2029 WSU Global Campus Strategic Plan. Carried. (Exhibit A)

**VI. ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT.** Committee Chair Regent Picha reported that the committee reviewed three Future Action Items:

- Discontinue Bachelor of Science in Viticulture and Enology on WSU Pullman Campus presented Chilton,
- Proposed Revisions to Washington Administrative Code (WAC) 504-24-30 Undergraduate Housing Requirement presented by Chilton and Interim Vice Chancellor for Student Affairs Jenna Hyatt,
- Proposed Revisions to Washington Administrative Code (WAC) 504-26 Standards of Conduct for Students presented by Chilton and Hyatt.

Regent Picha further reported that the committee reviewed two Action Items and submitted the following for Board consideration:

**Establish a Master's of Energy Conscious Construction Degree, WSU Pullman and Global campuses**

It was moved and seconded that the Board of Regents Board of Regents establish a Master's of Energy Conscious Construction degree for the WSU Pullman and Global campuses. Carried.

**Discontinue Bachelor of Science in Viticulture and Enology on WSU Pullman Campus**

Chair Schauer 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 the Board of Regents Bylaw II.12.B.

It was moved and seconded that the Board of Regents Board of Regents discontinue the Bachelor of Science in Viticulture and Enology Degree on the WSU Pullman Campus. Carried.

**VII. FINANCE AND COMPLIANCE COMMITTEE REPORT.** Committee Chair Regent Ramos reported that the Finance and Administration Committee reviewed and discussed two Information Items:

- Athletics Budget Update presented by Brunelli, Athletic Director Pat Chun, and Assistant Vice President for Business and Financial Services Jon Haarlow,
- Fiscal Year 2025 Budget Development presented by Brunelli and Assistant Vice President for Business and Planning Chris Jones.

Regent Ramos further reported that the committee reviewed and discussed eight Future Action Items:

- 2025-2027 State Capital Budget Request presented by Brunelli, Becker-Fenter, and Vice President for Facility Services Olivia Yang;

- Workday Contract Renewal presented by Brunelli and Senior Associate Vice President for Finance and Administration/Deputy CFO Matt Skinner;
- Proposed Chinook Student Center Mandatory Student Fee Rate Change presented by Brunelli, Chilton, Hyatt, and Associate Vice Chancellor of Student Affairs Sean Greene;
- Proposed Compton Union Building Mandatory Student Fee Range Change presented by Brunelli, Chilton, Hyatt, and Greene;
- Proposed Student Recreation Center Mandatory Student Fee Rate Change presented by Brunelli, Chilton, Hyatt, and Greene;
- WSU Vancouver, Technology Fee Committee Allocations for Fiscal Year 2025 presented by Brunelli;
- Proposed Revision to the Board of Regents Debt Management Policy presented by Brunelli, Skinner, and Hess;
- Proposed Revision to Washington Administrative Code (WAC) 504-50 – Small Works Roster presented by Brunelli, Yang, and Hess.

Regent Ramos further reported that the committee reviewed six Action Items and submitted the following for Board consideration:

**Proposed Academic Year 2024-2025 Tuition Rates for the Elson S. Floyd College of Medicine**

It was moved and seconded by the Board of Regents to set tuition rates as proposed for the Elson S. Floyd College of Medicine for the academic year 2024-25. Carried. (Exhibit B)

**WSU Pullman, Proposed Academic Year 2024-2025 Housing and Dining Rates**

It was moved and seconded that the Board of Regents authorize the proposed housing and dining rates, beginning the academic year 2024-2025. Carried. (Exhibit C)

**WSU Pullman, Undergraduate Technology Fee Committee Allocations, Fiscal Year 2025**

It was moved and seconded that the Board of Regents approve the allocations as recommended by the Pullman Undergraduate Student Technology Fee Committee for the 2025 fiscal year. Carried. (Exhibit D)

**Proposed Revisions to Washington Administrative Code (WAC) 504-04 Practice and Procedures**

It was moved and seconded that the Board of Regents approve proposed revisions to the Washington Administrative Code (WAC) Chapter 504-04 – Practice and Procedure. Carried. (Exhibit E)

**Proposed Revisions to Washington Administrative Code (WAC) 504-36, Health and Safety Regulations**

It was moved and seconded that the Board of Regents approve proposed revisions to the Washington Administrative Code (WAC) Chapter 504-36 – Health and Safety. Carried. (Exhibit F)

**WSU Pullman, Voiland College of Engineering and Architecture, Schweitzer Engineering Hall, Design Approval**

It was moved and seconded that the Board of Regents approve the design of the WSU Pullman, VCEA Schweitzer Engineering Hall and delegate authority to the President or designee to enter into any and all contracts necessary to complete the project within the approved project budget (resolution #240308-706). Carried. (Exhibit G)

**VIII. OTHER BUSINESS.** Chair Schauer reported the Regents met in Executive Session on Thursday, March 7, with legal counsel to discuss litigation or potential litigation. As a result of those discussions, Chair Schauer reported the Board had two Action Items and moved that the Board of Regents adopt resolutions #240308-707 and #240308-708, approving the request for defense of a university employee. Carried.

**IX. PUBLIC COMMENT PERIOD.** The following comments were made to the Board:

- WSU student, Ninh Khuu, academic student employee concerns about lack of transparency regarding budget priorities;
- WSU alumni Simon Smith, potential enrollment benefit of a WSU fossil fuel divestment policy;
- WSU student Isabelle Creelman, fossil fuel divestment.

**X. ADJOURNMENT.** The meeting was adjourned at 11:53 a.m.

Approved by the Board of Regents at its meeting held on April 19, 2024.

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Chair, Board of Regents

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Secretary, Board of Regents





**WSU Global Campus  
2024 – 2029 Strategic Plan**

# WSU Global Campus Strategic Plan

## *Introduction*

Since the very first offering of distance degree programs at WSU in 1992, students' experiences have evolved as new technologies and learning innovations have become available. Twenty years later, in 2012, Global Campus became the fifth campus in the WSU system and has continued to grow by staying true to the mission and core values. As the OneWSU system has evolved, Global Campus has continued to focus on leveraging their strengths as **one** part of the **whole** system.

Because Global Campus knows no boundaries, the OneWSU education can be offered to any student, anywhere, anytime. The strategic plan supports WSU's core mission through all of its goals and objectives and aligns closely with the system goal to prepare future leaders, scholars and global citizens (System Goal 2) and to advance a culture of engagement and collaboration across its multi-campus system that values and invests in resources (System Goal 4).

## *Mission*

To provide innovative online education that empowers learners from diverse backgrounds to achieve their personal and professional goals while contributing to an engaged citizenry of Washington, the United States, and world.

## *Envisioned Future*

### Vision

WSU Global Campus will be a leader in online education, recognized for its commitment to student success, teaching excellence, and cutting-edge pedagogical research.

### Vivid Description

WSU Global Campus will be known for transforming the lives of our students and the communities we serve by fostering a collaborative learning community that promotes intellectual curiosity, critical thinking, and cultural competency.

Our students will benefit from a flexible, high-quality education that prepares them for the opportunities and challenges of the 21st century. Our global perspective will drive a more just and sustainable world.

Our valued faculty and staff members will be empowered, motivated, and supported to contribute their best to the growth and success of our institution, fostering a culture of belonging and excellence in higher education.

## *Goals*

### Goal 1 – Access and Inclusivity

To ensure diversity, equity, and inclusion in our learning community, Global Campus will enable access to a wide range of educational opportunities, including Continuing and Professional Education. We will work to ensure that our staff represent the diversity in the communities we serve, increasing our ability to attract and support students from all backgrounds.

*[Supports System Goals 1 & 2]*

#### **Objectives**

1. **Inclusive Policies and Practices:** Review and update institutional policies and practices to ensure they are inclusive and free from bias. This includes admissions policies, hiring practices, and curriculum updates.
2. **Increase seats, courses, and programs:** Expand the availability of seats, courses, and programs for online-only students to increase enrollments on the Global Campus.
3. **Financial Aid and Scholarships:** Expand financial aid options and support staff to make education more affordable and accessible to a broader range of students.
4. **Marketing and Outreach:** Effectively market Global Campus learning opportunities to reach and attract a diverse and qualified audience of potential students, focusing on non-traditional learners and working professionals.
5. **Credit Transfer and Articulation:** Streamline the process for credit transfer and articulation agreements with other institutions to ensure that students can seamlessly transition between programs and campuses.

#### **Anticipated Metrics**

- 1 Amount of financial support given and the number of students receiving support.
- 2 Number of enrolled and graduating Global Campus students.
- 3 Demographics of Global Campus students and staff.
- 4 Yield of enrolled transfer students.

### Goal 2 – Flexible Learning Opportunities

WSU Global Campus will partner with its physical campuses to create and operationalize flexible learning opportunities for current and future students across the world.

*[Supports System Goals 2 & 4]*

#### **Objectives**

1. **Technology Infrastructure:** Ensure there is robust technology infrastructure in place to support flexible learning offerings.
2. **Policy:** Develop an enrollment policy for student access to Global Campus courses to allow students to seamlessly navigate between face-to-face courses and online courses as their needs require.

3. **Personalization and Flexibility:** Increase the ability for all students to access course plans and program pathways, across all campuses, that enable students to tailor their educational experiences to their individual needs, interests, and career goals.
4. **Communication and Transparency:** Maintain open communication with students, faculty, staff, and leadership about the commitment to flexible learning opportunities, its progress, and its impact on student success.

### ***Anticipated Metrics***

- 1 Range of majors, certificates, and courses available to students on all campuses.
- 2 Improved enrollment processes and resources available to support students.
- 3 Time to degree for students who take advantage of multiple learning modalities.

## **Goal 3 – Innovative and Dynamic Support for Student Learning**

WSU Global Campus will elevate teaching excellence by establishing a comprehensive faculty development program that supports, recognizes, and rewards effective teaching, resulting in innovative and dynamic support for student learning that enhances engagement, promotes academic success, and prepares students for the challenges of the future.

*[Supports System Goals 1, 2, & 4]*

### **Objectives**

1. **Pedagogical Innovation:** Encourage and support faculty in exploring innovative teaching methods and approaches to create more engaging, inclusive, and effective learning environments through creation of a faculty development program that clearly defines the criteria and characteristics of teaching excellence.
2. **Multimodal Learning Resources:** Develop and curate a diverse range of learning materials, including (but not limited to) multimedia content, open educational resources (OER), and accessible content to accommodate various learning needs.
3. **Educational Technologies:** Research and integrate new technologies with the goal of increasing engagement and enhancing learning outcomes.
4. **Research Evaluation:** Foster a culture of research and evaluation to assess the impact of innovative learning support on student outcomes and adapt strategies accordingly.
5. **Expand Learning Opportunities:** Collaborate with colleges and departments to expand the number and range of degree programs for students and increase the number of courses available on the Global campus.
6. **Stakeholder Collaboration:** Strengthen collaborations with industry partners, alumni, and other stakeholders to ensure that course plans and programs are relevant to current workforce needs and career pathways.

### ***Anticipated Metrics***

- 1 Faculty engagement with faculty support teams.

- 2 Diversity of learning resources available for students and faculty.
- 3 Number of majors and courses available to students.
- 4 Number of industry partnerships and collaborations.

## Goal 4 – Student Success

Facilitate student success and a transformative educational experience through initiatives, systems, policies, and programs.

*[Supports System Goals 2 & 3]*

### **Objectives**

1. **Mentorship and Peer Support:** Create mentorship programs and peer-to-peer support networks that connect students with experienced mentors and peers to foster collaboration, motivation, and a sense of belonging.
2. **Student Engagement and Community Building:** Expand avenues for student engagement through community building activities and opportunities and create opportunities for student feedback to enrich the student experience.
3. **Partnerships:** Expand partnerships with industry leaders and professional organizations to facilitate remote internships, co-op programs, and experiential learning opportunities that enable students to gain practical experience without geographical constraints.
4. **Continuous Quality Improvement:** Utilize data analytics, technology, and predictive modeling to foster a culture of continuous improvement and assessment of student success.

### ***Anticipated Metrics***

- 1 Persistence, retention, and graduation rates.
- 2 Student success post-graduation: employment and graduate school.
- 3 Availability of relevant data and analysis to meet goals and objectives.
- 4 Response rates to student feedback surveys.

# ATTACHMENT A: ESFCOM AY24-25 Tuition Increase

## ESFCOM Tuition AY24-25

### Justification.

The Elson S. Floyd College of Medicine (ESFCOM) is proposing a 3.0% tuition increase for resident medical students across various campus locations such as Spokane, Tri-Cities, Vancouver, and Everett. The intention behind this increase in revenue is multi-fold:

- Offsetting inflationary cost rises
- Enhancing students' access to academic and career advising
- Supporting community-based education costs and the volunteer physicians serving as clinical preceptors
- Facilitating faculty recruitment and retention to fulfill roles such as small group facilitators, research mentors, and career-focused track guides
- Additionally, there is a request for a fee increase to support the standardized patient program, vital for imparting clinical skills through teaching, practice, direct observation, and feedback to students.

Our original pro-forma of the college incorporated an annual 3% tuition increase. The proposed increase in tuition is aimed at providing sustainable financial backing for both ESFCOM and its students. Despite implementing cost reduction strategies, sustaining programs and meeting accreditation requirements seems unattainable without this tuition increase.

Supporting data highlights that the overall cost of attendance at ESFCOM remains below the national average of similar community-based medical schools listed by the AAMC (Association of American Medical Colleges) in their 4-year Average Total Costs of Attendance.

Table 1: Tuition Increase AY24-25

	<b>Resident</b>
<b>Current Rate (Annual)</b>	40,891
<b>Proposed Rate (Annual)</b>	42,118
<b>\$ Increase</b>	1,227
<b>% Increase</b>	3.0%

### Describe the timeline and process used to communicate the proposed increase to students and gather student feedback.

ESFCOM submitted an online survey in January to all MD students to collect feedback on the proposed 3.0% tuition increase. Approximately 11% of students responded. A majority of respondents expressed concern with the proposal's effect on program affordability and student debt load. Respondents also expressed a need for increased scholarship aid to be provided by the college, including offerings for under-represented students. The college is working with the WSU College of Medicine Medical Student Council to provide a forum for the college to follow up on feedback received in the survey.

Table 2: 2024 Total Cost of Attendance, All Classes: Source: AAMC Tuition and Fees Survey

Community Based Medical Schools, Average: \$74,613

Community Based Medical Schools	4-year Average Total Costs of Attendance
California Northstate	\$116,140
TCU-Burnett	\$104,526
Morehouse	\$100,044
Geisinger Commonwealth	\$99,364
Zucker Hofstra Northwell	\$99,058
Ponce	\$97,511
Northeast Ohio	\$89,585
FIU-Wertheim	\$80,493
Wright State-Boonshoft	\$77,183
Hawaii-Burns	\$76,037
Mercer	\$76,704
San Juan Bautista	\$71,889
South Carolina Columbia	\$75,581
Nevada Reno	\$73,374
Washington State-Floyd	\$72,587
East Tennessee-Quillen	\$70,900
Caribe	\$71,085
Central Michigan	\$69,683
Florida State	\$65,557
Eastern Virginia	\$69,208
CUNY	\$69,039
Florida Atlantic-Schmidt	\$67,942
South Dakota-Sanford	\$64,879
Southern Illinois	\$73,277
Michigan State	\$74,798
North Dakota	\$60,915
UTAustin-Dell	\$59,135
UCF	\$59,248
Houston-Fertitta	\$60,033
UTRio Grande Valley	\$53,919
Marshall-Edwards	\$55,184
Texas Tech	\$54,449
Texas Tech-Foster	\$52,911

### Historical and Anticipated Future Increases in ESFCOM Operating Fees

To further support students, we are offering comprehensive financial counseling services and capping tuition increases at 3%. Our projections indicate that the total cost of attendance over four years will remain below the national average, pending confirmation from the 2023 AAMC Tuition/Fees Survey data soon to be released. Furthermore, we are equipping students with a comprehensive external scholarship database to broaden their financial opportunities. Additional efforts to mitigate student debt involve multifaceted approaches. Firstly, we are initiating scholarship funds for every graduating class, alongside ongoing annual fundraising efforts. Moreover, we are strategically channeling some of these funds towards establishing long-term endowments. Additionally, we've successfully acquired significant scholarships for students committed to serving in rural or underserved areas of Washington state. These collective efforts aim to alleviate the burden of student debt and promote financial stability for our students.

Table 3: Historical and Anticipated Future Increases in COM Operating Fees

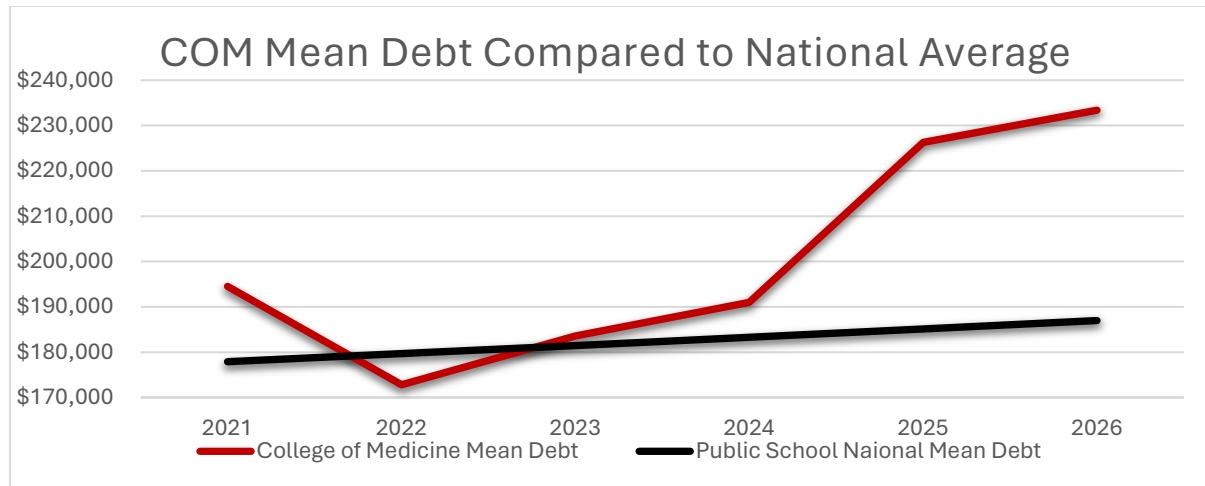
Annual Tuition Increase % Fiscal year	Operating Fee							
	3.0%	0.0%	0.0%	3.5%	3.0%	3.0%	3.0%	3.0%
	2021	2022	2023	2024	2025	2026	2027	2028
	278 Students	298 Students	318 Students	320 Students	320 Students	320 Students	320 Students	320 Students
WSU Operating Fee	38,334	38,334	38,334	39,676	40,866	42,092	43,355	44,656
4% Fin. Aid	36,800	36,800	36,801	38,089	39,232	40,409	41,621	42,869
Gross Tuition	10,230,447	10,966,451	11,702,701	12,188,474	12,554,128	12,930,752	13,318,674	13,718,235
89% Distribution to ESFCOM	9,105,098	9,760,141	10,415,404	10,847,742	11,173,174	11,508,369	11,853,620	12,209,229
Additional Net Tuition to ESFCOM		655,043	655,263	432,338	325,432	335,195	345,251	355,609

According to our projections, starting with the class of 2025, the estimated student debt for COM is expected to surpass the national average by 20%, based on the following assumptions. COM tuition will have annual increases of 3%. Living expenses within the COM are set at a 5.9% rate, determined by the January 2022 SSAN COLA. Additionally, the national average debt for public school stands at 1.0%, calculated based on the average of the past five years.



Table 4: The average projected per-student medical school education debt for indebted individuals as of January 2023 stands at the mean value.

	College of Medicine Mean Debt	Public School National Mean Debt	Mean +/- National Average
Class of 2021	\$194,526	\$177,897	9.35%
Class of 2022	\$172,804	\$179,679	-3.83%
Class of 2023	\$183,602	\$181,476	1.17%
Class of 2024	\$191,007	\$183,291	4.21%
Class of 2025	\$226,276	\$185,123	22.23%
Class of 2026	\$233,388	\$186,975	24.82%



## Exhibit C

### Attachment A – Housing & Dining System Rates

<b>Housing &amp; Dining System Residence Hall Pricing Structure Academic Year 2024-2025</b>					
<b>Pricing Tier</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>	
<b>Base Cost</b>	\$10,794	\$9,252	\$8,532	\$7,504	
<b>Percentage Increase</b>	7%	6%	5%	5%	
<b>Hall Characteristics</b>	Location, demand, amenities, age of construction or refurbishment	Room size/room type, location, demand, age of refurbishment	Semi-private bath, single, minifridge and external entrance	Room size, age of facility, lack of amenities, size, minimal refurbishment	
<b>Tier Assignments</b>	Community Duncan Dunn, Global Scholars Hall, Northside, Olympia	Honors, McCroskey, Stimson	McEachern	Coman, Gannon Goldsworthy, Orton, Regents, Rogers, Scott, Stephenson, Stevens, Streit/Perham, Waller, Wilmer Davis	
<b>Sample Residence Hall Rate Comparisons Price increases vary by room type / amenities selected</b>					
	<b>2023-2024</b>	<b>2024-2025</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>	<b>Monthly Increase</b>
Tier 1 Room, double room, community bath	\$10,087	\$10,794	\$707	7%	\$79
Tier 1 Room, Single with private bath	11,278	12,394	1,116	9.9%	124
Tier 2 Room, Suite single with shared bath	9,817	10,852	1,035	10.5%	115
Tier 3 Room, Suite double, community bath	7,709	8,732	1,023	13.3%	114
Tier 4 Room, Double, community bath	7,146	7,504	358	5%	40

## Housing & Dining System Rates Academic Year 2024-2025

<b>Dining Plan Rates Academic Years 2023-24 and 2024-2025</b>			
	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Base Cost	\$935	\$935	\$935
Residential Dining Account (RDA)	1,120	1,475	1,795
Total, Semester	2,055	2,410	2,730
Dollar Increase Per Semester	\$40	\$85	\$150
Percent Increase Per Semester	2.0%	3.7%	5.8%
Total, Academic Year, 2024-2025	4,110	4,820	5,460
Total Academic Year, 2023-2024	4,030	4,650	5,160

<b>Housing &amp; Dining System, Academic Year 2024-2025 Single Student Apartment Pricing Structure</b>			
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Single Student Apartments (SSA) – Price per Occupant Monthly</b>	Chief Joseph	Nez Perce Chinook - Remodeled	Chinook Columbia
<b>Base Cost, per unit</b>	\$ 692	\$ 588	\$ 519
<b>Percentage Increase</b>	3.5%	2.5%	1.5%

<b>Apartment Pricing Structure and Rates Family / Graduate Apartments</b>				
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<b>Family / Graduate Apartments (Fam/Grad) – Price Per Unit Monthly</b>	Yakama	Valley Crest	Stephoe	Kamiak Terrace
<b>Base Cost, per unit</b>	\$ 1061	\$ 1,050	\$ 966	\$ 819
<b>Percentage Increase</b>	2%	2%	1%	1%

<b>Sample Apartment Rate Comparisons (Monthly)</b>				
	<b>2023-2024</b>	<b>2024-2025</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
SSA, Tier 1, 2 Bedroom, Furnished	\$ 1,470	\$ 1,518	\$ 48	3.3%
SSA, Tier 3, 2 Bedroom, Unfurnished	1,068	1,084	16	1.5%
Fam/Grad, Tier 1, 2 Bedroom	940	972	32	3.4%
Fam/Grad, Tier 4, 3 Bedroom	811	819	8	1%

## Exhibit D

Recommended Fiscal Year 2025 Allocations			
Project Sponsor	Request Title	Request Amount	Recommended Allocation
CUB	CUB Charging Station Replacement	\$15,493	\$15,493
AOI	The Spark	\$31,167	\$19,168
ASCC	ASCC Virtual Career Tools	\$12,948	\$12,948
CAHNRS	AMDT	\$24,704	\$24,040
CAS	Department of Art	\$163,849	\$92,179
CAS	DTC	\$79,026	\$79,026
CAS	Kimbrough Classrooms and Bryan Hall Theatre	\$48,556	\$7,600
Center for Civic Engagement	Community Engagement System	\$8,000	\$8,000
CougPrints	Student Printing Plan	\$188,709	\$140,000
UREC	AED Replacement	\$14,916	\$0
UREC	Esports Lounge	\$60,040	\$16,600
UREC	Radio Upgrade	\$60,450	\$0
VCEA	HAM Radio Club	\$5,345	\$0
VCEA	High Tech and Graphic and Capable Work Stations	\$12,000	\$12,000
VCEA	3D Printing Capabilities	\$3,985	\$2,354
VCEA	Crimson Robotics	\$27,481	\$0
VCEA	Electronic Access for Engineering Students	\$91,200	\$0
VCEA	Expanding Tech in the FIZ	\$54,700	\$54,700
VCEA	Palouse Aerospace	\$15,275	\$3,680
VCEA	Robosub	\$2,260	\$750
VCEA	Trimble Robotic Arm	\$63,110	\$0
VCEA	Upgrade Formula SAE Shop	\$34,211	\$0
WSU Libraries	Collaborative Tech for Study Rooms	\$23,023	\$23,023
		<b>Total</b>	<b>\$511,561</b>

Approved Fiscal Year 2024 Allocations			
PROJECT SPONSOR	REQUEST TITLE	Request Amount	Approved Allocation
Academic Outreach and Innovation	Creative Corridor	\$137,683	\$117,491
Academic Success and Career Center	ASCC & Labor Market Insights Tool	\$21,740	\$10,870
Access Center	Access Center WiFi Improvement	\$36,923	\$36,923
CAHNRS	Cattle Lab Wireless Technology	\$31,604	\$31,604
CAHNRS	Troy G7 Projector System	\$14,053	\$14,053
Center for Civic Engagement	Community Engagement Software	\$8,000	\$8,000
College of Arts and Sciences	Allegro Classroom Upgrade Proposal	\$40,735	\$40,735
College of Arts and Sciences	iPads for Student Success in STEM Classes	\$9,038	\$0
College of Arts and Sciences	The Technology of Glass	\$4,600	\$0
College of Arts and Sciences	Neill Hall 5W Upgrade	\$21,895	\$10,201
CougPrints	CougPrints Self Service Program	\$193,074	\$135,000
CUB	Radio Replacement	\$34,971	\$34,971
Public Safety	Student Pedestrian Cameras	\$247,800	\$0
Public Safety	Everbridge Student Safety Connection	\$20,000	\$0
School of the Environment	WSU Virtual Ecology	\$49,690	\$19,203
Student Affairs	Student Digital Access Screens	\$15,625	\$15,625
VCEA	Palouse Aerospace	\$8,650	\$8,650
VCEA	IEEE - Electronics Equipment	\$2,433	\$2,433
VCEA	Expanding Crimson Robotics	\$36,383	\$36,383
VCEA	Sloan 249 CAD Lab Computer Replacement	\$71,500	\$45,000
VCEA	Digital Student Showcase & Collaboration Resource	\$17,000	\$10,400
VCEA	ASCE Student Chapter Room Technology Improvements	\$37,722	\$12,118
VCEA	FabLabs@WSU Robotic Arm	\$63,110	\$0
VCEA	Expanding Fiz Technology for Undergraduate Support	\$42,350	\$42,350
VCEA	Cougar Car Club Tool Fund	\$14,711	\$14,711
VetMed	Competitive Upgrade to Undergraduate Neuroscience	\$14,000	\$14,000
WSU Esports	Chinook Esports Lounge	\$101,543	\$58,801
WSU Libraries	Dimensions Lab Network Upgrade	\$48,385	\$0
<b>TOTAL</b>		<b>\$1,345,218.32</b>	<b>\$719,522</b>

Memos documenting committee recommendations and leadership review are found here: <https://budget.wsu.edu/documents/2024/02/fy25-wsu-pullman-ugstf-supporting-documents.pdf>

## Exhibit E

**WSR 23-23-172**  
**PROPOSED RULES**  
**WASHINGTON STATE UNIVERSITY**  
[Filed November 22, 2023, 9:11 a.m.]

## Original Notice.

Preproposal statement of inquiry was filed as WSR 23-17-001.

Title of Rule and Other Identifying Information: Chapter 504-04 WAC, Practice and procedure.

Hearing Location(s): On January 9, 2024, at 4:00 p.m. Join Zoom meeting from PC, Mac, Linux, iOS, or Android <https://wsu.zoom.us/j/93763299013?pwd=eTFMa29tZlRtL01lakJPMjJjaFJCUT09>, Meeting ID 937 6329 9013, Passcode 580303; or join by phone +1 253 215 8782 or +1 669 900 9128, enter meeting ID and passcode when prompted. No in-person meeting will be held.

Date of Intended Adoption: March 11, 2024.

Submit Written Comments to: Deborah Bartlett, Rules Coordinator, P.O. Box 641225, Pullman, WA 99164-1225, email [prf.forms@wsu.edu](mailto:prf.forms@wsu.edu), by January 9, 2024.

Assistance for Persons with Disabilities: Contact Joy B. Faerber, phone 509-335-2005, email [prf.forms@wsu.edu](mailto:prf.forms@wsu.edu), by January 7, 2024.

Purpose of the Proposal and Its Anticipated Effects, Including Any Changes in Existing Rules: Washington State University (WSU) is updating the rules regarding practice and procedure.

Reasons Supporting Proposal: The proposed amendment clarifies who is permitted to act as a representative in WSU formal adjudicative proceedings, resolving an internal inconsistency with WAC 504-26-020.

Statutory Authority for Adoption: RCW [28B.30.150](#).

Rule is not necessitated by federal law, federal or state court decision.

Name of Proponent: WSU, governmental.

Name of Agency Personnel Responsible for Drafting: Nathan Deen, Senior Assistant Attorney General, Attorney General's Office, WSU Division, French Administration 332, Pullman, WA 99164-1031, 509-335-2636; Implementation: Jenna Hyatt, Associate Vice Chancellor and Dean of Students, Lighty 360, Pullman, WA 99164-1066, 509-335-5757 and Leslie Brunelli, Executive Vice President, Finance and Administration, French Administration 442, Pullman, WA 99164-1048, 509-335-5524; and Enforcement: Jenna Hyatt, Associate Vice Chancellor and Dean of Students, Lighty 360, Pullman, WA 99164-1066, 509-335-5757 and Leslie Brunelli, Executive Vice President, Finance and Administration, French Administration 442, Pullman, WA 99164-1048, 509-335-5524.

A school district fiscal impact statement is not required under RCW [28A.305.135](#).

A cost-benefit analysis is not required under RCW [34.05.328](#). WSU does not consider this rule to be a significant legislative rule.

This rule proposal, or portions of the proposal, is exempt from requirements of the Regulatory Fairness Act because the proposal:

Is exempt under RCW [19.85.025](#)(3) as the rules relate only to internal governmental operations that are not subject to violation by a nongovernment party; rules only correct typographical errors, make address or name changes, or clarify language of a rule without changing its effect; and rules adopt, amend, or repeal a procedure, practice, or requirement relating to agency hearings; or a filing or related process requirement for applying to an agency for a license or permit.

Is exempt under RCW [19.85.025](#)(4).

Scope of exemption for rule proposal:

Is fully exempt.

November 22, 2023  
Deborah L. Bartlett  
Director  
Policies, Records, and Forms  
University Rules Coordinator

AMENDATORY SECTION (Amending WSR 18-23-083, filed 11/19/18, effective 12/20/18)

**WAC 504-04-130 Advising and representation of parties.**

Any person whose rights are in issue in a formal adjudicative proceeding has the right to have an advisor present during any stage of the proceedings. However, only persons currently admitted to ~~((the))~~ practice ~~((of))~~ law ~~((in the state of Washington))~~, including licensed legal interns, are permitted to act as representatives at the proceedings. The presiding officer has the power to impose reasonable conditions upon participation of advisors and representatives.

## Exhibit F

**WSR 23-23-171**  
**PROPOSED RULES**  
**WASHINGTON STATE UNIVERSITY**  
 [Filed November 22, 2023, 9:11 a.m.]

Original Notice.

Preproposal statement of inquiry was filed as WSR 23-18-090.

Title of Rule and Other Identifying Information: Health and safety regulations, chapter 504-36 WAC.

Hearing Location(s): On January 4, 2024, at 4:00 p.m. Join Zoom meeting from PC, Mac, Linux, iOS, or Android <https://wsu.zoom.us/j/97419335026?pwd=a0VMOWdkSmw3Y0RCSWRQK2VVOWtMUT09>, Meeting ID 974 1933 5026, Passcode 663606; or join by telephone +1 253 215 8782 or +1 669 900 9128 (Enter meeting ID and passcode when prompted). No in-person meetings are being scheduled.

Date of Intended Adoption: March 11, 2024.

Submit Written Comments to: Deborah Bartlett, Rules Coordinator, P.O. Box 641225, Pullman, WA 99164-1225, email [prf.forms@wsu.edu](mailto:prf.forms@wsu.edu), by January 4, 2024.

Assistance for Persons with Disabilities: Contact Joy B. Faerber, phone 509-335-2005, email [prf.forms@wsu.edu](mailto:prf.forms@wsu.edu), by January 2, 2024.

Purpose of the Proposal and Its Anticipated Effects, Including Any Changes in Existing Rules: Washington State University (WSU) is updating the health and safety rules.

Reasons Supporting Proposal: To meet industry best practices applicable to safety and security at WSU spectator events, WSU administration is clarifying authority to bar reentry to events and the use of security screening, metal detection, and video security systems. The clear bag policy section is updated for clarification. Personnel titles are updated to reflect the current organization of the OneWSU system.

Statutory Authority for Adoption: RCW [28B.30.150](#).

Rule is not necessitated by federal law, federal or state court decision.

Name of Proponent: WSU, public.

Name of Agency Personnel Responsible for Drafting: Danielle Hess, Executive Director, Policy and Governance, Compliance and Risk Management, French Administration, Pullman, WA 99164-1045, 509-335-6893; Implementation: Leslie Brunelli, Executive Vice President, Finance and Administration, French Administration 442, Pullman, WA 99164-1048, 509-335-5524; and Enforcement: Vicky Murray, Associate Vice President, WSU Police, Public Safety, French Administration 442, Pullman, WA 99164-1048, 509-335-5524.

A school district fiscal impact statement is not required under RCW [28A.305.135](#).

A cost-benefit analysis is not required under RCW [34.05.328](#). WSU does not consider this rule to be a significant legislative rule.

This rule proposal, or portions of the proposal, is exempt from requirements of the Regulatory Fairness Act because the proposal:

Is exempt under RCW [19.85.025](#)(3) as the rules relate only to internal governmental operations that are not subject to violation by a nongovernment party; and rules only correct typographical errors, make address or name changes, or clarify language of a rule without changing its effect.

Is exempt under RCW [19.85.025](#)(4).

Scope of exemption for rule proposal:

Is fully exempt.

November 22, 2023  
 Deborah L. Bartlett  
 Director  
 Policies, Records, and Forms  
 University Rules Coordinator

OTS-5044.1

AMENDATORY SECTION (Amending WSR 10-21-025, filed 10/11/10, effective 11/11/10)

**WAC 504-36-020 Control of animals.**



This section governs the control of animals and pets on property owned or controlled by Washington State University.

(1) This section does not apply to animals owned by the university or under its care, custody, and/or control.

(2) Subsections (3) and (8) of this section do not apply to trained guide dogs or service animals that are being used by persons with disability.

(3) Animals are not permitted in university buildings, except in facilities that are the site of university-authorized events, such as stock shows, horse shows, parades, or demonstrations at sporting events, where the animals are participants in said events, or as allowed by university housing policies.

The executive vice president for ((business and)) finance and administration, the president, ((the)) chancellor ((of a branch campus)), or such other person as the president may designate, may waive this subsection for guide dogs in training or service animals in training, provided that such animals are present on campus with trainers or handlers who have a demonstrated history of training such animals.

(4) Animals are not permitted on university property unless under immediate control of their keeper, except as otherwise allowed under this rule. "Keeper" includes an owner, handler, trainer, or any person responsible for the control of an animal. "Under control" means the restraint of an animal by means of a leash or other device that physically restrains the animal to the keeper's immediate proximity. An animal which is otherwise securely confined while in or upon any motor vehicle, including a trailer, is deemed to be under control.

(5) The requirement that animals be under immediate control of their keeper does not apply to:

(a) A dog being exercised in any area designated by the university as leash optional;

(b) A dog undergoing training at a certified dog obedience class on the university campus and authorized by the dean of the college of veterinary medicine, the executive vice president for ((business and)) finance and administration, the president, chancellor, or ((the president's))their designee;

(c) A dog while being exhibited in an organized dog show on university property;

(d) A dog trained to aid law enforcement officers while being used for law enforcement purposes or during demonstrations to illustrate the dog's capabilities;

(e) A dog trained and under the control of a university farm manager to aid farm managers while moving or handling livestock; and

(f) An animal participating in a university-authorized event, such as a stock show, horse show, parade, extension or outreach event, or demonstrations at a sporting, teaching, or agricultural event.

(6) Any stray dog or other animal that is running loose on university property is subject to impound by local authorities in accordance with the municipal or county ordinances that apply to each campus.

(7) The keeper of any animal must remove for disposal any fecal matter deposited by the animal on university premises before the keeper leaves the area where the matter was deposited. This requirement does not apply to an individual who, by reason of disability, is unable to comply, or to individuals bringing animals to university-authorized events where arrangements have been made for the removal of fecal matter.

(8) The executive vice president for ((business and)) finance and administration, the president, ((the))a chancellor ((of a branch campus)), a service animal administrator, or such other person as designated by the president, may designate areas on a campus otherwise open to the public as restricted from access by dogs or other animals even when under the control of their keepers for safety reasons or where the presence of dogs or other animals conflicts with the educational or research missions of the university.

#### AMENDATORY SECTION (Amending WSR 18-23-085, filed 11/19/18, effective 12/20/18)

##### **WAC 504-36-030 Spectator events—Safety rules.**

(1) Protection of the safety and general welfare of students, faculty and staff, performers and officials, and members of the general public attending or participating in spectator events on campus is a primary concern of Washington State University.

(2) The following rules of conduct apply to all spectator events of Washington State University. "Spectator event," for the purposes of this section, means ticketed or nonticketed athletic or entertainment events held on any portion of university property(~~(, including, but not limited to, Martin Stadium and the Beasley Coliseum))~~and all campuses and locations (hereafter the "event site").

(a) Behavior which in the judgment of designated university officials, as defined in subsection (4) of this section, constitutes a disruption of the event or a safety hazard for other spectators or participants is prohibited.

(b) For ticketed events, an individual is entitled to occupy only the seat for which ~~((he or she has))~~they have the proper ticket.

(c) Photographing or making audio or visual recordings of a spectator event for commercial purposes is not permitted without specific written permission from the WSU athletic department (for athletic events) or the performer and applicable designated university official (for entertainment events).

(d) Aisles, walkways, and stairs must be kept clear of hazards and obstacles at all times to ensure safe and easy passage for all persons.

~~(e) ((Possession and/or consumption of illegal drugs or marijuana is prohibited. Possession and/or consumption of alcoholic beverages is permitted subject to restrictions:~~

~~(i) Any illegal drugs, marijuana, or alcoholic beverages, except for such beverages provided in accordance with (e)(ii) of this subsection, found in the possession of a spectator or otherwise found on the event site may be confiscated and delivered to the custody of designated university officials for law enforcement purposes or for disposal, as appropriate.~~

~~(ii) Alcoholic beverages may be possessed, sold, served, and consumed at event sites only under a valid permit or license issued by the Washington state liquor and cannabis board. Events at which alcoholic beverages are possessed, sold, served, and consumed must comply with the restrictions imposed by the Washington state liquor and cannabis board and restrictions and policies imposed by the university, have restricted attendance, and be limited to specified room(s) or area(s). Possession, consumption, service, dispensation, or sale of alcohol is prohibited except to persons of legal age.~~

~~(f) Smoking and other uses of tobacco and/or nicotine products are prohibited in all areas of the Pullman campus in accordance with chapter 504-38 WAC and all areas of the Vancouver campus in accordance with chapter 504-37 WAC.~~

~~(g))~~All WSU campuses and locations are tobacco free.

~~(f) Unless otherwise expressly permitted by the specific event rules, each spectator is allowed to bring one empty disposable or nondisposable water bottle into the event site, provided that the capacity of the water bottle is no more than one and one-half liters. All other beverage containers and devices used for carrying beverage containers are prohibited. ((All such items are subject to a visual inspection by designated university officials upon entry to the event site. If designated university officials make the determination that a given container or device is prohibited, the possessor of the container or device must remove the container or device from the event site premises or may surrender the container or device to such designated university officials for disposal.~~

~~(h) Each spectator is allowed to bring the following sizes and styles of bags into the event site, provided that, for seated events, the bags are small enough to fit completely under the spectator's seat, where such bags must be kept:~~

~~(i) Bags made of clear plastic, vinyl, or PVC that are no larger than fourteen inches by eight inches by fourteen inches:~~

~~(ii) Clear drawstring bags that are no larger than fourteen inches by fourteen inches:~~

~~(iii) One gallon clear plastic freezer bags (Ziploc bag or similar):~~

~~(iv) Small clutch bags, with or without a handle strap, that are no larger than four and one-half inches by six and one-half inches (the approximate size of a hand):~~

~~(v) Exceptions are made for medically necessary items after proper inspection upon entrance:~~

~~(vi) The clear bag policy is enforced at various venues at the discretion of university personnel and management. Exceptions may also be made depending on the venue.~~

~~(i))~~(g) For events that have been designated by university officials as subject to the clear bag policy in subsection (3)(d) of this section, bags brought to the event site must comply with the following rules:

(i) Subject to the following exceptions, each spectator is allowed to bring only one bag into an event site. The bag must be clear (clear plastic, vinyl, or PVC) and no larger than 14 inches by eight inches by 14 inches. In addition to one clear bag as described, a spectator may bring the following, subject to additional inspection upon entrance:

(A) One small clutch bag, with or without a handle strap, that is no larger than four and one-half inches by six and one-half inches (the approximate size of a hand).

(B) An additional clear bag of the size specified above for medically necessary items.

(C) An additional clear bag of the size specified above for supplies (such as diapers, wipes, and similar items) for babies and small children.

(ii) For seated events, any bag(s) must be small enough to fit completely under the spectator's seat, where such bags must be kept.

(h) For events that have been designated by university officials as subject to the clear bag policy, prohibited bags and containers include, but are not limited to:

- (i) Purses larger than a clutch bag;
- (ii) Coolers;
- (iii) Briefcases;
- (iv) Backpacks and hydration packs;
- (v) Fanny packs;
- (vi) Cinch bags;
- (vii) Luggage of any kind;
- (viii) Computer or camera bags;
- (ix) Binocular cases;
- (x) Any bag (~~larger than the permissible sizes specified in subsection (h))~~ that does not meet the requirements of (g) of this ((section))subsection.

~~((f))~~(i) For events that have been designated by university officials as subject to the clear bag policy, spectators are allowed to bring personal items, e.g., keys, cellular telephones, wallet, makeup, in their pockets if they choose not to use a clear bag.

~~((k) Additional items such as diapers, wipes, and other supplies for babies and small children are allowed if placed in an approved clear bag.~~

~~(l) All items are subject to a visual inspection by designated university officials upon entry into the event site. If designated university officials make the determination that a given bag is prohibited, the possessor of the bag must remove the bag from the event site premises or may surrender the bag to such designated university officials for disposal.~~

~~(m))~~(j) The following items are ((also)) prohibited in ((the))all event sites:

- (i) Fireworks, weapons, explosive devices, or artificial noisemaking devices (such as airhorns);
- (ii) Items deemed potentially dangerous (~~(or unacceptable)~~) by designated university officials;
- (iii) Drones;
- (iv) Laser pointers;
- (v) Extension items used to hold cellular telephones or cameras in place (e.g., "selfie sticks");
- (vi) Flag poles, or any items that act as an extension of an arm and have a flag or sign affixed;
- (vii) Footballs, frisbees, sport balls, any kind of inflatable balls, or any other projectiles;
- (viii) Umbrellas;
- (ix) Seat cushions with rigid frames, unless expressly permitted by the specific event rules. Seatback

cushions must:

- (A) Be soft sided;
- (B) Contain no pockets or zippers; and
- (C) Be no wider than ~~((eighteen))~~ 18 inches.

(x) Pets or animals, except as allowed by WAC 504-36-020 or as otherwise required by state or federal law;

(xi) Food and beverages, unless expressly permitted by the specific event rules or purchased from a vendor within the event site;

(xii) Possessing and/or consuming illegal drugs or marijuana. Possession and/or consumption of alcoholic beverages is permitted subject to restrictions.

(A) Any illegal drugs, marijuana, or alcoholic beverages, except for such beverages provided in accordance with (j)(xii)(B) of this subsection, found in the possession of a spectator or otherwise found on the event site may be confiscated and delivered to the custody of designated university officials for law enforcement purposes or for disposal, as appropriate.

(B) Alcoholic beverages may be possessed, sold, served, and consumed at event sites only under a valid permit or license issued by the Washington state liquor and cannabis board. Events at which alcoholic beverages are possessed, sold, served, and consumed must comply with the restrictions imposed by the Washington state liquor and cannabis board, the restrictions and policies imposed by the university, and all applicable laws.

(3) Designated university officials, as defined in subsection (4) of this section, are authorized to act to the fullest extent of the law to enforce the prohibitions set forth in subsection (2) of this section. This includes, but is

not limited to, the following:

(a) Designated university officials may perform an inspection of all items, bags, and persons entering or present at any event site.

(b) Designated university officials may use additional methods of security screening including, but not limited to, video security systems, metal detection, and other technologies, to detect the presence of prohibited items at an event site.

(c) The university chief of police/director of public safety, or designee; the director of campus safety or equivalent for locations other than Pullman, or designee; in consultation with the event sponsor, may implement a no reentry policy for any event.

(d) The clear bag policy is enforced at various venues at the discretion of university personnel and management. Exceptions may also be made depending on the venue. If a designated university official makes the determination that a given bag is prohibited, the possessor of the bag must remove the bag from the event site premises or may surrender the bag to such designated university official for disposal.

~~((3) Where))~~ (e) When there is reasonable cause to believe that a person is violating, or is attempting to violate, the requirements identified in subsection (2) of this section, such person is denied license or privilege to enter or remain in or upon the event site premises, and designated university officials may take necessary action to deny entry or to remove such persons from the event site premises.

(f) Prohibited items found in the possession of a spectator or otherwise found on the event site are to be confiscated and delivered to the custody of designated university officials for law enforcement purposes or for disposal, as appropriate.

(g) Violation of the requirements identified in subsection (2) of this section or failure to vacate the event site premises upon request of designated university officials may result in university disciplinary action (if applicable), a no trespass order under WAC 504-35-150 (Administrative control—Trespass) barring the individual from campus, and/or subsequent legal proceedings under federal or state law and/or the Washington Administrative Code.

(4) For purposes of this section, designated university officials include the president of the university or designee, the executive vice president for finance and administration or designee, campus chancellor or designee of the campus where the event site is located, and the following officials:

(a) Director of athletics or designee for athletic events;

(b) Director of the Beasley Coliseum or designee for Beasley Coliseum events;

(c) Director of the Compton Union Building or designee for events in the Compton Union Building;

(d) Director of the School of Music or designee for events sponsored by that school;

(e) The WSU ~~((executive director))~~ chief of police/director of public safety, the director of campus safety or equivalent for locations other than Pullman, or designee;

(f) Officers of the WSU police department when (i) acting at the request of any of the above-named officials to enforce university regulations, or (ii) enforcing state laws or local ordinances;

(g) Campus safety personnel, contracted or hired security personnel, and crowd management personnel when;

(i) Acting at the direction of the above-named officials or designees to enforce university regulations; or

(ii) Enforcing state laws or local ordinances.

**BOARD OF REGENTS**

WSU Pullman, Voiland College of Engineering & Architecture,  
Schweitzer Engineering Hall Design Approval

**Resolution #240308-706**

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

WHEREAS, the Board, by virtue of RCW 28B.10.528, has the authority to delegate by resolution to the President or designee any of the powers and duties vested in or imposed upon the Board by law; and

WHEREAS, the Board has delegated broad authority to the President or designee to act in matters relating to the general business and financial affairs of WSU.

NOW, THEREFORE, IT IS RESOLVED that the Board approves the WSU Pullman, VCEA Schweitzer Engineering Hall design as proposed and further delegates authority to the President or designee to enter into any and all contracts necessary to complete the project within the approved budget.

Signed the 8th day of March 2024.

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Chair, Board of Regents

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Secretary, Board of Regents

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Foundation Board of Regents Report

SUBMITTED BY: Mike Connell, Vice President of Advancement & CEO, WSU Foundation

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

- As of April 5, 2024, generous alumni and friends have contributed \$96,606,847 in total philanthropic activity to benefit Washington State University faculty, students, research, and outreach system-wide during Fiscal Year 2024.
- The endowment market value was \$697,273,727 as of February 29, 2024, representing a 12-month return of 10.20%. From June 30 to February 29, gifts and other additions to the endowment have totaled \$14,396,682. Distributions from the endowment have totaled \$18,011,637 during this same period.
- Daryll DeWald, Executive Vice President, Health Sciences, and Chancellor of WSU Spokane was joined by WSU alumnus Gary Schneidmiller ('71 Bus; '73 Ag Econ), myself, and nearly 100 members of the WSU Spokane community to celebrate the unveiling of its *Cougar Pride* statue on March 25. Gary commissioned the original *Cougar Pride* statue dedicated on the Pullman campus in 2008 with Spokane-based father-and-son artists Mike and Chester Fields. In 2020, Gary commissioned four additional installations of *Cougar Pride* to be placed on WSU campuses in Everett, Spokane, Tri-Cities, and Vancouver. WSU Tri-Cities dedicated its *Cougar Pride* statue in April 2023. *Cougar Pride* statues will be celebrated at WSU Vancouver on May 9, and at WSU Everett later this year.
- WSU announced on April 3 that the planned welcome center in the Voiland College of Engineering and Architecture's Schweitzer Engineering Hall, which will be completed at WSU Pullman in 2026, will be named the Diane Coughlin Welcome Center. With a \$2.5 million commitment to the project in 2021, Jim ('79 Civ. Engr.) and Diane Coughlin helped to kick off fundraising to build Schweitzer Engineering Hall. When Diane passed away in June 2023, their gift was reimagined to honor her memory. The Diane Coughlin Welcome Center will be near offices for tutoring and career services and will act as a source of information and wayfinding for the college's approximately 4,600 students as well as faculty, staff, and visitors. [Read more here.](#)
- April 17 is WSU's annual #CougsGive day of giving. #CougsGive is a one-day fundraising event dedicated to expanding, sharing, and celebrating the impact of donor support system-wide. Throughout this day of giving, #CougsGive Ambassadors will help spread the word via social media and inspire fellow alumni, family, friends, and colleagues to support WSU with a gift, and announce gift challenges throughout the day. More information can be found here: <https://cougsgive.wsu.edu/>.
- The Spring Meeting of the WSU Foundation will be held in Spokane, WA, May 16-17. The Fall Meeting of the WSU Foundation will be held in Pullman, WA, October 24-25. The WSU Foundation Board of Directors voted on these dates regardless of the football schedule.

DATE: April 19, 2024  
TO: ALL MEMBERS OF THE BOARD OF REGENTS  
SUBJECT: WSU Alumni Association Report  
SUBMITTED BY: Lester Barbero, President, WSUAA Board of Directors, 2023-2024  
Mariah Maki, WSUAA Exec Director & Assoc. VP, Advancement

On behalf of the Board of Directors, the WSU Alumni Association is pleased to report the following:

- This year's fourth annual Women's Leadership Summit showcased WSU alumnae representing each WSU campus, who shared how WSU played an integral role in their professional journeys. This year's summit featured Regent Dickinson '91, Nashika Stanbro '18, Katey Koehn '14, Dr. Chio Flores '14, Madison Rosenbaum Evangelista '15, Blair Rossow '14, and Jasmine Tolbert '17. A recording of the event, along with past summits, is available online at [alumni.wsu.edu/wls](http://alumni.wsu.edu/wls).
- The WSUAA Top Ten Seniors Awards program recognizes students in five categories across WSU for exemplary achievements. This year saw a 29% increase in nominations from all WSU campus locations. The following recipients will be recognized on April 26 at the Lewis Alumni Centre.
  - Academics: Felicia Adesope and Stephen Fawcett
  - Athletics: Charlisse Leger-Walker and Preston Bebich
  - Campus Involvement: Reem Osman and Sidney Serna
  - Community Service: Alexis Dunn and Zachary Martian
  - Visual and Performing Arts: Logan Terry and Thomas Wieland
- In March, the WSUAA hosted Cougar Meetups throughout the Men's and Women's Basketball postseasons in Las Vegas and Omaha. Partnering with WSU Athletics gave WSU alums and fans a fun, spirited experience in cities around the country.
- WSU Alumni Reunions are underway. Last month, our Native American Alumni Chapter hosted its Ku-Au-Mah Society Reunion. This weekend, our Chicana/o/x Latina/o/x Chapter will host a biennial La Alianza Reunion and Gala. Next month, the WSUAA welcomes 1954 Platinum Grads, 1964 Diamond Grads, 1974 Golden Grads, and 1984 Crimson Grads. Later in the fall, our Black Alumni Chapter hosts their biennial reunion.
- WSU's 134th birthday was celebrated with cake at every WSU campus as part of Crimson and Gray Day.
- WSUAA speakers will be featured at campus commencement ceremonies next month: President Lester Barbero (Pullman), Past President Mark Schuster (Tri-Cities), and President-Elect Katey Koehn (Everett and Global). Custom diploma inserts were developed for each campus, detailing new grads' free three-year membership sponsored by BECU and WSUAA member benefits and discounts.
- Save the dates for signature Fall events: our Homecoming Pep Rally on October 18; Feast dinners on September 6, September 20, and November 8; and WSUAA PreGames on September 14 vs. Washington (neutral site), September 28 at Boise State, and October 26 at San Diego State.



April 19, 2024

**TO:** All Members of the Board of Regents  
**SUBJECT:** Faculty Senate Update  
**SUBMITTED BY:** Eric Shelden, Faculty Senate Chair

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***The Faculty Senate is pleased to report the following:***

- Since the last report, the Faculty Senate has hosted presentations and discussion by the Executive Director of the WSU Office of Institutional Research, Stephanie Kane (3/21/24), and the WSU President, Kirk Schultz (4/4/24).
- Members of the faculty senate leadership team appreciated the opportunity to participate in faculty listening sessions hosted by members of the Board of Regents in Pullman, Spokane, Vancouver, Tri-cities and through a Virtual meeting.
- The Faculty Senate chair and chair-elect met with WSU Spokane faculty and administration to discuss goals and concerns relevant to the Faculty Senate's function.
- The Faculty Senate passed a vote to recommend approval of a Master of Veterinary Anatomic Pathology (MVAP) Degree program (3/21/24), and a Bachelor of Science in Public Health, a Bachelor of Arts in Social Work, and Certificate in Responsible Data Science and Analytics (4/4/24).
- The faculty senate executive officers met with the President and Provost on Tuesday, March 19<sup>th</sup> to discuss system level issues.
- The faculty senate passed a vote to approve a recommendation to permanently establish the course review process as piloted during 2023 – 2024 academic year.
- The Faculty Senate received the Ad-hoc Committee on Salary Step Structure's final report (<https://s3.wp.wsu.edu/uploads/sites/3253/2024/04/WSU-Faculty-Senate-on-Salary-Steps-Final-Report-01-April-2024.pdf>).
- The Faculty Senate passed a vote to recommend that Undergraduate, Graduate and Professional Degree students whose names remain on the "Official List of Degree Candidates" be advanced to the degrees set above their names as members of the classes of Spring 2024, Summer 2024, and Fall 2024.



April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Associated Students of Washington State University Health Sciences (ASWSUHS) Report

SUBMITTED BY: Anna Schmidt, ASWSUHS President

ASWSUHS is pleased to report the following accomplishments from this academic year:

- Lobbied to amend the Washington State College Grant, increase affordable housing and childcare access, and expand the WSU Native Scholarship at Cougar Day at the Capitol.
- Met with multiple legislators in the Spokane and Yakima districts to build connections.
- Attended Washington Student Association meetings to vote on legislative agendas and advocate for our specific campus needs.
- Created a Yakima monthly newsletter.
- Approved funding for lounge space in Health Sciences Building (HSB) basement.
- Planned fall Community Health Fair with over 200 people in attendance.
- Secured \$10,000 grant for emergency contraceptive vending machine.
- Met with administrators and working to secure lounge space in Spokane Medicine Building (SMED) for other College of Medicine students.
- Restarted the ASWSUHS Instagram page to promote funding opportunities for students and ASWSUHS as a whole.
- Advocating for the restructuring of travel grant funding for students to provide funding prior to travel to increase access to all students.

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Washington State University (WSU) Graduate and Professional Student Association (GPSA) Report

SUBMITTED BY: Ajay Barman, President and Executive Board Chair, WSU GPSA

On behalf of GPSA, I would like to thank the Board of Regents for your continued support of WSU graduate and professional students. It is with great pleasure that I report the following:

**Key Efforts:**

- **GPSA Election 2024-25:** All of the 72 positions, including three executive officers, eight college representatives, and sixty-one senators, are elected positions. GPSA successfully conducted its general election 2024-25 and filled its positions for President, Vice president, and Vice President of Legislative Affairs, including 30 senators. The election result received a two-thirds majority vote in the GPSA Senate on March 18, 2024. Our open election application process is ongoing to fill the three vacant college representatives at large and thirty-one senator-at-large positions.
- **GPSA Food Pantry referendum:** During the GPSA general election 2024-25, we have the Cougar Food Pantry Funding referendum on the ballot. GPSA reached the majority to pass the referendum. This referendum would establish an increase in Student & Activity fees that would go into effect beginning in the Fall 2024 semester. Each semester, the fee would be \$5 per graduate student on the Pullman campus. This one-time fee increase will continue annually. The fee will be incurred by all fee-paying Pullman campus graduate students enrolled in the Fall and Spring semesters. Additional funding provided by the graduate student fee will help stock the Cougar Food Pantry with food and hygiene supplies. Graduate and undergraduate students will now be contributing to the operation and decision-making processes of the Cougar Food Pantry. Approval from the BOR is required for the fee to take action.
- **GPSA Research Exposition & Academic Showcase:** GPSA organized a research exposition in collaboration with the graduate school on March 28, 2024, between 9-12 PM. This event allows WSU graduate and professional students to present their original research while competing for awards in different submission categories. Over seventy students participated this year to discuss their research through a poster presentation.
- **Socialization events:** Our graduate and professional student community come to Pullman, leaving their friends and family at home. That's why our GPSA programming committee hosts fun events to ensure our graduate students can socialize. Some of our events after the March BOR meetings are Sexual Health Awareness Drag Bingo, Rock climbing and pickleball, Full Moon Sound Bath, and Invasive Weeding party.



April 19, 2024

**TO:** All Members of the Board of Regents  
**SUBJECT:** APAC Report  
**SUBMITTED BY:** Angie Senter, APAC Chair

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***APAC is pleased to report the following:***

- The March APAC meeting featured an AP Performance Evaluation Process Demo with the Modernization Lead Business Analyst in Human Capital Management, Sabrina McPherson and Learning and Organizational Development: Bite Size Book Club Launch with Carey Musburger.
  - Voted to increase APAC Council Membership from 1:90 ratio with less than 90 AP employees receiving 1 seat per campus/location to less than 90 employees receiving 2 seats per campus/location.
- The April APAC meeting will feature the AP Employment Engagement Survey results and next step response. Additional updates include HRS Mentorship Program updates, the 2024 Elevating Cougs Event, and details about the Leadership Enhancement Cohort.
- AP Appreciation week was March 4-8,
  - Congratulations to our AP Contributions Award Winners: The APAC Contribution Awards recognize Administrative Professionals who have made exceptional contributions to Washington State University and their respective campuses, extension sites, areas or units. This award highlights nominees for exemplary productivity, innovative problem solving, positive working relationships, and university and community service.
  - Kimberly Cufley, Administrative Manager Community and Behavioral Health, WSU Spokane
  - Mica Demarco, Director, Director of New Student Enrollment-Recruitment, Employment and Recruitment Office, WSU Pullman
  - Jenny Glass, Extension Coordinator, Puyallup R&E Center, WSU Puyallup
  - Merri Lecoq, Cougar Food Pantry Coordinator, Cougs Against Hunger Food Pantry, WSU Pullman
  - Michelle Martinez, Director of Administrative Services, College of Veterinary Medicine, WSU Pullman
  - John Rarig- Academic Advisor, Civil Engineering, Voiland College of Engineering and Architecture, WSU Pullman

**ACTION ITEM #1**  
Election of Officers  
(Lisa Schauer)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Election of Officers

PROPOSED: That Lisa Schauer be re-elected as Chair of the WSU Board of Regents for the year beginning July 1, 2024, and that Jenette Ramos be re-elected to serve as Vice Chair of the WSU Board of Regents for the year beginning July 1, 2024, with the understanding that she shall act as Chair pro tempore in the absence of the Chair, with the power to preside at the meetings and to sign all instruments required to be executed by the WSU Board of Regents.

SUBMITTED BY: Lisa Schauer, Chair, Board of Regents

SUPPORTING INFORMATION: Excerpt from the Board of Regents bylaws, Article I, Section 3 (Election and Appointment Process):

Election and Appointment Process. At its regular meeting held after the first Wednesday in April of each year, the Board shall hold elections to fill the offices of Chair and Vice Chair. The Board shall elect a Vice Chair, as nominated by the Executive Committee, based upon the advice of the Board and in consultation with the President of the University. The Vice Chair shall then automatically succeed as Chair of the Board after one (1) year, commencing on July 1. The Board may elect to extend the term of the Chair or Vice Chair by a maximum of one (1) additional year with no further extensions. The student Regent and the faculty Regent are not eligible to hold the position of Chair or Vice Chair but are eligible to vote in elections under this paragraph.

## **ACTION ITEM #2**

### **Proposed Revisions to Board of Regents Bylaws -- Future Action Item Requirement (Kirk Schulz/Danielle Hess)**

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** Proposed Revisions to Board of Regents Bylaws -- Future Action Item Requirement

**PROPOSED:** That the Board approve proposed revisions to the Board of Regents Bylaws eliminating the future action item requirement for agenda items, except for certain enumerated items and others as designated by the Board Chair

**SUBMITTED BY:** Kirk Schulz, President

**SUPPORTING INFORMATION:** The current Board of Regents [Bylaws](#) require that agenda items requesting Board action be submitted to the Board and discussed by the appropriate committee at least one committee meeting prior to the meeting at which action is requested. This is referred to as the “future action item” requirement. The only two exceptions are (1) items of a routine nature, and (2) items for which the Board Chair has suspended the requirement.

The future action item requirement was intended to ensure the Board had sufficient time to discuss and consider requests for action; however, it has become apparent that the requirement is not necessary or beneficial for many agenda items. Eliminating the requirement for non-controversial, less complex agenda items would improve Board meeting efficiency, shorten agendas, and expedite University decision-making. It would not, however, change the Board’s purview or authority over the matter.

The proposed revisions would allow agenda items to be brought to the Board for action immediately, except those pertaining to the following:

- tuition and fees
- housing and dining rates

- changes to university retirement programs
- sale or lease of real estate
- capital projects
- system or campus strategic plans
- athletics budget
- operating or capital budget requests for submission to the legislature
- issuance of debt
- adding or abolishing an academic college, department, or school

The Board Chair would retain authority to suspend the future action item requirement, or apply the requirement, for any agenda item.

Examples of agenda items that would go straight to action under the proposal, absent action by the Board Chair, include:

- Election of Board officers and other Board business, such as approval of meeting schedules, bylaws changes, or BOR policies
- Approval of Washington Administrative Code rules
- Approval of new degree programs or requests to discontinue degree programs
- Honorary doctoral degree and distinguished alumni nominations
- Naming of major facilities and academic units

ATTACHMENT: BOR Bylaws Section 12 – Proposed Redline

ATTACHMENT

BOR Bylaws Section 12 – Proposed Redline

**12. Guidelines and Procedures for Submittal of Agenda Items to the Board.** The topics of business to be introduced at a regular or special meeting shall be included on the agenda by observing the following guidelines.

- a. Agenda items may be submitted only by an appropriate University official as follows: *Regents, President, Provost and Executive Vice President, Executive Vice Presidents, Vice Presidents, Chancellors, Chief Audit Executive, Chief Compliance Officer, other University officials as requested by the President, and the Senior Assistant Attorney General.*
- b. All items submitted to the Board for action must first be submitted to and discussed by the appropriate Committee, as provided in Article III of these Bylaws. The Board may take action at the same meeting (which typically occurs the day after the Committee meetings), unless the item pertains to one of the following, at least one (1) Committee meeting prior to the meeting at which action will be requested, except:
  - i. tuition and fees
  - ii. housing and dining rates
  - iii. changes to university retirement programs
  - iv. sale or lease of real estate
  - v. capital projects
  - vi. system or campus strategic plans
  - vii. athletics budget
  - viii. operating or capital budget requests for submission to the legislature
  - ix. issuance of debt
  - x. adding or abolishing an academic college, department, or school
  - i. ~~Items of a routine nature may be discussed by the appropriate Committee and brought before the Board at the same meeting in which action will be requested; and~~
  - ii. ~~The Board Chair may suspend the requirement outlined in this Subsection as to any action item brought before the Board.~~

Except as provided in paragraph c below, an action item pertaining to any of the above subject areas must first be submitted to the appropriate Committee as a future action item at least one (1) Committee meeting prior to the meeting at which action will be requested.

- c. The Board Chair may suspend the future action item requirement in paragraph b as to any item listed and may apply the future action item requirement in paragraph b to items other than those listed.
- d. The Board may make use of a consent agenda for any item that the Board has determined to be “routine” or matters about which the Board commonly concurs. Items on the consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting the same.
- e. All items to be included in the agenda of a regular meeting must be submitted in writing no later than ten (10) days prior to the Board meeting to the Secretary of the Board, who shall be responsible for preparation and distribution of the agenda, except as otherwise allowed by Article II, Section 5 of these Bylaws.



# ACTION ITEM #1

## Revise the Washington Administrative Code (WAC) 504-24-030 Undergraduate Housing Requirement for the WSU Pullman campus (Elizabeth S. Chilton/Romando Nash)

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** Revise Washington Administrative Code (WAC) 504-24-030 Undergraduate Housing Requirement for the WSU Pullman campus

**PROPOSED:** That the Board of Regents adopts revisions to the Washington Administrative Code (WAC) 504-24-030 Undergraduate Housing Requirement for the WSU Pullman campus

**SUBMITTED BY:** Elizabeth S. Chilton, Provost and Executive Vice President

**SUPPORTING INFORMATION:** The rule change for WAC 504-24-030 is proposed in order to:

- Update and clarify rules around the First Year Living Requirement
- Update language to be more inclusive

In 2023, the First Year Living Requirement was updated and approved by the Board of Regents to require all first-time, first-year students at WSU Pullman to live in on-campus residence halls. The purpose of the undergraduate housing requirement is to support students who have recently graduated high school in their transition to college.

Over the 2023-2024 academic year, it became evident additional clarification to the policy was needed. The language of “first-year” student is defined by the University as a student who has earned 29 or fewer credits. Recent high school graduates often have significant college credits (Running Start credits for example), which allows them to seek an exemption to the requirement. Therefore, Student Affairs proposes updating the language to ensure that students who have recently graduated from high school live in the residence halls and reduce confusion about the requirement. Research/data has demonstrated that a student who lives on campus during their first year post-high school improves the likelihood that they will have a sense of belonging, have better access to academic and social supports, and persist to completion of their degree.

Additionally, we have removed “mother and/or father” and replaced it with “parent” to remove gendered language from official policies and regulations.

A public hearing for this rule change was held March 13, 2024, at 4:00pm; no public input was received.

AMENDATORY SECTION (Amending WSR 23-07-069, filed 3/13/23, effective 4/13/23)

**WAC 504-24-030 Undergraduate housing requirement.** Housing requirements for single undergraduate students on residential campuses. To the extent that room is presently available, as determined by the university, all single undergraduate (~~(first-year)~~) students under 20 years of age are required to live in a residence hall for the equivalent of one academic year.

(1) Exemptions. Exemptions are considered when a student demonstrates to the (~~(Pullman)~~) campus vice chancellor for student affairs or designee that (~~(either)~~):

(a) The student has attended an institution of higher education as a regularly enrolled student for at least two (~~(regular)~~) full-time semesters or three (~~(regular)~~) full-time quarters (excluding summer sessions) following high school graduation or equivalent;

(b) The student is living with immediate family in a family situation (~~((mother and/or father))~~) i.e., parent(s); legal guardian(s); aunt or uncle; or grandparent(s) within 40 miles of their respective campus;

(c) The student has secured a statement from a physician or psychologist stating that (~~(residence)~~) living in a residence hall would detrimentally affect the student's physical or mental health; or

(d) The student demonstrates that living in a residence hall would cause undue financial hardship or other extraordinary hardship.

(2) Process. Applications for permission to reside off campus are available from Washington State University. Applications are reviewed and a determination is made whether an exemption is (~~(to be)~~) granted. Persons applying for such exemption are informed of the decision in writing. Requests for reconsideration of the decision may be submitted to (~~(the Pullman)~~) their respective campus vice chancellor for student affairs or designee. The vice chancellor or designee evaluates the appeal and approves or denies the appeal.

[Statutory Authority: RCW 28B.30.150. WSR 23-07-069, § 504-24-030, filed 3/13/23, effective 4/13/23; WSR 20-23-059, § 504-24-030, filed 11/16/20, effective 12/17/20. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. WSR 95-07-044, § 504-24-030, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. WSR 87-12-013 (Order 87-1), § 504-24-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. WSR 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-030, filed 6/11/80; Order 77-2, § 504-24-030, filed 8/3/77; Order 73-7, § 504-24-030, filed 10/5/73; Order 73-6, § 504-24-030, filed 8/1/73; Order 4, § 504-24-030, filed 10/20/71; Order 3, § 504-24-030, filed 8/5/71.]

## **ACTION ITEM #2**

### **Revise the Washington Administrative Code (WAC) 504-26 Standards for Conduct for Students (Elizabeth S. Chilton/Romando Nash)**

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** Revise Washington Administrative Code (WAC) 504-26 Standards for Conduct for Students

**PROPOSED:** That the Board of Regents adopts revisions to the Washington Administrative Code (WAC) 504-26 Standards for Conduct for Students

**SUBMITTED BY:** Elizabeth S. Chilton, Provost and Executive Vice President

**SUPPORTING  
INFORMATION:**

In an effort to more effectively and in a timelier way serve the needs of students, the proposed changes to the WAC 504-26 are needed. WAC 504-26-401 states that, "A conduct officer cannot dismiss a matter received from Compliance and Civil Rights (CCR) where CCR completed a formal investigation implicating Title IX sexual harassment within the university's Title IX jurisdiction, as defined by university executive policy 15, regardless of the investigation's outcome. In such cases, the conduct officer must refer the matter to a conduct board hearing, which must be held within 60 days of the date the CCR formal investigation report was received, unless good cause exists to extend the date of the hearing or the matter is resolved through agreement or alternative dispute resolution." Additionally, Title IX (34 CFR 106.45(b)(1)(v)) requires the grievance process to "include reasonably prompt time frames for conclusion of the grievance process." Failure to resolve Title IX matters in a timely fashion may harm participants and expose the institution to risk of agency action or litigation.

Due to a limited number of conduct board members and scheduling limitations, the current timeline for conduct board resolution is consistently exceeding the 60-day timeline. The proposed changes reduce the quorum requirement for University Conduct Board hearings to allow more flexibility in scheduling and more timely resolution. The University filed an emergency rule-making order on February 7, 2024, in order to ensure compliance with the WAC-required adjudication timeline.

The proposed changes adjust the quorum for Academic Integrity Hearing Boards to allow more flexibility in scheduling and more timely resolution, which ultimately supports student success.

The proposed changes also remove the current prohibition on Center for Community Standards (CCS) staff members assisting with the recruitment of new hearing board members. As the leadership staff work most closely with the hearing boards, allowing CCS to assist with recruitment will allow for the recruitment of a larger pool of board members. CCS will still be prohibited from the selection of board members to support a fair and equitable community standards process.

A redlined copy of the proposed changes is available upon request.

A public hearing for this rule change was held on March 19, 2024; no public input was received.

**WAC 504-26-010 Definitions.** Words and phrases used in the standards of conduct regardless of their associated gender identity include all genders. Words and phrases used in the standards of conduct in the singular or plural encompass both the singular and the plural, unless the context clearly indicates otherwise. For purposes of the standards of conduct, the following definitions apply:

(1) Academic integrity hearing board. Teaching faculty and student representatives who(~~, collectively,~~) are authorized by the university to review an instructor's determination that a student violated university academic integrity policies and whether or not the outcome proposed by the instructor is in keeping with the instructor's published policies.

(2) Academic integrity violation. A violation of the university's academic integrity expectations, which is defined as:

(a) Use of unauthorized materials in taking quizzes, tests, or examinations, or giving or receiving unauthorized assistance by any means, including talking, copying information from another student, using electronic devices, or taking an examination for another student.

(b) Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

(c) Acquisition or possession of tests or other academic material belonging to a member of the university faculty or staff when acquired without the permission of the university faculty or staff member.

(d) Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes, but is not limited to:

(i) Counterfeiting data, research results, information, or procedures with inadequate foundation in fact. The office of research must be consulted in matters involving alleged research misconduct as that term is defined in the university's executive policy 33.

(ii) Counterfeiting a record of internship or practicum experiences.

(iii) Submitting a false excuse for absence or tardiness or a false explanation for failing to complete a class requirement or scheduled examination at the appointed date and time.

(e) Engaging in any behavior for the purpose of gaining an unfair advantage specifically prohibited by a faculty member in the course syllabus or class discussion.

(f) Scientific misconduct. Falsification, fabrication, plagiarism, or other forms of dishonesty in scientific and scholarly research are prohibited. Complaints and inquiries involving cases of scientific misconduct are managed according to the university's policy

for responding to allegations of scientific misconduct. A finding of scientific misconduct is subject to sanctions by CCS. The policy for responding to allegations of scientific misconduct (executive policy 33) may be reviewed by contacting the office of research.

(g) Unauthorized collaboration on assignments.

(h) Intentionally obtaining unauthorized knowledge of examination materials.

(i) Plagiarism. Presenting the information, ideas, or phrasing of another person as the student's own work without proper acknowledgment of the source. This includes submitting a commercially prepared paper or research project or submitting for academic credit any work done by someone else. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(j) Unauthorized multiple submission of the same work.

(k) Sabotage of others' work.

(l) Tampering with or falsifying records.

(m) Violating any other academic rule or standards specified in published course policies.

(3) Appeals board. The group of students, faculty, and staff, collectively, authorized in accordance with WAC 504-26-115 to consider appeals from a university conduct board's or conduct officer's determination as to whether a student has violated the standards of conduct and any sanctions assigned.

(4) Brief adjudication. The process by which a conduct officer may adjudicate student conduct matters that are not resolving allegations that would constitute Title IX sexual harassment within the university's Title IX jurisdiction, and where possible sanctions do not include suspension for more than 10 instructional days, expulsion, loss of recognition, or revocation of degree. Also referred to as a "conduct officer hearing" or "brief adjudicative proceeding."

(5) CCR. The university's office of compliance and civil rights.

(6) CCS. The university's center for community standards.

(7) Complainant. Any person who is the alleged victim of prohibited student conduct, whether or not such person has made an actual complaint.

(8) Conduct board. The group (~~of students, faculty, and staff, collectively~~) or individual authorized in accordance with WAC 504-26-110 to adjudicate certain student conduct matters.

(9) Conduct officer. A university official authorized by the dean of students or their designee to initiate, manage, and/or adjudicate certain student conduct matters in accordance with WAC 504-26-401 and 504-26-402.

(10) Faculty member. For purposes of this chapter, any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

(11) Full adjudication. The process by which a conduct board adjudicates matters involving possible suspension of greater than 10 instructional days, expulsion, loss of recognition, revocation of degree, or other matters as determined by the university. Also referred to as "formal adjudication," "formal (or full) adjudicative proceeding," or "conduct board hearing."

(12) Gender identity. Having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to the person at birth.

(13) Member of the university community. Includes any person who is a student, faculty member, university official, any person employed by the university, or any person with a relationship with the university, including guests of and visitors to the university. A person's status in a particular situation is determined by the dean of students or designee.

(14) Parties. The parties to a student conduct proceeding must include the university and the respondent. The parties in a student conduct matter where the allegations, if true, would constitute Title IX sexual harassment within the university's Title IX jurisdiction must also include the complainant(s). The university may designate other complainants as parties to conduct proceedings including, but not limited to, harmed parties. The dean of students or their designee determines party status for complainants.

(15) Recognized or registered student organization. A group of students, collectively, that has complied with the formal requirements for university recognition or registration.

(16) Respondent. A student or recognized or registered student organization alleged to have violated these standards of conduct.

(17) Standards of conduct. The standards of conduct for students outlined in this chapter.

(18) Student. For the purposes of this chapter, any person who:

(a) Is enrolled in at least one undergraduate, graduate, or professional studies course at the university;

(b) Has been notified of their acceptance for admission but has not yet registered for their course(s);

(c) Is eligible to reenroll in classes without reapplying.

(19) Title IX. Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 and its implementing 34 C.F.R. Part 106.

(20) University. Washington State University.

(21) University official. Any person employed by the university, performing assigned administrative or professional responsibilities.

(22) University premises. All land, buildings, facilities, vehicles, websites, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks), including its study abroad program sites, as well as university-sponsored or hosted online platforms.

[Statutory Authority: RCW 28B.30.150. WSR 22-23-142, § 504-26-010, filed 11/21/22, effective 1/1/23; WSR 21-07-057, § 504-26-010, filed



3/15/21, effective 4/15/21; WSR 18-23-083, § 504-26-010, filed 11/19/18, effective 12/20/18; WSR 17-13-049, § 504-26-010, filed 6/15/17, effective 7/16/17; WSR 16-08-014, § 504-26-010, filed 3/28/16, effective 4/28/16; WSR 15-01-080, § 504-26-010, filed 12/15/14, effective 1/15/15; WSR 11-11-031, § 504-26-010, filed 5/11/11, effective 6/11/11; WSR 07-11-030, § 504-26-010, filed 5/8/07, effective 6/8/07; WSR 06-23-159, § 504-26-010, filed 11/22/06, effective 12/23/06.]

AMENDATORY SECTION (Amending WSR 22-23-142, filed 11/21/22, effective 1/1/23)

**WAC 504-26-100 Presiding officers.** Full adjudicative proceedings are conducted by the conduct board and are presided over by an individual who is licensed to practice law in the state of Washington and has judicial training. The presiding officer's role is to ensure a fair and impartial process and is limited to making procedural and evidentiary rulings and handling logistical and other matters related to facilitating the proceedings to ensure compliance with legal requirements. The presiding officer must transmit a full and complete record of the proceedings to CCS and the conduct board, including such comments upon demeanor of witnesses as the presiding officer deems relevant, in accordance with RCW 34.05.461. The presiding officer does not vote (~~(and is not considered for purposes of creating a quorum of the conduct board)~~).

[Statutory Authority: RCW 28B.30.150. WSR 22-23-142, § 504-26-100, filed 11/21/22, effective 1/1/23; WSR 18-23-083, § 504-26-100, filed 11/19/18, effective 12/20/18; WSR 17-13-049, § 504-26-100, filed 6/15/17, effective 7/16/17; WSR 15-11-041, § 504-26-100, filed 5/14/15, effective 6/14/15; WSR 15-01-080, § 504-26-100, filed 12/15/14, effective 1/15/15; WSR 12-04-049, § 504-26-100, filed 1/30/12, effective 3/1/12; WSR 06-23-159, § 504-26-100, filed 11/22/06, effective 12/23/06.]

AMENDATORY SECTION (Amending WSR 22-23-142, filed 11/21/22, effective 1/1/23)

**WAC 504-26-105 Recruitment, appointment, and term of conduct and appeals board members.** A committee comprised of students, staff, and/or faculty members and convened by the dean of students selects a pool of members of the university community to serve as conduct board members and appeals board members. Pool members are approved by the university president and must be in good standing with the university. Pool members serve a maximum term of four calendar years but may apply to serve another four-year term after a break of two years. Terms of pool members are staggered. CCS is not involved in the (~~recruitment~~

~~or application~~) selection processes for board members. CCS may assist in the recruitment process for board members.

[Statutory Authority: RCW 28B.30.150. WSR 22-23-142, § 504-26-105, filed 11/21/22, effective 1/1/23; WSR 18-23-083, § 504-26-105, filed 11/19/18, effective 12/20/18.]

AMENDATORY SECTION (Amending WSR 22-23-142, filed 11/21/22, effective 1/1/23)

**WAC 504-26-110 Composition of conduct board.** A conduct board (~~((must consist of at least three members. A quorum of three is needed to hear a matter))~~) may consist of one person or multiple persons selected from the pool of approved university community members in accordance with WAC 504-26-105. The presiding officer is not a member of the conduct board (~~((and therefore is not considered for purposes of determining whether there is a quorum. A minimum of one conduct board member hearing a matter must be a student. The remaining members may be students, or full-time or part-time faculty or staff of any rank or classification. When the complainant or respondent is enrolled at a particular campus, at least one member of the conduct board must be from that campus))~~). No conduct board member may serve on a case if the member previously served on a board in a case involving the same complainant or respondent.

[Statutory Authority: RCW 28B.30.150. WSR 22-23-142, § 504-26-110, filed 11/21/22, effective 1/1/23; WSR 20-07-075, § 504-26-110, filed 3/16/20, effective 4/16/20; WSR 18-23-083, § 504-26-110, filed 11/19/18, effective 12/20/18.]

AMENDATORY SECTION (Amending WSR 22-23-142, filed 11/21/22, effective 1/1/23)

**WAC 504-26-415 Procedure for academic integrity violations.** (1) Initial hearing.

(a) When a responsible instructor believes that an academic integrity violation has occurred, the instructor must assemble the evidence and, upon reasonable notice to the respondent of the date, time, and nature of the allegations, make reasonable attempts to meet with the respondent suspected of committing an academic integrity violation.

(b) If the respondent admits that they committed an academic integrity violation, the instructor assigns an outcome in keeping with published course policies and notifies CCS in writing, including the allegations, the respondent's admission, and the sanctions assigned.

(c) If the instructor is unable to meet with the respondent or if the respondent disputes the allegation(s) and/or the outcome proposed by the instructor, the instructor must make a determination as to

whether the respondent did or did not commit an academic integrity violation based on a preponderance of the evidence standard, meaning that it is more likely than not that the violation occurred. If the instructor finds that the respondent was in violation, the instructor must provide the respondent and CCS with a written determination, the evidence relied upon, and the sanctions assigned.

(d) The respondent has 21 calendar days from the date of the decision letter to request review of the instructor's determination and/or sanction(s) assigned to the academic integrity hearing board.

(2) Review.

(a) Upon timely request for review by a respondent who has been found by their instructor to have committed an academic integrity violation, the academic integrity hearing board must make a separate and independent determination of whether or not the respondent is responsible for committing an academic integrity violation and/or whether the outcome proposed by the instructor is in keeping with the instructor's published course policies.

(b) The academic integrity hearing board must consist of a minimum of ((~~three~~)) one member(~~(s. A quorum of three is needed to review a matter. A minimum of one academic integrity hearing board member must be an enrolled student. The remaining members may be students, or full-time or part-time faculty of any rank or classification)~~). No academic integrity hearing board member may serve on a case if the member previously served on a board in a case involving the same student.

(c) The academic integrity hearing board is empowered to provide an appropriate remedy for a respondent including arranging a withdrawal from the course, having the respondent's work evaluated, or changing a grade where it finds that:

(i) The respondent is not responsible for violating academic integrity policies; or

(ii) The outcome assigned by the instructor violates the instructor's published policies.

(d) Academic integrity hearing board proceedings.

(i) Any respondent appealing a responsible instructor's finding of an academic integrity violation is provided written notice of an academic integrity hearing board hearing in accordance with WAC 504-26-035. The written notice must include:

(A) The specific complaint, including the university or instructor academic integrity policy or regulation allegedly violated;

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

(E) A description of all documentary and real evidence to be used at the hearing, to the extent known, including a statement that the respondent must have the right to inspect the documentation.

(ii) Time for hearings.

(A) Academic integrity hearing board hearings are scheduled not less than seven calendar days after the respondent has been sent notice of the hearing.

(B) Requests to extend the time and/or date for hearing must be addressed to the chair of the academic integrity hearing board, and must be copied to CCS. A request for extension of time is granted only upon a showing of good cause.

(iii) Academic integrity hearing board hearings are conducted according to the following procedures, except as provided by (d) (iv) of this subsection:

(A) Academic integrity hearing board hearings are conducted in private.

(B) The instructor, respondent, and their advisor, if any, are allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing is at the discretion of the academic integrity hearing board chair.

(C) In academic integrity hearings involving more than one respondent, the academic integrity hearing board chair may permit joint or separate hearings at the chair's discretion.

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

(E) The responsible instructor and the respondent may arrange for witnesses to present relevant information to the academic integrity hearing board. Witnesses must provide written statements to the conduct officer at least two weekdays before the hearing. The respondent is responsible for informing their witnesses of the time and place of the hearing. Witnesses provide information to and answer questions from the academic integrity hearing board, the responsible instructor, and the respondent, as appropriate. The respondent and/or responsible instructor may submit written questions to be answered by each other or by other witnesses. Written questions are submitted to, and asked by, the academic integrity hearing board chair. 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 academic integrity hearing board chair, who has the discretion to determine admissibility of information.

(F) Pertinent records, exhibits, and written statements may be accepted as information for consideration by an academic integrity hearing board at the discretion of the chair.

(G) Questions related to the order of the proceedings are subject to the final decision of the chair of the academic integrity hearing board.

(H) After the portion of the hearing concludes in which all pertinent information is received, the academic integrity hearing board determines (by majority vote) whether or not the respondent is more likely than not responsible for violating the academic integrity

policy and/or whether the outcome proposed by the instructor is in keeping with the instructor's published course policies.

(I) The respondent is notified of the academic integrity hearing board's decision within 20 calendar days from the date the matter is heard. The respondent must 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 academic integrity policies), and the sanction.

(iv) If a respondent to whom notice of the hearing has been sent (in the manner provided above) does not appear at the hearing, the information in support of the complaint is presented and considered in the respondent's absence, and the board may issue a decision based upon that information.

(v) The academic integrity hearing board may for convenience, or to accommodate concerns for the personal safety, well-being, and/or fears of confrontation of any person, provide separate facilities, and/or permit participation by telephone, audio tape, written statement, or other means, as determined in the sole judgment of the chair of the academic integrity hearing board to be appropriate.

(vi) The written decision of the academic integrity hearing board is the university's final order. There is no appeal from findings of responsibility or outcomes assigned by academic integrity hearing board.

(3) If the reported violation is the respondent's first offense, CCS ordinarily requires the respondent to attend a workshop separate from, and in addition to, any academic outcomes assigned by the instructor.

(4) If the reported violation is the respondent's second offense, the respondent is ordinarily referred for a full adjudicative hearing in accordance with WAC 504-26-403, to determine appropriate sanctions, which may include expulsion from the university.

(5) If the instructor or academic integrity hearing board determines that the act of academic dishonesty for which the respondent is found responsible is particularly egregious in light of all attendant circumstances, the instructor or academic integrity hearing board may direct that the respondent's case be referred to the conduct board with a recommendation for expulsion from the university even if it is the respondent's first offense.

(6) Because instructors and departments have a legitimate educational interest in the outcomes, reports of academic integrity hearing board and/or conduct board hearings must be reported to the responsible instructor and the chair or dean.

[Statutory Authority: RCW 28B.30.150. WSR 22-23-142, § 504-26-415, filed 11/21/22, effective 1/1/23; WSR 21-07-057, § 504-26-415, filed 3/15/21, effective 4/15/21; WSR 18-23-083, § 504-26-415, filed 11/19/18, effective 12/20/18.]

# ACTION ITEM #1

## Academic Year 2024-2025 Services and Activities Fee Rate Changes (Leslie Brunelli)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** Academic Year 2024-2025 Services and Activities (S&A) Fee Rate Changes

**PROPOSED:** That the Board of Regents authorize rate changes in campus S&A fees for the academic year 2024-2025

**SUBMITTED BY:** Leslie Brunelli, Executive Vice President, Finance & Administration/CFO

**SUPPORTING INFORMATION:** S&A fees are paid by students for the express purpose of funding student services and programs, including indebtedness for facilities.

Under RCW 28B.15.045, campus S&A fee committees are responsible for evaluating existing and proposed programs and submitting budget recommendations and rate changes to the University administration and the Board. RCW 28B.15.069(2) allows the Board to increase S&A fees annually by amounts not to exceed four percent. S&A fees may decrease by any amount. S&A fee rates vary for each campus, and each campus retains 100% of its own S&A fees.

**Process:**

All WSU campuses have student-led S&A fee committees that have completed their deliberations for AY 2024-2025. Each committee independently recommends an increase or decrease in the S&A fee rate for their campus. Committee recommendations for rate changes have been reviewed by each campus chancellor and President Schulz before being brought as a recommendation to the Board of Regents for final approval.

The academic year 2024-2025 S&A rate recommendations by campus are listed below. The table illustrates the annual amount paid for fall and spring semester by a full-time student. Fees are pro-rated for part-time students and summer session.

A reminder that to align with the new tuition setting timeline and provide as much advance notice as possible about costs to students and families, campuses were urged to accelerate the process for setting S&A fees for AY2024-2025.

Campus	Current	Proposed	\$ Change	% Change
Everett	\$527	\$548	\$21	4%
Global Campus	\$373	\$373	\$0	0%
Pullman	\$579	\$596	\$17	3%
Spokane	\$582	\$582	\$0	0%
Tri-Cities	\$526	\$526	\$0	0%
Vancouver	\$581	\$592	\$11	2%

For more detailed information for each campus please visit here: <https://budget.wsu.edu/documents/2024/02/ay-24-25-wsu-system-sa-support-documents.pdf>.

# ACTION ITEM #3

WSU Pullman

## Proposed Chinook Student Center Mandatory Student Fee Rate Change Effective Fall Semester 2024

(Leslie Brunelli/Elizabeth Chilton/Romando Nash/Sean Greene)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** WSU Pullman, Proposed Chinook Student Center Mandatory Student Fee Rate Change effective fall semester 2024

**PROPOSED:** That the Board of Regents authorize a rate change for the Chinook Student Center mandatory student fee effective fall semester 2024

**SUBMITTED BY:** Leslie Brunelli, Executive Vice President, Finance & Administration/CFO  
Elizabeth Chilton, Provost and Executive Vice President and Chancellor,  
WSU Pullman

### SUPPORTING

**INFORMATION:** The Chinook Student Center is an important part of student life on the WSU Pullman campus, serving more than 85% of students throughout the year. The Chinook blends the amenities of a student union and a recreation center by offering study, fitness, community, and event spaces; food service; a popular esports lounge; and quiet areas for meditation, prayer, and rest. Students have said that the Chinook helps them improve both their physical and mental health, and research has shown that recreation centers positively impact recruitment, retention, and academic success.

To continue its mission to support student health and well-being, the Chinook is proposing a 5% increase in its mandatory fee. The fee would increase to \$103/semester, from \$98/semester. All Pullman-based undergraduate students enrolled in 7 or more credit hours during the fall/spring semesters pay the fee. The summer fee is prorated for students taking 1 or 2 credits.

	<b>Resident</b>	<b>Non-Resident</b>
<b>Current Rate (Semester)</b>	\$98	\$98
<b>Proposed Rate (Semester)</b>	\$103	\$103
<b>\$ Increase</b>	\$5	\$5



The proposed increase will:

- Assist in covering the \$1.92 million annual bond payment;
- Allow the Chinook to maintain/expand operations at standard levels, including hours of operation, maintenance, and custodial support; and
- Maintain student employment at existing levels during the academic year (the Chinook currently employs about 125 students each year).

The Chinook is proposing the increase to adjust for rising costs and declining revenues. The Chinook fee has not increased since the facility opened in 2017, despite ongoing increases in minimum wage, utilities, and general goods and services. In FY2023-24 alone, wage rates have increased 6%, salaries and benefits 2.5-4.%, and general inflation 4%. Total fee collection has decreased by \$610,000 compared to five years ago due to declining enrollment.

This year, for the first time since it opened, the Chinook reduced facility hours to cut costs; it also reduced full-time staffing, program offerings, and goods and services. To reduce operating losses due to significantly decreased summer revenue tied to enrollment, the Chinook will be closed for summer 2024, and fees will not be charged.

Deferred maintenance and equipment replacement have been ongoing for several years, but the Chinook must prioritize equipment replacement and building maintenance as the building ages. These projects are funded through reserves, which have been negatively impacted by project costs, decreased fee collection, and increased expenses. It is imperative that the Chinook budget includes a transfer to reserves each year to support current and future equipment replacement and building repairs.

If the fee is not increased, the Chinook will be forced to further reduce services for students in the academic year, including additional cuts to building hours, closing the esports lounge, reductions in student jobs, and deferral of vital maintenance projects and equipment replacement that would negatively impact student experience and, particularly related to equipment replacement, compromise safety standards.

The UREC Advisory Board, which has majority representation from students (11 of 16 seats) and includes representatives from ASWSU and GPSA, supports the proposed increase.

Because the original referendum for the Chinook did not specify that a fee increase would be implemented with inflation, the increase was slated as a ballot initiative in the ASWSU General Elections on March 5 & 6, 2024 and passed. The general elections saw a 23% voter turnout, and the Chinook referendum passed with 88% approval. The initiative also gave the ASWSU Senate the authority to raise the fee by no more than 5% per year in the future, on recommendation by the UREC Advisory Board and a 2/3 affirmative vote by the Senate.

## **ACTION ITEM #4**

WSU Pullman

Proposed Compton Union Building Mandatory Student Fee Rate Change

Effective Fall Semester 2024

(Leslie Brunelli/Elizabeth Chilton/Romando Nash/Sean Greene)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** WSU Pullman, Proposed Compton Union Building Mandatory Student Fee Rate Change, effective fall semester 2024

**PROPOSED:** That the Board of Regents authorize a rate change for the Compton Union Building mandatory student fee, effective fall semester 2024.

**SUBMITTED BY:** Leslie Brunelli, Executive Vice President, Finance & Administration/CFO  
Elizabeth Chilton, Provost and Executive Vice President and Chancellor,  
WSU Pullman

**SUPPORTING  
INFORMATION:**

The Compton Union Building (CUB) is an integrative educational, social, and physical environment that is central to student life on the WSU Pullman campus. It inspires personal and academic growth, intercultural engagement, and community activism among students and provides vital spaces for connection, study, well-being, leadership, and relaxation. It sees an average of 8,000 people each day during the academic year and provides essential services and support for thousands of events and meetings each semester, including signature events such as New Cougar Orientation, Experience WSU, multicultural student conferences and graduations, La Bienvenida, Showcase, and many more.

To support these key services, the CUB is proposing an 8.3% increase in its mandatory fee, which has not increased since the facility reopened in 2008 after an \$86 million renovation. The fee would increase to \$130/semester, from the current \$120/semester; a \$10 per semester increase for each student. All WSU Pullman-based undergraduate and graduate students enrolled in 7 or more credit hours during the fall and spring semesters pay the fee. Part-time students pay a prorated fee per credit (up to 7) during the academic year; students enrolled during summer semester pay based on the number of weeks enrolled.

	<b>Current Rate</b>	<b>Proposed Rate</b>	<b>\$ Increase</b>	<b>% Increase</b>
<b>Full Time (Semester)</b>	\$120	\$130	\$10	8.33%
<b>Summer (1 credit)</b>	\$72	\$78	\$6	8.33%
<b>Summer (2 credits)</b>	\$48	\$52	\$4	8.33%
<b>Summer (3+ credits)</b>	\$24	\$26	\$2	8.33%

\* Rates reflected represent both resident and non-resident fees

The proposed increase in the CUB Mandatory Student Fee will:

- Assist in covering the \$5.7 million annual bond payment (expiring in 2039), which accounts for approximately 60% of operating expenses;
- Allow the facility to operate and provide services at current levels, including hours of operations, event support, maintenance, technology hardware, and custodial support; and
- Maintain student employment at existing levels (the CUB currently employs an average of 80 students annually).

Historically, the mandatory fee has accounted for approximately 50% of CUB revenue. Due to enrollment declines, the mandatory fees collected in FY24 will be the lowest amount since 2008. Over the last five years, total mandatory fee collection has decreased by \$1 million, while expenses have continued to rise.

In addition to decreases in mandatory fees, the CUB's annual S&A fee funding has decreased as well; the FY24 allocation is 10% less than the FY20 allocation. This reduction in total fee collection has resulted in forecasted operating deficits for a second consecutive year.

The current funding stream for the CUB is not sustainable. Failure to change the revenue stream will result in reductions in support and services to students and the greater campus community, as well as cuts to student jobs. Reductions would likely include reduced hours of operation, deferred maintenance, and delayed furnishing and equipment replacement.

The CUB Advisory Board, which is primarily composed of students (9 of 15 seats) and includes representatives from both ASWSU and GPSA, strongly supports a fee increase due to the CUB's fixed revenue sources, its dependence on the fee, and recent declines in enrollment. On Nov. 8,

2023, the board voted unanimously to support the proposed fee increase and has indicated that they would support an additional or regular increase in future years. Subsequently the S&A Committee, also composed primarily of students (9 of 15 seats) voted to endorse this fee increase on March 19, 2024; it passed with 10 votes in favor, 1 opposed and 3 abstentions.

# ACTION ITEM #5

WSU Pullman

## Proposed Student Recreation Center Mandatory Student Fee Rate Change Effective Fall Semester 2024

(Leslie Brunelli/Elizabeth Chilton/Romando Nash/Sean Greene)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** WSU Pullman, Proposed Student Recreation Center Mandatory Student Fee Rates Change, effective fall semester 2024

**PROPOSED:** That the Board of Regents authorize a rate change for the Student Recreation Center mandatory student fee effective fall semester 2024

**SUBMITTED BY:** Leslie Brunelli, Executive Vice President, Finance & Administration/CFO  
Elizabeth Chilton, Provost and Executive Vice President and Chancellor,  
WSU Pullman

**SUPPORTING INFORMATION:** The Student Recreation Center (SRC) is a key part of student life on the WSU Pullman campus. The SRC serves more than 80% of students throughout the year and provides vital spaces and services that support students' physical and mental health. Research has shown that recreation centers and opportunities positively impact recruitment, retention, and academic success.

To continue its mission to support student health, the SRC is proposing a \$7 (4%) increase in its mandatory fee. The fee would increase from \$168/semester to \$175/semester. All Pullman-based undergraduate and graduate students enrolled in 7 or more credit hours during the fall/spring semesters pay the fee. The summer fee is prorated for students taking 1 or 2 credits.

	<b>Current Rate</b>	<b>Proposed Rate</b>	<b>\$ Increase</b>	<b>% Increase</b>
<b>Rate (Semester)</b>	\$168	\$175	\$7	4%
<b>Summer (1 credit)</b>	\$33	\$35	\$2	6%
<b>Summer (2 credits)</b>	\$66	\$69	\$3	4.5%
<b>Summer (3+ credits)</b>	\$98	\$102	\$4	4%

\* Rates reflected represent both resident and non-resident fees

The proposed increase will:

- Assist in covering the \$2.48 million annual bond payment (expiring in 2032).
- Allow the SRC and Stephenson Fitness Center to maintain/expand operations at standard levels, including hours of operation, maintenance, and custodial support.
- Maintain student employment at existing levels. The SRC currently employs about 350 students each year.

The SRC is proposing the increase to adjust for rising costs and declining revenues. The SRC fee was increased 2.44% for FY2023-24 but had not been increased in 3 of the previous 5 years despite continual increases in costs of wages, utilities, and general goods and services. In FY2023-24 alone, wages have increased 6%, salaries and benefits 2.5-4%, and general inflation 4%. At the same time, the SRC is experiencing reduced fee collection due to declining enrollment. Total fee collection in 2023-2024 is down \$1.14 million compared to 2019-2020.

Increased costs and declining fee collections have led to reduced hours this academic year – the first time the SRC has cut hours since it opened 23 years ago. The SRC has also cut full-time staffing, goods and services, and program offerings to reduce expenses; deferred maintenance and replacement of furniture, fixtures, and equipment have been ongoing for several years.

Although several maintenance projects have been initiated for safety reasons (pool disinfection and filters, boiler and chiller replacement) and to mitigate facility damage (roof repair and replacement), the SRC has additional high-priority projects that must be addressed. These projects are funded through reserves, which have been negatively impacted by decreased fee collection and increased project expenses.

If the fee is not increased, the SRC anticipates further reductions in services for students, including additional cuts to building hours and student jobs, as well as deferral of vital maintenance projects and equipment replacement that would negatively impact student experience and, particularly regarding equipment replacement, compromise safety standards.

The UREC Advisory Board, which has majority representation from students (11 of 16 seats) and includes representatives from ASWSU and GPSA, supports the proposed increase. The board will vote on the fee Feb. 12, 2024. Subsequently, the Service and Activity (S&A) Committee, also composed primarily of students (9 of 15 seats) voted to endorse the fee increase on March 19, 2024; it passed with 11 votes in favor, 1 opposed and 2 abstentions.



## **ACTION ITEM #6**

### **WSU Vancouver, Fiscal Year 2025 Student Technology Fee Committee Allocations (Leslie Brunelli/Emile Netzhammer)**

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** WSU Vancouver, Fiscal Year 2025 Student Technology Fee Committee Allocations

**PROPOSED:** That the Board of Regents approve the allocations as recommended by the Vancouver Student Technology Fee Committee for the 2025 fiscal year

**SUBMITTED BY:** Leslie Brunelli, Executive Vice President, Finance & Administration/CFO  
Emile Netzhammer, Chancellor, WSU Vancouver

**SUPPORTING INFORMATION:** In fiscal year 2017, the ASWSU-Vancouver Senate approved a \$20/semester student technology fee for undergraduate and graduate students effective beginning with the Fall Semester 2017. This fee is authorized by RCW 28B.15.051, which states that the revenue generated by the technology fee "shall be used exclusively for technology resources for general student use."

#### **The Process**

The Vancouver Student Technology Fee Committee is student led with a majority of votes assigned to students. The committee conducted hearings to review funding requests from a variety of university groups for technology projects that will benefit WSU Vancouver students.

The following allocations, as recommended by the Vancouver Student Technology Fee Committee, have been reviewed by Chancellor Netzhammer and President Schulz and are recommended to the Board of Regents for approval.

<b>Project Name</b>	<b>Approved Allocation</b>
Free Printing for Students	\$6,500
Earbuds for Students	\$217
Student Loaner Laptops	\$10,383
Workstations for Students	\$4,410
Recreation Center Software	\$10,464
Electronic Reader Board	\$6,250
Firstenburg Student Commons Projectors	\$7,543
Student Virtual Computer	\$6,000
WiFi Modernization	\$83,805
<b>Total</b>	<b>\$135,571</b>

Memos documenting committee recommendations and leadership review are found here: <https://budget.wsu.edu/documents/2024/02/fy25-wsu-vancouver-student-tech-fee-supporting-documents.pdf>

## ACTION ITEM #7

### Proposed Revisions to Board of Regents Debt Management Policy (BOR5) (Leslie Brunelli/Matt Skinner)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** Proposed Revisions to the Board of Regents Debt Management Policy (BOR5)

**PROPOSED:** That the Board of Regents approve proposed revisions to the Board of Regents Debt Management Policy (BOR5)

**SUBMITTED BY:** Leslie Brunelli, Executive Vice President, Finance & Administration/CFO

**SUPPORTING INFORMATION:**

State law authorizes the WSU Board of Regents to issue bonds, notes, or other forms of indebtedness to fund various University purposes. [RCW 28B.10.022](#), [28B.10.300-330](#), [28B.30.700-800](#). The Board of Regents may obligate all or a component of the University's fees and revenues to repay such debt instruments, provided that such fees and revenues are not subject to appropriation by the legislature and do not constitute general state revenues.

The use of debt instruments to support University purposes is governed by the Board of Regents Debt Management Policy (BOR5). The policy assigns responsibilities for the implementation and management of the University's debt portfolio and was developed in consultation with WSU's financial advisor, Public Financial Management (PFM), and bond counsel, K&L Gates. The Regents have delegated authority to the President or designee for refunding bonds when savings thresholds as stated in the Debt Management Policy are met. See Board of Regents Policy on Delegation of Authority (BOR2), [Appendix 6](#).

In consultation with PFM and K&L Gates, WSU proposes updates to the Board of Regents Policy Debt Management Policy as shown in Attachment A and summarized as follows:

- Highlight that the Board has delegated authority to the University President or designee to issue refunding bonds for savings.
- Clarify that operating and capital leases are not within the scope of the policy.

- Simplify the saving thresholds associated with refunding activities to increase flexibility in capturing savings through refinancing of existing debt, while ensuring meaningful net present value savings are achieved.
- Create flexibility for the Executive Vice President and Chief Financial Officer or the Board to consider various debt ratio and metric requirements in the annual Board of Regents debt report.

ATTACHMENT: Proposed Updates to Board of Regents Debt Management Policy (BOR5) -- Redline

# BOARD OF REGENTS

Proposed Revisions to Board of Regents Debt Management Policy (BOR5)

## Resolution # 240419-709

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 proposed updates to the Board of Regents Debt Management Policy.

Dated this 19th day of April, 2024

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Chair, Board of Regents

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Secretary, Board of Regents

IMPORTANT: To ensure accuracy, always use track-changes when editing this draft.

## Washington State University Board of Regents Policy Manual

Board of Regents Policy #5  
Revision Approved by the Board of Regents, ~~January 30, 2015~~ <Date TBD> **DRAFT #3**

### Board of Regents Debt Management Policy

#### Table of Contents

#### 1.0 Purpose and Policy

#### 2.0 Debt Subject to Policy

#### 3.0 Governing Principles

#### 4.0 Debt Issuance Principles

#### 5.0 Refinancing and Refunding Principles

#### 6.0 Responsibilities

#### 7.0 General Reporting Requirements

#### 1.0 Purpose and Policy

In accordance with the provisions of RCW 28B.10.022, 28B.10.300-330, 28B.30.700-780, 28B.140 and 39.94, the Board of Regents (the "Regents") of Washington State University (the "University") has the power and authority to enter into financing contracts secured by the revenues it controls, and not subject to state appropriation, or to borrow money to acquire, construct, and/or equip dormitories, hospitals, clinics, dining halls, facilities for student activities, facilities housing services for students, parking facilities, research facilities, and any buildings or facilities authorized by the legislature. Operating or capital leases are not considered financing contracts for the purposes of this policy.

This policy states the principles that ~~will~~ govern the use of debt instruments to finance University capital and infrastructure projects and assigns responsibilities for the implementation and management of the University's debt.

#### 2.0 Debt Subject to Policy

Debt, as the term pertains to this policy, means University obligations for the repayment of borrowed money incurred to fund the construction or acquisition of capital assets, infrastructure and any other University purpose approved by the Regents. This includes, but is not limited to, University general revenue bonds, revenue bonds for various auxiliaries, and any public-private project that would impact the University's credit. It does not include state general obligation bonds or state certificates of participation benefitting the University, ~~whether or not~~ except when such obligations are reimbursable by the University.

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## Washington State University Board of Regents Policy Manual

Board of Regents Policy #5  
Revision Approved by the Board of Regents, ~~January 30, 2015~~ <Date TBD> **DRAFT #3**

### Board of Regents Debt Management Policy

#### 3.0 Governing Principles

- No debt ~~will be is~~ issued without prior approval of the Regents, except that the Regents have delegated authority to the University President or designee to issue refunding bonds when the threshold provisions in Section 5.0 of this policy are met. (See Board of Regents Policy on Delegation of Authority, Appendix 6).
- The University ~~will comply~~ complies with all applicable laws, regulations, and bond covenants.
- Debt is a limited resource that ~~will be is~~ used to fund only capital projects that are consistent with the University's mission and strategic priorities, and its capital plan(s).
- The maturity and term of debt repayment ~~will be is~~ determined on the basis of expected availability of resources; other ~~long term~~ goals and obligations of the borrowing unit and the University; useful life of the assets being financed; and market conditions at the time of financing.
- The University ~~will establish~~ es an internal compliance plan and ~~will engage~~ s in regular debt monitoring under that plan, to ensure compliance with this policy, bond resolutions, and other requirements.
- The University ~~will perform~~ s sensitivity analysis to evaluate varying cost and revenue drivers and discuss such analysis at the time of requesting additional debt and/or annual debt reporting to the Board of Regents. Such drivers ~~will include~~, but are not limited to, enrollment deviations, tuition and fee variations, state and federal appropriation changes, sponsored research anomalies all as compared to current year budget, while reflecting varying market assumptions.
- The University's overall debt status and outlook ~~will be is~~ reported to the Regents, at least annually, consistent with the requirements herein.

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#### 4.0 Debt Issuance Principles

- In general, new debt ~~will be is~~ secured by the general revenues of the University; but the University may secure debt by a specified revenue stream when legally and financially feasible for a specific project or purpose.
- For each project to be financed, the University ~~will identify~~ identifies a source of repayment, sufficient in security and amount to support debt service over the life of the financing, as well as operating costs.
- The University ~~will seek~~ s to maintain national credit ratings for general revenue bonds in the Aa/AA range and ~~will employ~~ s financial ratios consistent with major credit rating agency criteria to confirm that it is operating within parameters that ~~will support~~ the desired credit rating.

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## Washington State University Board of Regents Policy Manual

Board of Regents Policy #5  
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### Board of Regents Debt Management Policy

#### 4.0 Debt Issuance Principles (cont.)

- The University ~~will~~ seeks to maintain a debt burden ratio below 7.5%, where debt burden is defined as the total annual debt service payment as a % of total operating costs.
- Financings ~~will be~~ are coordinated, to the extent practical, to minimize the fixed costs of debt issuance.
- In general, fixed rate debt ~~will be~~ is utilized, but the University may incur debt bearing interest at variable rates when appropriate for a particular financing plan, and taking into account bond market conditions, the University's liquidity position, and risks associated with variable rate debt (including interest rate risk, remarketing risk, and liquidity renewal risk).
- The University will not enter into any derivative transactions without first adopting a derivatives policy.

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#### 5.0 Refinancing and Refunding Principles

Refinancing of obligations may be considered:

- If it relieves the University of covenants, payment obligations, constraints, or reserve requirements that limit flexibility;
- To consolidate debt into a general revenue pledge and/or reduce the cost and administrative burden of managing many small outstanding obligations, after demonstration of the proposed benefits; or
- If the net present value ("NPV") savings to the University exceeds minimum ~~thresholds~~ thresholds, when measured as a percentage of the par amount of debt to be refinanced, and the refinancing supports the strategic need of the University.

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##### Refunding Thresholds

- If the refunding is being done for debt service savings, ~~C~~current refunding (i.e. refunding completed up to 90 days prior to the first call date to final maturity for the ~~bonds~~ obligations) may be considered when NPV savings are expected to meet the following thresholds: 1% for one to five years. 3% for more than five years.

Years Between Call Date	Present Value Standard
1-2	1%
3-4	2%
5-6	3%
7+	4%

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## Washington State University Board of Regents Policy Manual

Board of Regents Policy #5  
Revision Approved by the Board of Regents, ~~January 30, 2015~~ <Date TBD> **DRAFT #3**

### Board of Regents Debt Management Policy

#### **5.0 Refinancing and Refunding Principles (cont.)**

##### Refunding Thresholds (cont.)

- If the refunding is being done for debt service savings, Advance refunding (i.e. refinancing completed more than 90 days prior to the first call date for the ~~bonds~~ obligations) may be considered when NPV savings are expected to meet the following thresholds: 3% for one to five years, 5% for over five years.

<u>Years Between Call Date and Final Maturity Date</u>	<u>Present Value Standard</u>
<u>1-2</u>	<u>1%</u>
<u>3-4</u>	<u>2%</u>
<u>5-6</u>	<u>3%</u>
<u>7-8</u>	<u>4%</u>
<u>9+</u>	<u>5%</u>

The Board of Regents has delegated authority to the President or designee to issue refunding obligations when the refunding threshold provisions above are met or exceeded. See Board of Regents Policy on Delegation of Authority (BOR2), Appendix 6. The Executive Vice President for Finance and Administration is the President's designee for purposes of this delegation.

#### **6.0 Responsibilities**

The Board of Regents is responsible for:

- Reviewing and approving any capital project to be considered for financing,
- Reviewing and authorizing each individual debt financing transaction, except for the issuance of refunding obligations as stated in Section 5.0, and
- Approving this policy and any changes to this policy.

The Executive Vice President ~~of~~for Finance and Administration is responsible for:

- Implementing this policy,
- Establishing an internal compliance plan for all debt management and issuance,
- Retaining expert advisors as needed to assist with the issuance and administration of debt.

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## Washington State University Board of Regents Policy Manual

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Board of Regents Policy #5  
Revision Approved by the Board of Regents, ~~January 30, 2015~~ <Date TBD> **DRAFT #3**

### Board of Regents Debt Management Policy

#### **6.0** Responsibilities

The Executive Vice President ~~of~~ Finance and Administration is responsible for (cont.):

- Analyzing and presenting recommendations to the President and the Regents in connection with each proposed debt financing transaction, including:
  - Identification of source of repayment for each project, together with pro forma financial statements and assumptions relating thereto, and
  - Internal coverage requirements for each project and/or auxiliary providing repayment;
- Issuing refunding obligations as set forth in Section 5.0.
- Overseeing management of daily activities relating to debt and debt issuance, including coordination with legal and financial advisors to prepare and review the documents necessary for bond issuance and rating agency communication;
- Ensuring the University fulfills its continuing disclosure obligations, monitors compliance with bond covenants and IRS regulations, and invests unspent bond funds prudently; and
- Fulfilling the reporting requirements of this policy.

If at any time the Executive Vice President for Finance and Administration becomes aware of and substantiates concerns about project revenue streams or ability of a project or auxiliary to meet debt service or coverage requirements on outstanding or proposed debt, and/or the ability of the University to meet internal compliance targets or service outstanding or proposed debt, ~~he or she shall~~ they must report such concerns at the next meeting of the Board of Regents, and ~~shall~~ must periodically report thereafter until the concerns have been fully addressed and resolved.

#### **7.0** General Reporting Requirements

At least annually, the Executive Vice President for Finance and Administration ~~will~~ provides a report to the Regents detailing:

- All outstanding debt (by series and auxiliary, where applicable),
- The amount of outstanding principal, interest rates, maturity dates, debt-service requirements, and changes in outstanding debt since the previous year's report;
- Key covenants and ratios as selected by the Executive Vice President for Finance and Administration or requested by the Board, such as: identified in the University's internal compliance plan, to include, at a minimum:

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## Washington State University Board of Regents Policy Manual

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Board of Regents Policy #5  
Revision Approved by the Board of Regents, ~~January 30, 2015~~ <Date TBD> **DRAFT #3**

### Board of Regents Debt Management Policy

- Ratio of cash and investments to debt; ~~unrestricted net assets to debt (University wide)~~;
- Ratio of debt service to operating expenses (University-wide);
- Debt service coverage (University-wide and by auxiliary);
- Comparative ratios (same as above) showing University comparison to the rating category medians and to peer institutions with the same or similar ratings;
- For any variable rate debt, the status and remaining term of any letter of credit or similar liquidity source;
- For any derivatives, an overview of terms and the "mark-to-market" value;
- Any known or anticipated new debt issuance; and
- Any restructuring or refinancing opportunities, including any completed refundings and related cost savings, if applicable.

**ACTION ITEM #8**  
Workday Contract Renewal  
(Leslie Brunelli/Matt Skinner)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Workday Contract Renewal

PROPOSED: That the Board of Regents authorize the renewal of WSU's contract with Workday and delegate authority to the President or designee to execute the contract for a term of up to 10 years, with total cost of \$22.3 million, plus any incremental annual costs resulting from an increase in the number of WSU employees, if applicable

SUBMITTED BY: Leslie Brunelli, Executive Vice President, Finance & Administration/CFO

SUPPORTING  
INFORMATION:

**Background**

With the launch of Workday on January 1, 2021, the Modernization Initiative established a strong and flexible foundation to support the complex and ever-changing Finance, Payroll and HR business needs of the institution. Since that time, WSU has stabilized the Workday system and is actively optimizing processes and building a culture of continuous process improvement to meet University needs system wide.

**Please see the attached written report for an overview of some of the most impactful improvements achieved through the Modernization Initiative to date.**

**Proposed Contract Renewal Details**

The initial Workday contract term was 5 years and expires in July 2024. The current contract also includes an optional second 5-year term with an annual cost inflation escalator percentage of 1 plus the consumer price index, not to exceed 3% per year.

WSU has negotiated a third 5-year term, with an annual cost escalator of 4% per year for years 6, 7, and 8, and 5% for years 9 and 10.

It is proposed that WSU execute the 10-year contract extension (second and third contract terms). The cumulative cost over 10 years is

\$22.3 million, plus any additional annual costs due to an increase in the number of WSU employees, if applicable. The annual cost of the contract will continue to be funded by a mix of central support and a user-based fee.

ATTACHMENT: Written Report to Board of Regents: Modernization Improvements

**BOARD OF REGENTS**  
Workday Contract Renewal

**Resolution #270419-710**

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

WHEREAS, the Board, by virtue of RCW 28B.10.528, has the authority to delegate by resolution to the President or designee any of the powers and duties vested in or imposed upon the Board by law; and

WHEREAS, the Board has delegated broad authority to the President or designee to act in matters relating to the general business and financial affairs of WSU.

NOW, THEREFORE, IT IS RESOLVED that the Board of Regents authorizes the renewal of the Workday contract as proposed and delegates authority to the President or designee to execute the 10-year Workday contract extension, with total cost of \$22.3 million, plus any incremental annual costs due to an increase in the number of WSU employees, if applicable.

Signed the 19th day of April, 2024.

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Chair, Board of Regents

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Secretary, Board of Regents

# Written Report to Board of Regents

## Modernization Improvements

(Leslie Brunelli/Matt Skinner)

April 19, 2024

### MODERNIZATION IMPROVEMENTS

With the launch of Workday on January 1, 2021, the Modernization Initiative established a strong and flexible foundation to support the complex and ever-changing Finance, Payroll and HR business needs of the institution.

The transition from WSU's legacy system to Workday, while not without challenges, has provided WSU with the tools needed to re-envision age old processes and procedures to improve our ways of working, create efficiencies, and move towards a continual process improvement mindset which drives improvements into the future.

Included below is a summary of some of the most impactful improvements achieved through the Modernization Initiative to date.

1. **Enhanced Operational Continuity:** The adoption of Workday has mitigated the risk of system failure associated with WSU's 40-year-old mainframe system. By embracing a modern, cloud-based platform supporting HR, Payroll, and Finance functions, WSU has adopted modern, scalable and standardized processes across the university system.
2. **Improved Timekeeping and Tax Compliance:** The transition has eliminated the cumbersome manual processes related to paper timecards submission and entry, reducing processing times and enhancing accuracy. WSU has reallocated time savings in payroll services to provide first ever multi-state tax withholding services for WSU employees living in 37 of 50 states.
3. **Effort Certification Reinvented:** WSU's effort certification process has undergone a remarkable transformation through Workday. The transition to web-based certifications has significantly reduced processing times and improved accuracy, bolstering grant management effectiveness and regulatory compliance. Previously, faculty performed effort certification 4 times a year. The processes flooded campuses with over 11,000 paper forms and took 139 days to complete. Today, effort certification occurs 3 times a year, taking an average of 25 days to complete. WSU's recent independent audit validates the effectiveness of the updated certification procedures.
4. **Facilitating Budget Allocation:** The deployment of Workday Adaptive Planning is a key component of improving financial management and budget activities. The move away from traditional spreadsheet methods has enhanced visibility and efficiency in resource allocation and brought all units into a common tool.
5. **Accelerating Grant Account Setup:** WSU has substantially reduced the time required to establish spendable grant accounts, facilitating quicker project initiation and research commencement. Previously, faculty waited an average of 33 business days for a spendable grant account to be created for a new award. Today, through seamless integration and process

optimization and a small investment in additional grant accountants, new grant accounts are created in 10 business days.

6. **Empowering Employee Self-Service:** New web-based self-service capabilities have empowered WSU employees to take care of important employment actions online, eliminating the need for cumbersome paperwork. From tax and benefit elections to leave requests, employees now have streamlined access to perform essential tasks.
7. **Streamlined Salary Costing:** With the implementation of new business processes and Workday, WSU has streamlined salary expense processing, enabling quicker budget and grant management decisions. Previously reliant on paper-based workflows, the legacy system often necessitated 2 to 6 weeks for approvals and system posting. With Workday, over 33,000 salary expense transactions were processed last year, boasting an average turnaround time of just 1.98 days from initiation to posting. This efficiency helps ensure budgets and grants are managed promptly and accurately.
8. **Industry Leading Grant Forecasting:** WSU has pioneered the development of a groundbreaking grant forecasting tool within Workday Adaptive Planning, enabling comprehensive planning and resource allocation across grant activities. This tool empowers grant administrators and faculty to forecast activities across multiple years to help plan funds over the life of the grant. Within two months of launch, over a third of grant administrators were trained and utilizing the solution.
9. **Leading the Way in Higher Education Workday Best Practices:** WSU's expertise in Workday utilization and business process optimization is positioning it as a leader of best practices in the higher education landscape. Recently, Harvard teams reached out to WSU seeking insights into our innovative use of Workday, streamlined processes, and realigned service delivery teams for research administration support. Their commendation, that WSU is quickly becoming viewed a leader in the Workday grants and post award space, and their desire to learn how WSU is making all this work, is a welcome acknowledgment of WSU's progress in improving post-award grants management. Presently, WSU actively contributes to shaping the future of Workday development in higher education, serving on Workday's Global Higher Education Leadership Team and serving as a go-to source of best practices for other universities.
10. **Cultivating a Culture of Continuous Improvement:** The Modernization Initiative is not merely about technological transformation but also about fostering a culture of collaboration and innovation. The Modernization Team is actively engaging with the university community to address challenges and co-create solutions, laying the groundwork for sustained and continuous improvement. **Recent process improvements include:**
  - Replaced paper-based employee performance evaluation processes for staff, moving them to Workday.
  - Deployed new salary cap detection tools for Grants that help ensure allowable salary levels on grants, and avoid costly fines and penalties incurred pre-Workday.
  - Created a one stop shop grant budget tracking, with first ever information available on invoices sent, payment of invoices, cash collected, etc.
  - Continued efforts to build a strong foundation for the future of financial and budget performance analysis and reporting, including completion of the annual financial statements 40% faster than prior years, and with improved accuracy.



These recent improvements provide a glimpse of the future impact that will come from fostering a culture of process improvement.

## ACTION ITEM #9

### Approval of State Capital Budget Request FY2025-2027 (Leslie Brunelli/Olivia Yang/Glynda Becker-Fenter)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Approval of State Capital Budget Request FY2025-2027

PROPOSED: That the Board of Regents approve the state capital budget request for FY2025-2027 and delegate authority to the President or designee to approve any adjustments that may be needed before submission to the Office of Financial Management

SUBMITTED BY: Leslie Brunelli, Executive Vice President, Finance & Administration/CFO

#### BACKGROUND INFORMATION:

The FY2025-2027 state capital budget request was developed within the overall context of identifying and prioritizing projects that balance continued stewardship and renewal of existing facilities and infrastructure within a framework for responsible growth. The FY2025-2027 request can be viewed in the context of the broader ten-year plan included as Attachment A.

Detailed information regarding the process can be found at <https://facilities.wsu.edu/facilities-services-capital/state-capital-budget/>. Reference Attachment B for the 2025-2027 Call for Needs memorandum.

The FY2025-2027 request includes three groupings of projects:

- **Minor Works:** A group of projects (under \$2 million) for building preservation and renewal (MCR) and for program renewal (MCI). We are requesting \$40M in minor capital building renewal (MCR) to address system-wide facilities and infrastructure renewal and replacement. We are also requesting \$20M in program renewal (MCI) to provide systemwide facilities support to teaching, research and outreach programs.
- **Sustained Investment:** A series of related projects which span several biennia to create surge space and eventual demolition and renovation of less than optimal buildings. Examples of sustained investment in this request include:

- Integrated Science design and demolition of Heald Hall: This is the third of a four biennia effort to provide surge space for teaching and research needed to vacate Heald Hall, an aging science facility.
- Spokane Team Health: This is the second biennia request to construct a new Team Health facility and address campus consolidation and development.
- Standalone: These are projects that can be either thematic (*i.e.*, system-wide pedagogical or research initiatives) or scoped to meet program and/or deferred maintenance needs. Standalone projects may have the potential to enable future phases but are not critical to future phases. Examples include:
  - Systemwide investments in wireless capability
  - Systemwide investments in technological enhancement of pedagogy across the system
  - Renovation of underutilized space in WSU Tri-Cities' Floyd Building
  - Investments in utility infrastructure on the WSU Vancouver campus
  - Investment in New WADDL lab at the Puyallup extension center
  - Investment in plant growth facility at the Wenatchee extension center
  - Funding to continue efforts towards Clean Building Performance Standard and Climate Commitment Act compliance
  - Funding for two predesigns, one to continue investments in VCEA and one to define scope of a modern dairy

ATTACHMENTS:      Attachment A – 2025-2027 Capital Budget – 10 Year Plan  
                              Attachment B – 2025-2027 Call for Needs Memorandum

**BOARD OF REGENTS**  
State Capital Budget Request FY2025-2027

**Resolution #240419-711**

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

WHEREAS, the Board, by virtue of RCW 28B.10.528, has the authority to delegate by resolution to the President or designee any of the powers and duties vested in or imposed upon the Board by law; and

WHEREAS, the Board has delegated broad authority to the President or designee to act in matters relating to the general business and financial affairs of WSU.

NOW, THEREFORE, IT IS RESOLVED that the Board approves the fiscal year 2025-2027 state capital budget request as proposed and delegates authority to the President or designee to submit the request to the Office of Financial Management and make any adjustments needed prior to submission.

Signed the 19th day of April, 2024.

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_  
Secretary, Board of Regents

WASHINGTON STATE UNIVERSITY									
2025-27 State Capital Budget Funding Request and Associated 10 Year Plan									
2025-27				Next	10 Yr Plan				
Priority	Project	Class	Stage	2025-27	2027-29	2029-31	2031-33	2033-35	
1	Minor Capital Preservation (MCR)	Preservation	pool	\$ 40,000,000	\$ 40,000,000	\$ 40,000,000	\$ 40,000,000	\$ 40,000,000	\$ 40,000,000
2	Minor Capital Program (MCI & Omnibus Equip.)	Program	pool	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000
3	New Integrated Sciences Building (includes Heald Demo) - Pullman	Program	D/C	\$ 25,000,000	\$ 50,000,000	\$ -	\$ -	\$ -	\$ -
4	New Team-Health Education Building (includes \$10M demo/Ignite) - Spokane	Program	C	\$ 58,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
5	General University Classrooms - System-Wide	Preservation	D/C	\$ 3,500,000	\$ -	\$ 5,000,000	\$ -	\$ -	\$ 5,000,000
6	Wireless Enhancement - System-Wide	Preservation	D/C	\$ 3,500,000	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -
7	East Building Lab Renovations - Tri-Cities	Preservation	D/C	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
8	Central Chiller Plant Upgrade - Vancouver	Preservation	D/C	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
9	WADDL Facility Replacement - Puyallup	Program	D	\$ 3,000,000	\$ 20,000,000	\$ -	\$ -	\$ -	\$ -
10	TFREC Plant Growth Facility - Wenatchee	Program	D/C	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
11	VCEA Phase II Study - Pullman	Program	PD	\$ 500,000	\$ 15,000,000	\$ 50,000,000	\$ -	\$ -	\$ -
12	New Dairy Study - Pullman	Program	PD	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
13	Clean Buildings Performance Standard Energy Efficiency Improvements - CBPS	Preservation	D/C	\$ 5,000,000	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000
<b>2025-27 State Capital Budget Request</b>				<b>\$ 175,000,000</b>					
14	McCoy Renovation	Program		\$ -	\$ 500,000	\$ 5,000,000	\$ 37,000,000	\$ -	\$ -
15	Fulmer Complex Renovations	Preservation		\$ -	\$ -	\$ 10,000,000	\$ 15,000,000	\$ 60,000,000	\$ -
16	System-wide Building Systems	Preservation		\$ -	\$ -	\$ 10,000,000	\$ -	\$ -	\$ -
17	New VCEA Engineering Lab Facility	Program		\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ -
18	Biomedical and Health Sc Building Ph II (Spokane)	Program		\$ -	\$ 5,000,000	\$ 5,000,000	\$ 40,000,000	\$ -	\$ -
19	Pullman Student Success	Preservation		\$ -	\$ -	\$ 10,000,000	\$ -	\$ -	\$ -
20	Wegner Hall Renovation	Preservation		\$ -	\$ -	\$ -	\$ 3,000,000	\$ 25,000,000	\$ -
21	Murrow Hall Renovation	Preservation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Project Sub Total</b>				<b>\$ 175,000,000</b>	<b>\$ 175,500,000</b>	<b>\$ 175,000,000</b>	<b>\$ 175,000,000</b>	<b>\$ 175,000,000</b>	<b>\$ 175,000,000</b>
Operating Cost for 50% of Everett Building M&O (Assumes Permanent)				\$ 792,000	\$ 792,000	\$ 792,000	\$ 792,000	\$ 792,000	\$ 792,000
22	Preventive Maintenance Budget to Capital (Assumes Permanent)			\$ 10,115,000	\$ 10,115,000	\$ 10,115,000	\$ 10,115,000	\$ 10,115,000	\$ 10,115,000
Target Reappropriation				\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
				<b>\$ 190,907,000</b>	<b>\$ 191,407,000</b>	<b>\$ 190,907,000</b>	<b>\$ 190,907,000</b>	<b>\$ 190,907,000</b>	<b>\$ 190,907,000</b>

**Additional Notes:**

3. New Integrated Sciences Building (includes Heald Demo) - Pullman	
2025-27	Design (new facility), Heald Demolition and site prep
2027-29	Construction (new facility)

9. WADDL Facility Replacement - Puyallup	
2025-27	Design
2027-29	Construction (including demo of existing facility)

11. VCEA Phase II Study - Pullman	
2025-27	Pre-design and planning
2027-29	Design and enabling project necessary to empty Dana (e.g., Thermal Fluids)
2029-31	Construction (Dana renovation)

14. McCoy Renovation	
2027-29	Pre-design
2029-31	Design (McCoy renovation)
2031-33	Construction (McCoy renovation)

15. Fulmer Complex Renovations	
2029-31	Design and construction (Fulmer Synthesis renovation)
2031-33	Construction (Fulmer Syn renovation) / Design (Fulmer renovation)
2033-35	Construction (Fulmer renovation)

17. New VCEA Engineering Lab Facility	
2031-33	Design (new facility)
2033-35	Construction (new facility)

18. Biomedical and Health Sc Building Ph II (Spokane)	
2027-29	Demo and prep site
2029-31	Design
2031-33	Construction

20. Wegner Hall Renovation	
2031-33	Design (Wegner renovation)
2033-35	Construction (Wegner renovation)



## MEMORANDUM

TO: Vice Presidents, Chancellors and Deans

FROM: Elizabeth S. Chilton, Provost & Executive Vice President *E. Chilton*  
Leslie Brunelli, Executive Vice President for Finance & Administration/CFO *Leslie Brunelli*

DATE: Tuesday, October 17, 2023

SUBJECT: State Capital Budget Request 2025-27 Call for Needs

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In support of the system-wide call for capital needs, we are issuing this memorandum to provide the schedule for, and updates to the process for submitting state capital needs requests.

### Structure of State Capital Budget request

The structure of the state capital budget request includes the following:

a. Major projects

Major projects may include predesign in one biennium, design in another biennium and construction in a third biennium. Major projects include requests that exceed \$10 million, and may include matching funds from private sources, if committed up front.

b. Stand-alone projects

Stand-alone projects are state requests between \$2 million and \$10 million, which, if approved, are appropriated for design and construction funding in one biennium. These do not typically require pre-design.

c. Minor Works Preservation (MCR) and Minor Capital Program (MCI/Omnibus)

Minor Works are for projects valued between \$25,000 and \$2,000,000.

The following are **not** eligible for minor works funding:

- a. A phase of a larger project or to supplement projects with funding shortfalls which have received a separate appropriation
- b. Planning, design and studies unless they lead directly to and support a project on the minor works list
- c. Moveable, temporary and traditionally funded operating equipment
- d. Software not dedicated to control of a specialized system
- e. Land or facility acquisition
- f. Rolling stock (e.g., motorized vehicles)
- g. Computers
- h. Moving expenses



### Timeline and submission process

To support the Board of Regents and State of Washington submission to the Office of Financial Management, the following timeline is necessary:

- **October 16, 2023 through December 31, 2023 - Call for Needs**  
Areas are invited to submit your application for **needs estimated to exceed \$2M** via Qualtrics [https://wsu.co1.qualtrics.com/jfe/form/SV\\_oweRhRjBomzVknY](https://wsu.co1.qualtrics.com/jfe/form/SV_oweRhRjBomzVknY). Note Omnibus equipment and minor capital improvement needs should be submitted later in the timeline, via a separate call for needs (see below).
- **November 15 – December 31, 2023 - Call for Needs for MCI/Omnibus**  
A link will be sent to you containing a Qualtrics form for submitting MCI/Omnibus requests on November 15th.
- **Jan 1 – February 2024 - Development of the 2025-27 State Capital Budget Request**  
In consultation with the unit submitting and the campus Chancellors, Facilities Services will review and prioritize submitted needs and associated infrastructure support based on known building concerns, maintenance records, system lifecycle, impact to other facilities and alignment with system priorities.
- **March 1, 2024 - Budget Briefing and Approval**  
Facilities Services leadership and EVP for Finance & Administration present proposed 2025-27 Capital Budget Request to Provost and President.
- **May 3, 2024 - Proposed Budget for Projects listed in Capital Proposal to Board of Regents for Future Action**
- **May 2024 - August 2024 – Formal State Capital Budget Preparation**  
Facilities Services documents state capital budget request and submits through state's portal.
- **September 2024 – Capital Budget Request due to OFM**
- **December 2024 - Governor's Budget**
- **January – May 2025 - Legislative Session**
- **May 2025 - Approved / Funded Projects to Board of Regents for Action Approval**
- **May – June 2025 - Notification of Funding**
- **July 2025 - Funding Available**

A Word version of the Qualtrics survey is available on the Facilities Liaisons Team site, for those that prefer filling it out first, or as a way to have others assist in the gathering of needs and information.

More information, including the Project Scoring Criteria is available at <https://facilities.wsu.edu/2021/01/11/capital-budget-planning-process/>

## ACTION ITEM #10

### Proposed Revisions to WAC 504-50 (Small Works Roster) (Leslie Brunelli/Olivia Yang)

April 19, 2024

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed Revisions to WAC 504-50 (Small Works Roster)

PROPOSED: That the Board of Regents approve revisions to WAC 504-50, implementing updated provisions of RCW 39.04.151 regarding the small works roster

SUBMITTED BY: Leslie Brunelli, Executive Vice President, Finance & Administration/CFO

#### SUPPORTING

INFORMATION: In 2022, the State of Washington Capital Projects Review Board (CPARB) submitted a Business Equity/Diverse Business Inclusion (BE/DBI) report to the Legislature. In 2023, two CPARB committees worked on the first phase of implementing the recommendations in the report. One group worked on the state certification of small businesses by the Office of Minority and Women's Business Enterprises (OMWBE), and another group worked on revisions to [RCW 39.04.151](#) (Small works roster). WSU staff has active leadership roles in both committees.

In 2023, the legislature passed [SB5268](#) authorizing OMWBE to create criteria for state certification of small businesses and amending requirements for use of a small works roster for construction. The proposed WAC revisions incorporate these changes, including (1) increasing the dollar threshold for using the small works roster, and (2) establishing procedures to implement the creation and administration of the WSU roster.

A public hearing on the proposed changes occurred on March 12, 2024, and no comments were received.

ATTACHMENT: WAC 504-50 – Proposed Redline



**WAC 504-50-010 Purpose and authority.** This chapter of the Washington Administrative Code is adopted pursuant to RCW ((~~39.04.155~~)) 39.04.151, authorizing Washington State University to utilize a statewide small works roster in accordance with RCW 37.04.151(1)-(2) or to adopt procedures to ((award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property in lieu of other procedures for such work with an estimated cost of three hundred thousand dollars (\$300,000) or less. The University, in establishing a small works roster, shall use the procedures set forth in this chapter.)) establish one or more small works rosters for different specialties, categories of anticipated work, or geographic areas served by contractors on the roster that have registered for inclusion on that particular roster. [Statutory Authority: RCW 28B.30.150. WSR 09-19-071, § 504-50-010, filed 9/15/09, effective 10/16/09. Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-010, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-020 Project construction cost.** Whenever the estimated cost of any construction(~~((... or improvement of real property))~~) does not exceed three hundred fifty thousand dollars (~~(((\$300,000))~~) \$350,000), the University is authorized to use the statewide small works roster, or a WSU established small works roster in lieu of public advertisement for bids. In the event that the legislature further increases the small works roster limit, the University is authorized to use the small works roster for any projects up to the legislatively authorized limit. No project shall be broken into units or phases for the purpose of avoiding the maximum dollar amount of a contract that may be met using the small works roster. [Statutory Authority: RCW 28B.30.150. WSR 09-19-071, § 504-50-020, filed 9/15/09, effective 10/16/09. Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-020, filed 6/20/01, effective 7/21/01.]

~~((**WAC 504-50-030 Creation of small works roster or rosters.** The University may create a single general small works roster, or it may create a small works roster for different specialties or categories of anticipated work. The rosters may make distinctions between contractors based upon different geographic areas served by the contractors.))~~ [Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-030, filed 6/20/01, effective 7/21/01.]

NEW SECTION

**WAC 504-50-032 Procedures for use.** Procedures must be established for securing telephone, written, or electronic quotations from contractors on the appropriate statewide or WSU established small works rosters to assure that a competitive price is established and to award contracts to the lowest responsible bidder. Detailed plans and specifications are not required as part of the bid invitation. Bids may be solicited from all appropriate contractors on the statewide or WSU established rosters, or, alternatively, if the estimated cost of the work is less than one hundred fifty thousand dollars (\$150,000), the University may direct contract with small businesses as defined by RCW 39.04.010. In the event that the legislature further increases the small business limit, the University is authorized to use small businesses for any projects up to the legislatively authorized limit. Procedures must be established for rotation, notification, and annual publication of small works contracts awarded and contractors contacted for direct negotiation pursuant to RCW 39.04.200.

~~((WAC 504-50-040 Notice of small works rosters and solicitation of contractors. At least once per year, the University shall publish, in a newspaper of general circulation within the counties where small works are expected to be performed, a notice of the existence of any rosters, and shall solicit the names of contractors for such roster or rosters.))~~  
[Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-040, filed 6/20/01, effective 7/21/01.]

NEW SECTION

**WAC 504-50-042 Administration.** The associate vice president for facilities services, on behalf of the board of regents, is authorized to establish procedures for university use of the statewide and WSU established small works rosters.

~~((WAC 504-50-050 Contractors application form information required. In response to the notifications above, or at any time, contractors desiring to be included on a small works roster established by Washington State University, may submit a completed application in a format prescribed by the director, department of facilities operations. Copies of the form may be obtained from the department of facilities operations and will contain the following information:~~

- ~~(1) Name of contracting firm, including designation as corporation, partnership, sole proprietorship, or otherwise;~~
- ~~(2) Address of contracting firm;~~

Office of Policies, Records, and Forms

- ~~(3) Telephone number;~~
- ~~(4) Fax number;~~
- ~~(5) Email address;~~
- ~~(6) State contractor's license number;~~
- ~~(7) Name of the owner or chief operating officer;~~
- ~~(8) State of Washington department of revenue tax number;~~
- ~~(9) Indication of type of construction firm by categories enumerated on the form;~~
- ~~(10) An indication of those counties, enumerated on the form, in which the contractor is interested in being considered for projects;~~
- ~~(11) Indication of whether contractor is certified as a minority or women's business enterprise pursuant to chapter 326-20 WAC;~~
- ~~(12) Three references of satisfactorily completed contracts of a value of not less than twenty-five thousand dollars within the past two years.~~

~~Upon receipt of the application, the University shall evaluate the qualifications of the firm for inclusion on the small works roster, enter the information set forth therein into its small works roster, and send a copy of the information which is entered to the applicant contractor. Contractors should not consider themselves to be enrolled in a small works roster until they have received this verification.~~

~~It is the responsibility of the contractor to notify the agency of any incorrect information set forth on the notice of verification and to notify the agency of any change in the information set forth in its application, as such changes may occur from time to time.)~~

[Statutory Authority: RCW 28B.30.150. WSR 09-19-071, § 504-50-050, filed 9/15/09, effective 10/16/09. Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-050, filed 6/20/01, effective 7/21/01.]

~~((**WAC 504-50-060 Qualification requirements.** To qualify for placement on the Washington State University small works roster, contractors must demonstrate the following in experience and qualifications:~~

- ~~(1) Be a licensed contractor in the state of Washington;~~
- ~~(2) Have successfully completed at least three projects, each with a value of not less than twenty-five thousand dollars within the past two years;~~
- ~~(3) Have two years experience in the area of expertise for which listing is sought.)~~

[Statutory Authority: RCW 28B.30.150. WSR 09-19-071, § 504-50-060, filed 9/15/09, effective 10/16/09. Statutory Authority: RCW

Office of Policies, Records, and Forms

39.04.155. WSR 01-13-103, § 504-50-060, filed 6/20/01, effective 7/21/01.]

~~((WAC 504-50-070 Denial or removal of contractors from small works roster Reasons, notice, and hearing. A contractor may be denied placement on or, after such placement, may be removed from a small works roster for any of the following reasons:~~

- ~~(1) The information set forth in the contractor's application is not accurate;~~
- ~~(2) The contractor fails to notify the University of any changes in the information set forth in its original application for placement on the small works roster within thirty days of the effective date of such change;~~
- ~~(3) The contractor has failed to respond to five solicitations for bids on jobs offered through the small works roster;~~
- ~~(4) The contractor's past performance has demonstrated the firm not to be a responsible bidder as defined in RCW 39.04.350;~~
- ~~(5) The contractor fails to complete and return to the University any periodic update submitted by the University to determine the contractor's ongoing interest in maintaining its placement on the small works roster.~~
- ~~(6) Whenever the University believes that grounds exist for denying an application for placement on a small works roster, or removing the name of a contractor from a small works roster, notice of said grounds shall be given to the contractor by first class mail. If the contractor fails to object or request a hearing within twenty days after the mailing of said notice, then the denial or removal shall be made effective.))~~

[Statutory Authority: RCW 28B.30.150. WSR 09-19-071, § 504-50-070, filed 9/15/09, effective 10/16/09. Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-070, filed 6/20/01, effective 7/21/01.]

~~((WAC 504-50-080 Procedures for use. When using a Small Works Roster, the University shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.350, as follows:~~

- ~~(1) A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the~~

~~invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. In those cases where there are fewer than five contractors on the appropriate small works roster, quotations will be invited from all contractors on the roster.~~

~~(2) If the estimated cost of the work is from one hundred fifty thousand dollars to three hundred thousand dollars, the University may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The University has the sole option of determining whether this notice to the remaining contractors is made by:~~

- ~~(a) Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;~~
- ~~(b) Mailing a notice to these contractors; or~~
- ~~(c) Sending a notice to these contractors by facsimile or other electronic means.~~

~~(3) For purposes of this resolution, "equitably distribute" means that the University may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the University representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.~~

~~(4) A written record shall be made by the University representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.~~

~~(5) The University shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the University may call for new bids.)~~

[Statutory Authority: RCW 28B.30.150. WSR 09-19-071, § 504-50-080, filed 9/15/09, effective 10/16/09. Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-080, filed 6/20/01, effective 7/21/01.]