

**Western Oregon University Board of Trustees:  
Finance & Administration Committee  
Meeting No. 9 – October 12, 2017**  
**Public Site: Werner University Center, Willamette Room**  
**9:00 AM – 1:00 PM**

**AGENDA**

**I. CALL-TO MEETING / ROLL CALL**

**II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS**

**III. CONSENT AGENDA**

- 1) Approval July 13, 2017 Meeting Minutes

**IV. DISCUSSION ITEMS:**

- 1) Investment Report – Penny Burgess
- 2) Campus Public Safety: Annual Security and Fire Safety “Clery” Report; 2017-18 Training Opportunities – Rebecca Chiles
- 3) Facilities Services: Capital Construction, Capital Repairs, and Deferred Maintenance – Michael Smith

**V. ACTION ITEM:**

- 1) FY2018 Q1 Management Report
- 2) FY2018 Initial Budget

**VI. UPDATES AND AROUND-THE-TABLE / BOARD MEETING PREP**

**VII. ADJOURNMENT**

**Western Oregon University Board of Trustees:  
Finance & Administration Committee  
Meeting No. 8 – July 13, 2017  
Public Site: Werner University Center, Calapooia Room  
12:00 – 4:00 PM**

**MINUTES**

**1) Call-to Meeting / Roll Call**

Chair Koontz called the meeting to order at 12:18 pm.

Committee members present: Jaime Arredondo (via teleconference), Marshall Guthrie, Ivan Hurtado, Cec Koontz (chair), Eric Yahnke (Vice President for Finance and Administration & CFO)

Others present: Reina Morgan (Assistant)

**2) Chair's Welcome / Announcements**

Cec welcomed everyone to the meeting and asked if there were any announcements to be made.

**3) Consent Agenda**

(a) Approval [April 14, 2017 FAC meeting minutes](#)

Marshall made a motion to approve the minutes as is. Jaime seconded the motion and all were in favor.

**4) Discussion Items:**

(a) [Capital construction update](#)

The Oregon Military Academy and Information Technology Center renovations were approved for 2017-2019. The new Student Health and Counseling Center is essentially complete and the Natural Science building renovation is moving along.

(b) FY2018 FAC Meeting Schedule

The committee discussed the difficulties that come with the timing of the meetings, mostly due to not being able to have official numbers/documents available in time for the docket deadline. The committee understands that this will always be the case and is comfortable seeing drafts/projections and then receiving an update with the official document at the next meeting. In order to have accurate financial information the meetings would need to take place a month later than the schedule that is currently set up and then we would miss the deadline for setting tuition rates. Since enrollment numbers are also finalized at a different time there really is no perfect set of dates to meet on. The committee felt that the numbers probably won't change enough from the draft to the final version that it would change how they respond to it.

VP Yahnke expressed a concern about publishing documents in draft form that people could possibly look at, not understand, and draw an incorrect conclusion from and then wonder why the numbers changed (once the final version replaces the draft). Yahnke also explained that at the time of the full board meeting, the actual numbers will be available. Should the actual numbers be presented there or the draft that the committee was shown? The committee agreed that the numbers the committee discusses and votes on should be what is taken to the full board.

VP Yahnke asked about the spending threshold of up to \$500,000 without board approval. He asked if the threshold should be raised so that a special board meeting does not need to be called for capital projects that could easily come over that. This threshold came from OUS and it doesn't get as much now due to inflation. The committee expressed that they would like to keep it at \$500,000 for the time being and a special meeting can be called if expenses over the threshold need to be approved sooner than the next scheduled board meeting.

The committee discussed whether or not committee meetings should continue to be two weeks prior to the full board meeting and decided to keep that schedule, but to schedule the meetings out for the year so everyone can anticipate when they will be happening and plan around them. Reina will propose meeting dates in a follow-up email.

Lastly, Yahnke asked if the committee would prefer to receive documents by the docket deadline or receive information closer to the meeting time that is more accurate. The committee voiced that they are okay with receiving it in less time so long as they still have some time to review the materials in advance of the meeting.

**5) Action Item:**

(a) FY2017 Q4 Management Report

VP Yahnke shared the details of the Q4 management report. We finished the quarter in the black and above the 15% fund balance threshold. There was a decrease in enrollment and an increase in rates. Labor expenses increased 5% and there were 46 vacancies that were initially budgeted. Thirty one of those positions were filled at some point during the year. The positions were vacant for an average of 67 business days, resulting in about \$1 million in savings. There were increases in heating and custodial costs due to snow closures that caused about \$30,000 in extra Physical Plant expenditures. Additionally there was \$100,000 in extra spending for the copier replacement program. We are now purchasing them for campus rather than leasing them and this will end up saving us about 56,000 a year plus per click savings.

The faculty leave bank is new this year. The new contract provides a payout that allows them to decide how much they want to carry in the bank for release time earned by providing by arrangement courses and overload. The entire bank is valued at \$500,000. Some will cash out and the rest will be in the form of leave.

Marshall made a motion to recommend the management report to the board for approval. Jaime seconded the motion and all were in favor.

(b) FY2018 University Budget

The public universities will be receiving \$69.5 million from the state, which is an increase from the Governor's recommended budget. Sports lottery funding was also reinstated.

We experienced a record number of graduates in the spring, but now we have the challenge of replacing those graduates. We will find out the state appropriation dollars around December and it will depend on the majors of those graduates. It will also be dependent on how many graduates the other universities had in comparison.

With the increased funding from the state we were able to set tuition rates at \$6 per credit less than what was originally proposed. We have the second lowest rate (with PSU and SOU). Our weighted

average increase with the promise rate puts us at less than 5% which is the lowest increase in the state.

VP Yahnke discussed the budget projection for the full biennium. The University Budget Committee reviewed \$3.5 million in budget reduction proposals and made recommendations to support 18 proposals, in the amount of \$3.1 million to reduce the deficit. The committee did not support any proposals that involved layoffs. Everything that is implemented will be reviewed and reconsidered after a year.

Our capital construction projects were approved and the Natural Science building renovation is underway. The team has found a way to complete the project without moving them out of the building. By doing the project in phases we will be able to save \$500 thousand by not having to renovate the old college of education building for swing space.

Ivan made a motion to recommend the budget for board approval. Marshall seconded the motion and all were in favor.

#### **6) Updates and Around-the-Table / Board meeting prep**

VP Yahnke provided some final updates to the committee. The campus master plan update will be launching in October. It will be a public process similar to the strategic plan. Hopefully this will lead into the capital construction funding requests that will start in the spring.

The committee reviewed the topics covered in the meeting and decided what items should be shared with the full board at the upcoming meeting.

#### **7) Adjournment**

The meeting was adjourned at 3:04 pm.

# Investment Report – Q4 FY17

Board of Trustees  
Finance and Administration Committee  
October 12, 2017



# Public University Fund Investment Returns

WOU Operating Assets Invested in the P.U.F.	Quarter Ended 06-30-17	Prior Fiscal YTD	Current Fiscal YTD	3 Year Avg	Market Value	Asset Allocation
<b>Oregon Short Term Fund</b>	0.3%	0.6%	1.1%	0.8%	\$ 17,515,986	36.8% <sup>1</sup>
<b>Benchmark 91 day T-Bill</b>	0.2%	0.2%	0.5%	0.2%		
<b>P.U.F. Core Bond Fund <sup>2</sup></b>	0.8%	N/A	N/A	N/A	\$ 30,022,273	63.2% <sup>1</sup>
<b>Blended Benchmark <sup>3</sup></b>	0.9%	N/A	-0.6%	2.7%		
<b>WOU Operating Assets Invested in the P.U.F.</b>	0.6%	2.5%	0.9%	1.6%	\$47,538,259	100.0%

<sup>1</sup> The Public University Fund (P.U.F.) policy guidelines define investment allocation targets based upon total participant dollars committed. Core balances in excess of liquidity requirements for the participants are available for investment in the Intermediate-Term Pool and the Long-Term Pool. Maximum core investment allocation are determined based upon anticipated average cash balances for all participants during the fiscal year.

<sup>2</sup> The P.U.F. Core Bond Fund was established on April 3, 2017, to incorporate policy updates and sector exposure restrictions. The securities held in the Oregon Intermediate-Term Pool and Long-Term Pool (excluding fossil-fuels) were transferred into the P.U.F. Core Bond Fund on April 3, 2017.

<sup>3</sup> Blended Benchmark Composition: 75% Bloomberg Barclay's Aggregate 3-5 Years Index, 25% Bloomberg Barclay's Aggregate 5-7 Years Index.

# **Report on Investments – as of June 30, 2017**

## **Market Background**

(Provided by Callan Associates, Oregon Investment Council consultant)

## **Macroeconomic Environment**

What will thwart the "Goldilocks" environment?

"Not too hot, not too cold, but just right." This Goldilocks sentiment, fueled by years of central bank accommodation and tepid economic growth has kept volatility at multi-decade lows, interest rates range-bound, and propelled domestic stock markets to new highs. Even persistent political drama and geopolitical headwinds have failed to create sufficient investor angst to unglue the markets. That said, it is safe to say that many investors are nervous and discovering "value" across market sectors is increasingly difficult. In the second calendar quarter, the Standard and Poor's (S. & P. 500) Index hit a record high, fueled by technology stocks, non-US equities outperformed domestic, and within bonds corporate credit and emerging markets debt posted the strongest returns as the "risk-on" theme continued unabated. The Treasury yield curve flattened, with short rates up and longer rates falling, but the broad bond market returned roughly 1.4 percent. The U.S. dollar weakened versus most currencies and, as in the first calendar quarter, commodities were the lone area to deliver a negative return as oil prices continued to fall on supply concerns. The quarter closed with an upbeat assessment of the euro zone's recovery from the President of the European Central Bank (E.C.B.), Mario Draghi, fueling speculation that the tapering of E.C.B. asset purchases may be on the horizon. This change in tone spooked investors and sent global yields higher and stocks lower going into quarter-end.

While the U.S. entered its 96th month of expansion, economic data was uninspiring. The first calendar quarter Gross Domestic Product (G.D.P.) growth was revised up to 1.4 percent (annualized) and was the weakest in three quarters. Personal consumption expenditures grew 1.1 percent, but this was the smallest advance since the second calendar quarter of 2013. After a strong 2016, light vehicle sales were down nearly 2 percent in June (year-over-year) with passenger car sales off 13 percent over the past year. Pending home sales and housing starts were also softer going into quarter-end, but the median price of a new home jumped 17 percent year-over-year to a record \$345,800. While unemployment fell to a 15-year low of 4.3 percent, declining workforce participation continues to play a role in that metric. Consumer spending continues to be a driver of growth, but its pace of growth has also slowed. Expectations for 2017 U.S. G.D.P. growth were cut by the International Monetary Fund from 2.3 percent to 2.1 percent in response to lowered expectations for fiscal stimulus, including tax reform. Inflation remained stubbornly low. The headline Consumer Price Index was 1.9 percent as of May (year-over-year) while Core inflation was 1.7 percent. The Federal Reserve (Fed's) favored measure, the Personal Consumer Expenditure price index, gained 1.4 percent (year-over-year) still below the two percent target. While growth appears to have moderated, the Fed believes that the upward trajectory is intact and consequently raised the Federal Funds rate by 25 basis points, as markets expected, to a range of 1.0 percent - 1.25 percent. Markets are currently divided as to whether we will see another hike this year. More significantly, however, was the Fed's announcement that it will begin to reduce the size of its \$4.5 trillion balance sheet. While timing remains uncertain, the Fed made clear the manner by which it intends to begin the tapering process. It will begin to allow U.S. Treasuries and mortgages to mature each month, up to a set amount, or cap, that will rise over time. Proceeds from maturities in amounts over the

cap will continue to be reinvested. This approach is both more moderate and more transparent than investors expected and while the timing is uncertain, markets were unfazed.

A number of notable events occurred overseas on the political front. Populism appeared to lose favor as both the Netherlands and France declared centrist victories - Italy is up next with its election in spring of 2018. In the United Kingdom (U.K.), a surprising result came out of the snap election called by Prime Minister Theresa May; her Conservative Party lost its majority in the House of Commons, thus increasing the likelihood of a "softer" British Exit (Brexit). The first calendar quarter G.D.P. growth was 2.3 percent (annualized) for the euro zone, exceeding expectations and the best in two years. Unemployment dropped to 9.3 percent, the lowest since 2009. The E.C.B. kept rates unchanged, but it also removed language that suggested rates would continue to decline. Comments in late June by E.C.B. President Mario Draghi hinted at a normalization/reduction of bond buying caused yields to rise; markets have priced in a near 100 percent probability of an E.C.B. rate hike over the next twelve months. The euro and the pound strengthened significantly versus the U.S. dollar over the course of the quarter, up about 7 percent and 4 percent, respectively, on mixed economic data and uncertainty over the political climate. Inflation in the U.K. hit a four-year high of 2.9 percent (year-over-year) in May, leading to hawkish rhetoric from the Bank of England's chief economist. The post-Brexit decline in the pound has been a key culprit in rising inflation. Japan's first calendar quarter GDP growth was 1.3 percent (annualized). While lower than expected, it was the fifth quarter of economic expansion, the longest in more than a decade, and above Japan's long-range potential of roughly 0.7 percent. China exceeded expectations with a 6.9 percent annual growth pace in the first calendar quarter and, more recently, unexpectedly strong manufacturing data.

### **Equity Market Results**

In the U.S., pro-growth initiatives such as tax reform and infrastructure investment failed to materialize, and repeal/replacement of the Affordable Health Care Act has also stalled. Instead, Russia's alleged influence over the Presidential election and multiple corresponding investigations took center stage during the quarter. However, investors shrugged off political drama choosing instead to focus on climbing after-tax corporate profits. S. & P. 500 companies reported the strongest quarterly earnings growth in six years with more than 75 percent reporting earnings above expectations. The S. & P. 500 Index gained 3.1 percent in the second calendar quarter as the bull market reached its 99th month, nearly twice as long as the historical average of 54 months. The S. & P. 500 Index is up 9.3 percent for the first six months of calendar 2017. Apple was added to "FANG" (Facebook, Amazon, Netflix and Google) – now "FAANG" as this technology collective continue to fuel results in the large cap growth space. Technology stocks now comprise 22 percent of the S. & P. 500 Index and 36 percent of the Russell Growth Index. Growth stocks continued to solidly outperform Value (Russell 1000 Growth: +4.7 percent vs. Russell 1000 Value: +1.3 percent). Along with Technology (+4.1 percent), Health Care (+7.1 percent) and Industrials (+4.7 percent) were strong performers. Large caps outperformed small caps across styles, but by a smaller margin (Russell 1000: +3.1 percent vs. Russell 2000: +2.5 percent). Telecomm, which includes only four companies (AT&T, Verizon, CenturyLink and Level3), sank 7 percent with AT&T and Verizon down over 8 percent. Energy returned -6.4 percent on falling oil prices. Financials got a June boost from the Fed's announcement that 34 of the largest U.S. banks had passed their stress tests; the sector was up 4.2 percent for the quarter.

Overseas, the Morgan Stanley Capital Index (M.S.C.I.) Europe Australasia, Far East (E.A.F.E.) Index (+6.1 percent) outperformed U.S. markets, bringing calendar year-to-date returns to 13.8 percent. Gains were broad-based, though helped by U.S. dollar weakness. Within the M.S.C.I., Europe ex-U.K. was up 8.4

percent, the U.K gained 4.7 percent and Japan returned +5.2 percent. Emerging markets modestly outperformed developed (M.S.C.I. Emerging Markets U.S.D.: +6.3 percent) and are up 18.4 percent year-to-date. Emerging Asia was the key driver in both the first and second calendar quarters. Countries with the top performance in the second calendar quarter included China (+10.6 percent), Greece (+33.8 percent), Korea (+10.2 percent), Turkey (+19.3 percent) and Poland (+13.6 percent). Elsewhere, Russia and Brazil posted sharp declines (-10.0 percent and -6.7 percent) and India's gain was muted at +2.9 percent. Brazil's president was implicated in the country's wide-ranging corruption investigation and Russia suffered from falling oil prices and questions over U.S./Russian relations. In other news, M.S.C.I. announced that it would be adding China A-shares to its emerging markets indices, albeit in a fairly small sliver.

### **Fixed Income Market Results**

Intermediate and long U.S. Treasury yields fell modestly in the second calendar quarter, as inflation data releases were persistently weak. Short rates rose, consistent with the Fed hike, and thus the yield curve flattened. Risky assets continued their long streak of outperformance. The 10-year U.S. Treasury yield closed the quarter at 2.31 percent, down from 2.40 percent as of March 31, though it hit a 2017 low of 2.12 percent earlier in June. The 2-year U.S. Treasury yield climbed 11 bps to close at 1.38 percent. As a result, short and intermediate maturity Treasuries underperformed; the Bloomberg Barclays Intermediate Treasury Index returned 0.7 percent while the Long Index gained 4.0 percent. The Bloomberg Barclays Aggregate Index earned 1.4 percent with corporate bonds performing the best on strong demand. The Bloomberg Barclays Corporate Index was up 2.5 percent for the quarter, outperforming the High Yield Index (+2.2 percent). Treasury Inflation Protected Securities (T.I.P.S.) underperformed as expectations for inflation sank. The Bloomberg Barclays T.I.P.S. Index lost 0.4 percent for the quarter. The 10-year breakeven spread (the difference between nominal and real yields) was 173 basis points as of quarter-end, down from 1.97 percent at the end of the first calendar quarter.

Overseas, broad-based dollar weakness boosted returns. The U.S. dollar lost nearly 7 percent versus the euro and almost 5 percent versus a broad basket of developed markets currencies. The Bloomberg Barclays Global Aggregate Index returned 2.6 percent (unhedged) versus 1.0 percent for the hedged version. Emerging markets debt posted solid returns. The J.P Morgan Emerging Market Bond Global Diversified Index (U.S. \$ denominated) was up 2.2 percent with broad-based gains across countries. The local currency J.P. Morgan Emerging Market Bond Global Diversified Index returned +3.6 percent with more divergent results. Russia, Brazil and Argentina lost over 2 percent while Mexico and Turkey were among the strongest performers with 7.5 percent gains.

The Bloomberg Barclays Municipal Bond Index returned 2.0 percent in the second calendar quarter and, generally, lower quality bonds outperformed. Results were bolstered by lowered investor expectations for meaningful tax reform, both in terms of scale and timing. Additional support came from favorable supply/demand technicals; supply declined roughly 14 percent year-over-year while investors put new money into the sector. Fundamentals remained broadly positive in spite of a few troubled credits making headlines. Illinois failed to pass a budget on the last day of the quarter (the end of its fiscal year) for the third consecutive calendar year, prompting threats of a downgrade to junk by S. & P.

### **Other Asset Results**

Real assets had a tough quarter with few exceptions. Brent crude oil prices fell 10 percent to \$47 as of quarter-end. The energy-heavy S. & P. Goldman Sachs Commodity Index lost 5.5 percent while the more

diversified Bloomberg Commodity Index fell 3.0 percent. Master Limited Partnerships (M.L.P.s) suffered alongside oil; the Alerian M.L.P. Index was down 6.4 percent. Gold was down nearly 1 percent and Real Estate Investment Trusts (R.E.I.T.s) were up only modestly (M.S.C.I. R.E.I.T.: +1.7 percent). U.S. T.I.P.S. performed poorly as expectations for future inflation sank. The Barclays U.S. T.I.P.S. Index returned -0.4 percent. In a bright spot, global infrastructure (Dow Jones Brookfield Global Infrastructure Index) gained 3.7 percent.

### **Closing Thoughts**

We entered 2017 with U.S. stock markets at record highs and historically low volatility. Not much has changed although geopolitical risks have not abated and the previously envisioned pro-growth policies sought by enthusiastic market participants remain elusive. That said, economic news has brightened outside of the U.S. with global economies seemingly on steadier footing and the prospect of reflation on the horizon. While consensus is that valuations remain stretched across asset classes, it is impossible to predict what will thwart this Goldilocks environment. We caution investors to temper return expectations and, as always, Callan encourages investors to maintain a long-term perspective and prudent asset allocation with appropriate levels of diversification.

### **Public University Fund**

*(Prepared by the Public University Fund Administrator)*

The Public University Fund gained 0.6 percent for the quarter and 0.9 percent for the fiscal year ended June 30, 2017. The P.U.F. generated an annualized yield of 1.8 percent for the fiscal year, though fixed income price declines during the second and third quarters led to the P.U.F.'s total fiscal year return of 0.9 percent, as investors priced in expectations of rising interest rates across the yield curve. The P.U.F.'s three-year average return was 1.6 percent.

The Oregon Short-Term Fund returned 0.3 percent for the quarter and 1.1 percent for the fiscal year, outperforming its benchmark for the quarter and year by 10 and 60 basis points, respectively. The Core Bond Fund returned 0.8 percent for the quarter, underperforming its benchmark by 10 basis points. The investment in the Core Bond Fund was initiated on April 3, 2017 to incorporate fossil fuel investment policy restrictions other policy modifications.

In July, Oregon State Treasury fixed income portfolio manager, Tom Lofton, conducted a quarterly performance review with University staff and its investment advisor. The Core Bond Fund's relative underweight in U.S. Treasuries compared to its benchmark resulted in the slight underperformance for the quarter. Mr. Lofton anticipates increasing the allocation to U.S. Treasuries and Government Agency credits in the coming weeks.

During the quarter, investment earnings distributed to Western Oregon University totaled \$256,871. The market value of WOU's allocable share of the P.U.F. was \$47,538,259 on June 30, 2017.

<b>WOU Operating Assets Invested in the P.U.F.</b>	<b>Quarter Ended 06-30-17</b>	<b>Prior Fiscal YTD</b>	<b>Current Fiscal YTD</b>	<b>3 Year Avg</b>	<b>Market Value</b>	<b>Asset Allocation</b>
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Western Oregon UNIVERSITY

## Western Oregon University

### Campus Public Safety

#### 2017 – 2018 Emergency Response Training Opportunities

- |                        |  |
|------------------------|--|
| <b>September 12-14</b> | Mass Violence Response; 7 members of Emergency Planning Team attended                        |
| <b>October 12</b>      | ALICE Lecture  |
| <b>October 19</b>      | Shakeout Earthquake Drill  |
| <b>October 19</b>      | ALICE Scenarios with CERT participation  |
| <b>November 6</b>      | ALICE Lecture  |
| <b>November 8-9</b>    | Forensic Experiential Trauma Interviewing; Neurobiology of Trauma - 3 CPS officers to attend |
| <b>December 12</b>     | Active Killer Drill with CERT participation  |
| <b>Winter Term</b>     | Fire Drill TBD   |
| <b>Winter Term</b>     | Table Top exercise for civil unrest/protests TBD   |



Western Oregon  
UNIVERSITY

## Annual Security and Fire Safety Report

2017

Western Oregon University  
Campus Public Safety  
503-838-8481 – Office 24/7  
503-838-9000 – Emergency 24/7  
[www.wou.edu/admin/safety](http://www.wou.edu/admin/safety)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy  
and Campus Crime Statistics Act  
And  
The Higher Education Opportunity Act – 2010 Revisions

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This report has been prepared by Western Oregon University (WOU) Campus Public Safety (CPS). These statistics are reported to the Department of Education in its annual safety report, in the same manner as the current regulations require of the annual security act. In compliance with the regulations, this fire safety report is being combined into the annual Clery Report information that WOU publishes on an annual basis and the report will become the *Annual Security and Fire Safety Report in compliance with the Jeanne Clery Act*.

These are the place to report crimes to. Every crime should be reported as soon as possible. This is the most effective way to ensure the well-being of our campus community.

Business Telephone:	503-838-8481
Emergency Telephone:	503-838-9000
Fax:	503-838-8100
Officer cell phone:	503-932-3419 or 503-932-3420
Monmouth PD	503-838-1109
EMERGENCY	911
Division of Student Affairs	503-838-8221
Student Health & Counseling	503-838-8313
Dean of Students	503-838-8311
Title IV Coordinator	503-838-8490
Abby's House	503-838-8219

## **Reporting**

WOU encourages the prompt reporting of all crimes that you witness or have information about, even minor crimes, incidents, and/or suspicious activity. *It is your observation and willingness to help that makes a difference.* If we don't know or are not informed about crime, we can't inform the university community and shift our resources and/or patrols to high-risk areas. Please report all crimes!

All reports will be investigated by the appropriate authorities. Reports made to licensed counselors, campus clergy, and Abby's House confidential advocates are exempt from reporting requirements, however, anonymous reports can be filed through the Vice President for Student Affairs.

## **Residence Hall Safety**

CPS officers routinely patrol the residence halls with the student Resident Assistants (RA) and respond to requests and assist students as needed. Officers are generally within a couple of minute's response time. Public areas of the halls are accessible to hall residents and their visitors. Ackerman 1st floor is open 8am-10pm; all rooms and wings are locked 24 hours/day. Heritage and Landers halls are locked 24 hours a day, and Barnum, Butler and Gentle lock at 12 a.m., Sunday through Thursday and at 2 a.m. on Friday and Saturday. After these times, doors are locked and only persons with keys to the halls can enter. However, all residents must be certain doors are locked and they should watch for unusual persons or circumstances.

The halls have student RAs on duty in the evening. They also make routine rounds and hall checks and have someone on call at all times (access is limited only to the extent residents abide by the procedures). Visitors and guests are to be escorted and checked pursuant to residence hall rules. Students should call CPS at 503-838-9000 whenever they observe unusual circumstances or need safety assistance.

## **Academic building security**

Most academic and administrative facilities are open to all members of the university community and public from 8 a.m. to 5 p.m. Monday through Friday, but they are closed on weekends. Some buildings can be open for longer periods to accommodate evening classes, research or other special program needs. Each academic and administrative department is responsible for unlocking its respective area. CPS locks down the campus beginning at 5 p.m. except where evening classes or business are conducted. All buildings are locked after the evening activity is completed.

## **Building Access**

Unauthorized entry to or use of the university facilities, including buildings and grounds, is prohibited. Each building on campus property has a designated building manager. Use of any building and/or access for special use during non-business hours requires the building manager's approval. In the event you are working alone or are going to be in your building after normal work hours, please contact CPS to notify us of your time and location of entry. We encourage everyone to immediately report all strangers or suspicious activity in any building to CPS at 503-838-8481. After-hours access will require photo ID to be shown prior to access.

## **Keys**

Members of the university community are issued keys to help access their place of business on campus. If an issued key is lost, misplaced or stolen, you are required to report it to CPS immediately. University keys may not be duplicated transferred or loaned to others and should be regarded as the highest level of university-wide security. Report all key issues immediately.

## **Exterior/grounds/doors**

The university maintains a strong commitment to the campus exterior safety and security. Maintenance of lighting, shrubbery, trees and other vegetation is important to all security efforts. Parking lots, pedestrian walkways, high-traffic areas and building exterior lighting and grounds are checked nightly during routine foot patrols. Doors are locked and secured each evening and shrubs, trees and vegetation are trimmed regularly and surveyed annually by the Facilities Services.

Members of the university community are encouraged to immediately report all hazards, exterior lighting deficiencies or grounds problems to the Facilities Services at 503-838-8239.

## **Responsibility**

The primary responsibility of Campus Public Safety is to protect our university community by providing general assistance to students, employees, and visitors.

## **Campus Public Safety Authority**

- The CPS is generally considered the first responder to campus incidents. All uniformed officers at WOU CPS are state of Oregon employees. Under O.R.S. 164.205 and pursuant to O.A.R. Chapter 574, Division 80 WOU, all officers are designated as "lawful persons in charge" with authorization to direct unwanted persons off campus and initiate subsequent law enforcement intervention for crime and university violations.
- The jurisdiction of WOU officers is limited to the land, structures, streets, roadways, parking facilities, and all other property and facilities under the control of and designated use by WOU.
- The officers of WOU CPS are designated by O.R.S. 352.118 as Special Campus Public Safety Officers with peace officer powers of probable cause arrest, stop and frisk, and investigations.

## **Monmouth Police**

WOU Campus Public Safety and the City of Monmouth Police Department have a long history of coordination and cooperation responding to crime on university property and the surrounding areas.

The Monmouth Police Department is the primary law enforcement agency in Monmouth. They have jurisdiction and will respond, upon our request, to all crimes against the state of Oregon Revised Statutes and Oregon Administrative Rules Violations. They have sworn officers who patrol the city 24 hours a day and seven days a week.

All major crime incidents on campus will generally be handled by or include the Monmouth Police Department in cooperation with CPS. As a general operating procedure, Monmouth Police will conduct all investigations or arrests as the responsible law enforcement jurisdiction. This response to calls for criminal investigation currently is handled by mutual agreement.

### **To Report a Crime:**

To report a crime or an emergency, members of the campus community should call CPS at 503-838-9000 on campus and/or 911 to reach the Monmouth Police Department. One or more of our agencies will respond immediately.

Phones - in the event you do not have immediate access to an office phone, several phones are located around campus in or near the residence halls and in many of the student rooms.

Emergency phones - these phones are located near the Administration Building , parking Lot A, parking Lot M, Maple Hall, Lot H behind MNB, the Stadium, Landers and Heritage Loop (near garbage), Public Safety, parking Lot S, the north side of Ackerman near Butler and the service drive, and three in parking Lot J.

### **Confidential Reporting:**

WOU Vice President for Student Affairs Office may be reached at 503-838-8221. This office can help you explore potential university judicial disciplinary actions that could follow an incident of sexual assault or relationship violence in compliance with the WOU Code of Student Responsibility, which governs internal disciplinary sanctions and procedures.

WOU takes sexual and interpersonal violence very seriously. Reports of unwanted sexual contact/misconduct can also be filed using the anonymous reporting form available on line. The form is used to gather information regarding the incidences of sexual and dating violence of our students on or around campus, and to help WOU staff plan a response to violence in our campus community.

([www.wou.edu/student/sexual\\_misconduct\\_anonymous\\_report.php](http://www.wou.edu/student/sexual_misconduct_anonymous_report.php)).

Consider contacting Abby's House for referral services. An Advocate will explain reporting options and help you find the on and off-campus services you may need. Contact Abby's House at 503-838-8219 or <http://www.wou.edu/abbyhouse/>.

Student Health and Counseling provides confidential services to all students. Contact them at 503-838-8313 or <http://www.wou.edu/student/health/counseling.php>.

### **Explore Reporting Options**

- If you contact the police or CPS, you can choose to make either an "informational (informal) report" or a formal report. A formal report initiates a criminal investigation. An informational report is not activated until you file a formal complaint and ask police to do so. All informal as well as formal reports are forwarded to the Dean of Students for review and appropriate action.

- You can explore reporting options with CPS at 503-838-8481 or 503-838-9000. Ask to speak with an officer. You do not have to fill out a report or press charges against the offender. A campus administrative investigation will be conducted based upon the information received.
- You can report a sexual assault any time, no matter how long ago it occurred. Call 503-838-8481 and ask to speak with an officer.
- You have the right to have someone present with you (an Advocate) during a medical examination, police report, or meeting with CPS.
- When reports are made relative to domestic violence, dating violence, sexual assault and stalking, the Office of Student Conduct works with CPS to investigate the incident, assigns charges, invokes interim sanctions (including, but not limited to, removal from residence hall, reassigning classes, removal from campus and interim suspension) when necessary, conducts a hearing and determines an outcome based on preponderance of evidence. Following a report of domestic violence, dating violence, sexual assault or stalking, a survivor is provided a letter from the Office of Student Conduct that identifies campus and community resources, and explains the student conduct process should a survivor wish to participate in the process. The contact name and number of a person in the office of Student Conduct who will assist the survivor through the process is also provided.

### **Timely Warning:**

In the event a situation arises either on or off campus, that, upon confirmation of a significant emergency, constitutes an ongoing or continuing threat to the campus community, a \*timely warning\* alert will be sent out campus wide. The alert may be disseminated by, WOU Alert, electronic medium (e-mail system), posters on bulletin boards, or inclusion in the campus news media-whichever is appropriate for the information. Timely warnings shall be made without delay, and taking into account the safety of the community

### **Campus emergency notification and evacuation procedures**

- WOU is committed to maintaining a safe and secure environment for the students, faculty, staff and visitors to enjoy the campus community. In order to maintain this safe environment, WOU has instituted an updated emergency procedures manual as well as an emergency notification system. A copy of the Emergency Response Guide and the WOU Alert System information can be found at [www.wou.edu/safety](http://www.wou.edu/safety) .
- It is the intent of the WOU administration that the campus community shall be notified immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus. In the event issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, then the emergency notification will not be made until safe to do so. This notification shall be made using the most appropriate method, to include the regular campus email system, telephone trees, and the WOU Alert Emergency Notification System, which includes cell phone, text messaging, emails, fax, and land line telephones.
- Upon notice of a potential event or issue, Campus Public Safety (CPS) shall be notified and will make every effort to confirm that the event is occurring and that emergency notification should be considered. If the event is confirmed, CPS shall notify one or more of the following campus administration – Office of the President, Office of the Vice Presidents' for Finance and Administration, Student Affairs, Academic Affairs (Provost), or Dean of Students. A decision will be made to initiate the emergency notification system and the alert sent out immediately, unless as stated above, there are exigent circumstances that prevent the immediate notification being sent. Notification shall also be made to the local law enforcement and fire services by CPS. Media outlets will be notified by WOU Strategic Communications & Marketing Department.
- The notification shall advise persons as to whether or not they should evacuate or remain in place, where to avoid and where to safely exit the campus. All building managers shall have posted in their facilities an evacuation map showing safe routes to take when exiting the building.

- Reasonable efforts will be made to provide follow-up information on an active event using the WOU website in order to keep the campus community up to date. Upon the culmination of the event an all clear notice will be sent out using the same notification system as used to initiate the original alert.
- The University shall annually review the policies and procedures and make any changes necessary for the protection of the campus community. Annual drills and exercises are to be conducted and the results of these will be documented and assessed for changes and or modifications of the policy and procedures.
- Quarterly fire drills at Residence Halls
- Annual fire and earthquake drills for campus

## **Building evacuation**

- Familiarize yourself with evacuation procedures for the building; locate the nearest exits and fire extinguishers.
- Find the Emergency Assembly Point (EAP) for your building. Ask your Building Manager or Resident Assistant.
- If you live off campus, set up a meeting place with housemates or fellow tenants.
- Participate in all drills when you hear the alarms ring in a university building.
- Exit the building quickly and safely
- Wear shoes if possible.
- Never use elevators – always use the stairs.
- Help others evacuate – knock on doors, check bathrooms as you leave the building. Help those with a physical disability evacuate the building.
- Be alert for suspicious activity – an alarm may be part of a crime in progress.
- Call 503-838-9000 immediately and explain the situation if the alarm in a building has been set off by accident.
- Immediately report any vandalism or tampering with the alarm.

## **DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING**

During new student week, information is provided to students on the prevention of and issues around dating violence, domestic violence, sexual assault, and stalking.

### **Dating Violence**

The term “dating violence” means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
 (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
- (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

### **Domestic Violence**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other

person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

## **Sexual Assault**

Sexual assault is any non-consensual sexual contact. It includes any intentional sexual touching, however slight, that is without consent and/or by force. Anyone can be the target of sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history or social class. Sexual assault is also a form of sexual harassment.

## **Stalking**

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. The O.R.S defines Stalking as:

163.732 Stalking. (1) A person commits the crime of stalking if:

- (a) The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person;
- (b) It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact; and
- (c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household.

## **Sexual Harassment**

Sexual harassment is unwelcomed conduct of a sexual nature. WOU is committed to providing a respectful environment for all its members. Sexual harassment of students, faculty or staff by other members of the university community is prohibited and will not be tolerated.

Sexual harassment is a violation of Federal Law (Titles VII and IX) and the O.R.S 580-015-0015 prohibiting any form of discrimination and Oregon Administrative Rule 574-10-080(2)(4) which defines discrimination and sexual harassment as an act of discrimination. Unwanted sexual activity by persons abusing positions of economic, supervisory or academic power is undesirable and oppressive. Sexual harassment is also sex discrimination which is against the law and administrative rules.

If you believe you are being or have been sexually harassed, please contact the Human Resources Director. The HR Director is also the Affirmative Action officer/Title IX Coordinator for Western Oregon University and can be reached at 503-838-8490, and will deal with all harassment matters directly and confidentially.

For more information, go to [www.wou.edu/sexualharassment](http://www.wou.edu/sexualharassment).

## **Consent**

One of the most important areas for someone to be aware of is the area of consent. It is the responsibility of the parties to both give and receive consent in a clear, concise and mutually understood manner. Consent, once given, can be revoked at any time. Just because consent was given in the past each new contact should clearly establish consent between everyone involved. The Oregon Revised Statutes defines the inability to consent as:

### **O.R.S. 163.315 Incapacity to consent; effect of lack of resistance.**

- (1) A person is considered incapable of consenting to a sexual act if the person is:
  - (a) Under 18 years of age;
  - (b) Mentally defective;
  - (c) Mentally incapacitated; or
  - (d) Physically helpless.

(2) A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. [1971 c.743 §105; 1999 c.949 §2; 2001 c.104 §52]

## Risk Reduction

Domestic Violence, Dating Violence, Stalking and Sexual Assault are issues that impact both women and men. Because the largest percentage of all university related rapes, dating violence and stalking are committed by acquaintances, it is important that you decide what you want to happen in intimate situations.

Both women and men should consider the following:

- Pay close attention to what is happening around you. Clearly communicate your desires, limits and intentions to your date, partner, or friend.
- Intercourse becomes rape when a person is under the influence of any intoxicating or controlled substance and is thereby prevented from resisting or consenting to the sexual contact. Be aware that alcohol and other drugs can impair your judgment; make you slow or unable to escape from a dangerous situation.
- Previous sexual contact, regardless of frequency, does not constitute consent for sexual activity in the present or future. A current or previous dating relationship does not constitute the basis for implied consent.
- Do not assume that sexual intercourse is permissible if a person is dressed in a certain way or is incapacitated and does not give consent.
- Being turned down for sexual activity is not necessarily a personal rejection. It should be accepted as expressed because "NO" means "NO."
- Assaulitive behavior is never acceptable.

## Campus Public Safety Crime Prevention Programs

Campus Public Safety generally offers a variety of programs around the topics of sexual assault, dating violence, stalking and more. Through these programs and information provided to the campus community, WOU encourages all to report related offenses. Additional presentations are made by Abby's House during Domestic Violence Awareness Month (October), Stalking Awareness Month (January) and Sexual Assault Awareness Month (April). Abby's House also offers the student group, "Students Advocating for Healthy Masculinity". Several related programs are offered throughout the year by the Residence Life and the Student Health Educators. One such program is the Green Dot Program that is coordinated and offered campus wide through the Health Educators office of the Student Health and Counseling Center and includes bystander intervention training.

## If You Are Sexually Assaulted

Remember that you are not to blame--no one deserves to be sexually assaulted.

You should contact one of the following offices: CPS, Vice President for Student Affairs, Student Health Services, or the Monmouth Police Department.

- For CPS assistance, dial 503-838-9000.
- For the Vice President for Student Affairs office, dial 503-838-8221.
- For Student Health Services, dial 503-838-8313.
- For police assistance, dial 911 (on campus) or 911 (off campus).

- Talk to someone you trust about the incident--a good friend, a family member, and/or a member of the university community. Talking to someone can help you clarify your options.
- Do not wash, shower, douche, change, destroy or clean the clothes you wore during the assault. These provide vital evidence should you later decide to prosecute. Place items for evidence in a paper bag, not a plastic bag.
- Contacting the police department does not mean you must press charges. Ask about filing an "informational" (informal) report, which covers the expenses for a rape exam and provides a record of the incident if you later decide to file charges.

Whether or not criminal charges are filed, a campus administrative investigation will be conducted and handled through the Office of Student Conduct and/or the Dean of Students and campus sanctions can be imposed regardless of the criminal investigation.

### **Rape Evidence Collection Examination**

A rape exam provides essential treatment for exposure to sexually transmitted diseases and pregnancy. It also collects evidence to be used against your assailant should you choose to press charges. Public Safety will assist in reporting to the Monmouth Police Department. The exam should be completed within 84 hours of the sexual assault. The examination will be conducted at a local hospital by a certified Sexual Assault Nurse Examiner (S.A.N.E.).

### **General Medical Attention**

You can receive medical attention from the following areas:

Student Health Service: 503-838-8313

Salem Hospital: 503-561-5200

West Valley Hospital in Dallas: 503-623-8301

Good Samaritan Regional Hospital in Corvallis: 541-768-5111

### **For Immediate Counseling**

- WOU Counseling Center at 503-838-8396. The counseling center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. to schedule appointments. Contact CPS at 503-838-8481 and they can call out a counselor after business hours.
- Sable House has a 24-hour crisis hotline that provides vital information and support to victims who are in, or attempting to safely escape from, domestic violence in Polk County, Oregon. The hotline also provides support for victims of sexual assault and stalking. The hotline is staffed by trained, supportive individuals who listen and give information that can assist victims who don't know where to turn. The hotline is also a resource for community partners in Polk County, Oregon, including law enforcement agencies who are working with clients who are victims. The crisis hotline is available 24 hours a day, seven days a week: 503-623-4033 or 1-866-305-3030.

If you are sexually harassed, assaulted, or a victim of sexual violence, you should contact the Title IX coordinator at 503-838-8131 or 503-838-8490. ([www.wou.edu/sexualharassment](http://www.wou.edu/sexualharassment)). Also, if an employee or employees are involved, please contact Human Resources as well.

Student Health Counseling Center at 503-838-8313 can assist with any medical or counseling resources you may seek ([www.wou.edu/student/health](http://www.wou.edu/student/health)).

Abby's House Center for Women and Families has trained Advocates available that can assist you through the process and are located in the Werner University Center Room 106.

## **Sanctions Process**

Following an on-campus disciplinary procedure, university sanctions for domestic or dating violence, rape, acquaintance rape or other sex offenses include actions from probation up to and including expulsion from school. The disciplinary procedures in all alleged sexual assaults include the following:

- The accuser and the accused are entitled to the same opportunities to have others present during a university disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any university disciplinary proceeding alleging a sexual assault, sexual harassment, domestic violence, dating violence, or any sexual offense.
- Student victims have the option to request assistance in changing academic, working, and living situations after an alleged sexual assault incident if these changes are reasonably available.

Possible sanctions or protective measures imposed can include, but are not limited to, any one or a combination of the following: written warning, disciplinary probation, removal from the residence halls, change in class schedule, reflection paper, research paper, counseling, deferred suspension, suspension, expulsion.

## **Institutional Disciplinary Process**

Procedures for adjudicating student conduct cases are outlined in the Code of Student Responsibility. Hearings are conducted by professional staff and hearing boards, who receive annual training on standards of conduct, adjudication procedures and on issues related to domestic violence, dating violence, sexual assault, and stalking. Hearings are conducted in a manner that is fair, prompt, and impartial, and protects the safety of the survivor. All hearings are closed to the public. What is stated in a hearing is confidential. The survivor has the option to attend the entire hearing with the exception of the committee's deliberation process, and may attend the hearing accompanied by a support person or advocate. The charged student is afforded the same rights in terms of attending the entire hearing and being accompanied by an advisor of the charged student's choosing. Hearing results are provided to both the charged student and the survivor in writing. Both the charged student and the survivor have the right to appeal the results of the hearing.

## **Procedures for On-Campus Disciplinary Action**

Any member of the university community may file charges against a student for violence and misconduct. Charges shall be prepared in writing and directed to the Dean of Students. Detailed filing and hearing procedures and regulations are listed in the Student Handbook. The complainant and the accused have the right to be assisted by an advisor and to have that advisor present during the hearing. Following the final decision of the hearing body, both the victim and the accused will be informed of the determination and any recommended sanctions.

## **Sex Offender Statement**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law October 28, 2000, but which delayed certain provisions until October 27, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime reporting law, and the Family Educational Rights and Privacy Act of 1974 to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status.

Under current state law, computerized sex offender information can be obtained through local law enforcement agencies and the Oregon State Police through their sex offender registration information line at (503) 378-3720, extension 4429. This computerized database can access sex offender information by name, address, zip code or county. The Oregon sex offender website is [sexoffenders.oregon.gov](http://sexoffenders.oregon.gov).

## **Security Awareness**

CPS staff is available as resources for questions or comments regarding domestic violence, dating violence, sexual assault and stalking. The self-defense program is used to develop and enhance the options of self-defense, so they may become viable considerations to the person who is attacked. CPS has instructors for the program and offers courses in conjunction with the Health and Wellness Center. Please contact CPS for more information.

## **Drug Free Schools and Communities Act**

Western Oregon University has committed itself to the education and development of healthy, productive, and responsible individuals. Consistent with this commitment, WOU has established, and will enforce, institutional rules that uphold federal, state, and local laws applicable to alcohol and other drug usage. The university prohibits illegal use of drugs or alcohol by students, faculty, or staff. Federal law does not allow the use of medical marijuana or recreational use of marijuana as legalized by some states. Since WOU must comply with federal law, marijuana use is strictly prohibited in all situations.

In order to promote intelligent decision-making, WOU makes available to students, faculty, and staff basic information and educational programs on the prevention of alcohol and substance abuse. WOU also offers counseling and assistance programs for individuals with problems related to alcohol and substance abuse. The university considers each member of the academic community a responsible participant in the health and welfare of the community. The university, therefore, expects each community member to adhere to this policy.

## **Philosophy**

The above policy statement reflects WOU's philosophy concerning the use of alcohol and other drugs as summarized below:

- The university discourages the abuse of alcohol and legal drugs. The university condemns the use of illegal drugs.
- The university values responsible decision-making concerning the use of alcohol and legal drugs.
- The university supports the choice not to drink and upholds that decision as socially acceptable within the academic environment.
- The university does not condone excessive drinking. The university, therefore, considers intoxication an insufficient excuse for misconduct or for infringing on the rights of others.
- The university believes alcohol to be an inappropriate focus of campus social activity.
- The university holds that any use of illegal drugs or the illegal use of alcohol is incompatible with the philosophy and values of the academic community.

## **PROCEDURES**

### **Standards of Conduct and Sanctions**

#### **A. General**

Individual use of alcohol must comply with federal, state and, local laws and with residence hall and institutional policies.

#### **B. Students**

##### **1. Standards of Conduct**

The university will initiate disciplinary and/or corrective action in response to any student or recognized organization found committing, attempting to commit, or intentionally assisting in the commission of the following forms of prohibited conduct:

- a) Possession, consumption, or sale of alcoholic beverages on University owned or controlled property with the exception of approved events that follow the President's policy on use of alcohol at WOU functions, and including:
  - the furnishing of any controlled substance to a minor
  - being a minor in possession by consumption or otherwise
- b) Possession, consumption, manufacturing, or sale of illegal drugs or any other controlled substance on or off university owned or controlled property.
- c) Possession, consumption, sale, or distribution of alcoholic beverages or illegal drugs during the official portion of a University sponsored off-campus event as defined by the faculty or staff advisor.

## 2. Sanctions

For the purpose of enforcing the standard, this document defines student as any officially enrolled person at the university. The following sanctions are consistent with the Code of Student Responsibility and changes in the Code apply to this section. The order of sanctions implies neither degree nor severity, nor appropriateness of the sanction(s) to the number or type of violations. Nothing in this section precludes assigning multiple or other sanctions. Possible sanctions include:

1. Mediation: When charges of theft, vandalism, harassment, assault, or other harmful treatment are upheld through the adjudicative process, the student may be assigned to participate in a mediated meeting with the victim.
2. Counseling: A student may be assigned to participate in a counseling intake session and to follow the recommendations of the intake counselor for further counseling sessions.
3. Alcohol/Drug Assessments: A student may be assigned to complete an alcohol and/or drug evaluation and to follow the recommendations of the alcohol/drug counselor for treatment and/or education.
4. Warning: The student or group is given written or verbal warning that his/her/their acts violated specified University regulations or policies and is advised that further violations may result in the assigning of more severe sanctions.
5. Loss of Privileges: The student or group is denied specific privileges normally associated with student or group status, such as participation in recognized activities, use of University facilities or services, or living in University owned student residences.
6. Community Service: The student or group must perform a designated number of hours in service to the community affected by his or her behavior.
7. Restitution: The student or group must replace, restore, or pay for damaged, stolen, or misappropriated property.
8. Disciplinary Probation: The student or group is placed on a probationary status, with or without loss of designated privileges, which may include the following: restriction on an individual's participation in co-curricular activities, receiving recognition through awards, and eligibility for scholarships. Probation is a serious warning. Probation occurs for a specific period of time and/or prior to completion of certain specific activities.
9. Negative Notation on Transcript: There may be an entry of information onto the student's permanent academic record regarding his or her violation of the Code of Student Responsibility. The entry may be permanent or for a specific period and must be noted as such on the transcript. After the expiration of the period of time specified, the notation will be removed upon written request by the student to the Coordinator of Campus Student Conduct.
10. Suspension: The student or group is excluded from the University for a specific period and during that period may not enjoy academic privileges, participate in any University recognized function or group, or be allowed to reside in any University residence hall or building. If it is a group, the group may not function as a recognized group for a specific period of time.

**11. Expulsion:** The student or group is permanently excluded from the University and may not enjoy academic privileges, participate in any University recognized function, or be allowed to reside in any University residence hall or building.

**12. Degree Revocation:** The University may revoke a degree if a former student is found to have engaged in academic dishonesty in courses taken leading to the degree, or if the student is found to have engaged in actions that if known at the time the degree was awarded would have made the student unqualified for the degree.

**13. Deferred Sanction:** The execution of any sanction authorized under this Code may be deferred. When deferring a sanction the following will apply:

- (a) Assignment of a time limit for the deferred period;
- (b) Notice given that subsequent violations of the Code or failure to comply with an existing sanction will terminate the deferment and result in automatic imposition of the original sanction. In the absence of such violation(s), the original sanction will be deemed completed at the end of the deferred period;
- (c) The Coordinator of Campus Student Conduct or other hearing officer will hear allegations of a student's misconduct during the period of his or her deferred sanction within five business days during which the University is in session. The original sanction will take effect at the time the Coordinator of Campus Student Conduct or other hearing officer receives notice of the allegations pending this hearing. The Coordinator of Campus Student Conduct or other hearing officer may render a decision in the absence of the charged student. The original sanction will remain in effect unless the allegations are not upheld; or
- (d) A student found in violation of the Code of Student Responsibility during his or her period of a deferred sanction may appeal the finding through this Code's normal appeal process. The sanction will remain in effect until resolution of the appeal.

**14. Sanction of Restraint:** The student may not knowingly interact with another student or member of the University community specified by the sanctioning person or body. The restriction prohibits the restrained student from purposefully interacting with the protected person, over the phone, over any electronic source, in person, and through the mail. Unless specifically stated otherwise in the sanction, the restriction does not prohibit the restrained student from unintentionally, or out of necessity, being in the same building or vicinity as the protected student (e.g., eating in the Dining Hall, attending the same class). The sanctioning person or body will determine the time limit for this sanction.

**15. Suspension of Student Status for Medical or Mental Health Reasons Pending Hearing Procedures:** When evidence is received from an appropriate health professional which indicates that a student has a medical or mental health condition which creates a serious and imminent threat to the University community, to the student, or to the educational processes of the institution, the Vice President for Student Affairs will review that evidence and may suspend the student immediately pending a hearing. The hearing must occur within ten business days during which the University is in session. The student may be required to submit to psychological or physical assessment and to authorize release of such records to the Vice President for Student Affairs or other appropriate University officials in order to be re-enrolled in the University.

**16. Interim Sanction for Emergency Reasons:** The Vice President for Student Affairs, the Coordinator of Campus Student Conduct, or their designee can invoke an interim, pre-hearing sanction when it is deemed necessary for the health or safety of the individual, other students, or University staff or faculty. In such instances where a student is assigned an interim sanction, the student will receive a hearing within ten working days in which the University is in session. Only when it is not possible to schedule necessary witnesses or obtain information significant to the case will the hearing be held more than ten working days in which the University is in session after assignment of the interim sanction. Interim sanctions include the following: (a) Expulsion; (b) Suspension; (c) Restraint; (d) Removal from Residence Halls; or (e) Holding Records.

**17. Placement of VP Hold or Judicial Hold:** A VP Hold prohibits the student from conducting most forms of business with the University, including receiving grades and sending or receiving transcripts. A Judicial Hold prohibits the student from registering for classes at the University. Holds are intended to be used with a time limit determined by the Coordinator of Campus Student Conduct or designee except in the case of expulsion when the VP Hold will be placed with no date of termination.

**18.** Other Sanctions as assigned that are deemed appropriate to the educational/developmental nature of this Code and the student(s) involved. Failure by a student to complete the sanctions imposed can result in further judicial action and sanctions being assigned to the student. Appeals of sanctions can be made through the appeal process in the Code of Student Responsibility.

### 3. Corrective Action

In addition to sanctions listed above, students who violate university standards may be assigned additional corrective measures to facilitate a healthy change in the student's behavior. Nothing in this section precludes assigning multiple corrective actions. The appropriate judicial body may use corrective actions other than those listed if appropriate. Possible corrective actions include:

- a) Attendance at an alcohol awareness meeting(s).
- b) After any violation of the Code of Student Responsibility a student may, at their own expense, be required to seek an alcohol evaluation. When this is required, the student must provide verification to the Coordinator of Campus Student Conduct that he or she has received an evaluation and, if the evaluator recommends treatment, that he or she has followed the recommended treatment plan for continuation at the university.
- c) Participation in any corrective action does not preclude the assigning of other sanctions listed in II.B.2 above.
- d) The university may waive (b) above if, after consultation with Counseling Center personnel, that action is found inappropriate.

### 4. Reporting

The following actions will be taken to monitor behavior relevant to the standard:

- a) Witnesses to violation of the drug and alcohol standard are expected to report violations.
- b) The Coordinator of Campus Student Conduct will serve as the central collection point for data reports on violations, sanctions, and corrective actions taken relevant to the standard.

## C. Faculty and Staff

### 1. Standards of Conduct

Western Oregon University has committed itself to maintaining a work place free from the unlawful manufacture, use, dispensing, possession, or distribution of alcohol or controlled substances. Unlawful manufacture, use, dispensing, possession, or distribution of alcohol or controlled substances by WOU employees in the work place is prohibited.

### 2. Sanctions

Any academic employee convicted of violating a criminal drug statute in the work place must notify his or her supervisor and the Provost no later than five (5) days after the conviction. Any unclassified academic employee convicted of violating a criminal drug statute in the work place must notify his or her supervisor and the Provost or Vice President for Finance and Administration, as appropriate, no later than five (5) days after the conviction. Any classified service employee convicted of violating a criminal drug statute in the work place must notify his or her supervisor and the Vice President for Finance and Administration no later than five (5) days after the conviction.

If a federal agency supports an employee's work, the Provost or Vice President for Finance and Administration will notify the federal agency within ten (10) days after receiving notice of the criminal drug statute conviction. Within 30 days of receiving notification of an employee's conviction of a criminal drug statute, the university will take appropriate personnel action, e.g. require the employee to participate satisfactorily in a controlled substance assistance or rehabilitation program.

Employees found in violation of this policy may be subject to disciplinary sanctions consistent with applicable provisions of state laws and regulations, collective bargaining agreements, and Oregon State Board of Higher Education administrative rules, as well as penalties under federal, state, and local law.

## **D. Standards during University Sponsored Off-Campus Events**

1. A University Sponsored Off-Campus Event is any event in which at least one of the following applies:

- a) The university plans the event, or
- b) The university pays all, or a part of, the cost of the event, or
- c) The university sponsors the event, or
- d) The university contributes any type of university owned or leased resources or equipment to the event, or
- e) A Western Oregon student, faculty, or staff person represents the university at the event, or
- f) The event occurs within a university owned or leased property, or upon or within university owned or leased property, including any type of state vehicle, or
- g) The event occurs during the time frame specified on an approved sponsorship form.

This policy (as described in II.D.2 and II.D.3 below) applies only when one or more of the above conditions occurs.

### **2. Students and Student Groups**

Students and student groups who are not accompanied by a faculty or staff advisor may not purchase, consume, possess, or distribute alcohol during any portion of a University Sponsored Off-Campus Event if any of the conditions in II.D.1 apply to the event.

During a University Sponsored Off-Campus Event (see II.D.1), students who are accompanied by a faculty or staff advisor may purchase, possess, or consume alcohol only if the following conditions are met: 1) the individual student is of legal drinking age (this condition must also conform with State of Oregon policy and all federal, state, and local laws) AND 2) the faculty or staff advisor has defined the official event portion of the off-campus event to be concluded OR the event is registered in accordance with the procedures outlined in the WOU policy of Possession and Consumption of Alcoholic Beverages.

### **3. Faculty and Staff Advisors**

Faculty and staff advisors who accompany students or student groups may not purchase, consume, possess, or distribute alcohol during the official event portion of a University Sponsored Off-Campus Event if any of the conditions in II.D.1 apply to the event. The official event portion of a University sponsored off-campus event shall be defined by the faculty or staff advisor.

Faculty and staff advisors who accompany student groups have a unique responsibility to that student group. Though individual students are responsible for their own behavior, the faculty or staff advisor is responsible for informing the members of the student group of the policy pertaining to University Sponsored Off-Campus Events and to report violations of this policy to the Coordinator of Campus Student Conduct. Exemptions to faculty/staff behavior are included below in Exceptions.

## Alcohol and Drug Abuse Programs

### **A. For Students**

Western Oregon University provides an environment for students which maximizes their potential for a drug and alcohol free lifestyle. The university years often span a developmental period during which the establishment of individual coping strategies occurs related to academic, social, physical, and emotional pressures. To assist the student in finding success during this developmental period, and to assist any student concerned about his or her drug or alcohol use, the university provides the following resources:

#### **1. Confidential Counseling**

The Health and Counseling Center provides confidential services including:

- a) Basic assessment of use level
- b) Individual and group counseling

- c) Referral assistance for specific assessment or treatment when level of use is abusive
- d) Workshops and support groups for adult children of alcoholics
- e) Consultation on relationships with friends, roommates, family members, and others who abuse drugs or alcohol
- f) Meetings of Alcoholics Anonymous

Contact: Student Health and Counseling Center

Director 503-838-8313

Health Educator 503-838-8313

## 2. Advising and Support

Each student at the university works closely with a faculty advisor. This relationship often reaches a level of trust in which the student can seek assistance for concerns he or she would not reveal to others.

Contact: Assigned advisor or any faculty or staff member with whom you feel comfortable. When possible, schedule appointments during faculty office hours.

## 3. Off-Campus Resources

Trusted family members, teachers, doctors, counselors, or friends are excellent resources for students if the need arises. The university's Student Health and Counseling Center also can provide confidential referral information to students.

The university's surrounding community offers resources found in the yellow pages of the telephone book or online under the following headings:

- a) Alcohol and Drug Helplines 1-800-621-1646
- b) Counselors - See phone listing
- c) Social Service Organizations - See phone listing
- d) Polk County Mental Health 503-623-9289
- e) Alcoholics Anonymous groups meet regularly in the community. The university's Counseling Center provides information on meeting times and locations of this and other support groups.
- f) Most health insurance policies, including student health insurance, have some coverage for assistance and rehabilitation.

## B. For Employees

The university supports programs for the prevention of alcohol and controlled substance abuse by university employees, as well as assistance programs for those with problems related to the abuse of alcohol and other drugs. Employees found in violation of this policy may be required to provide evidence of satisfactory participation in a substance abuse assistance or rehabilitation program. Employees can seek assistance for alcohol and controlled substance dependency problems through the university Employee Assistance Program. Evaluation, counseling and referral services are available to employees through this program. The program provides assistance on a confidential basis. The health benefit packages available to all university employees provide at least partial reimbursement for treatment and rehabilitation associated with substance abuse problems. In addition, employees can attend training sessions presented by the Office of Human Resources regarding drug and alcohol dependency and recognition of drug and alcohol abuse. Contact the Office of Human Resources for more information.

## Curricular and Co-curricular activities, events, and programs at WOU

### A. Curricular

1. HE 445/545, Best practice in ATOD (alcohol, tobacco, and other drugs) and Sexuality Education, an upper division/graduate level course for health education majors.
2. Inclusion of a substance abuse component in PE 131, Individual Health and Fitness, a required course for all WOU undergraduate students.
3. Content of selected courses has been infused with information and experiences necessary to meet student needs.

For more information, contact the Provost's office 503-838-8271.

## **B. Co-curricular**

### 1. Residence Life

- a) Educational Programming - Resident Assistants and Hall Government plan educational programs for their communities concerning alcohol and drug use. Examples include "mocktail" parties, videos with discussion, panel presentations, speakers, et cetera.
- b) Alcohol Awareness Program- This program occurs every fall term on our campus to raise awareness about alcohol use and abuse. The residence hall staff and the Residence Hall Association plan residence hall and campus-wide programs. Examples include a MADD presentation, student speakers who have gone through alcohol or drug treatment, speakers from Alcoholics Anonymous, films, and videos.

For more information, contact the Office of University Housing, 503-838-8311.

### 2. Student Health and Counseling Center

- a) The Center sponsors a number of drug and alcohol awareness programs, both campus-wide and in the Residence Halls.
- b) The annual Health Fair includes numerous drug and alcohol educational activities.
- c) The Center loans books related to alcohol and other drugs.

For more information, contact the Student Health and Counseling Center, 503-838-8313.

### 3. Campus Public Safety Program

The Campus Public Safety office is available to provide alcohol and drug workshops during the academic year as part of the Crime Prevention Program. The residence hall program provides workshops usually open to the entire university community. Programs focus on alcohol/drug awareness and responsible social interaction for students. Workshop notices are published in advance.

For more information, contact the Office of Campus Public Safety, 503-838-8481.

## **C. Faculty and Staff Offerings**

- 1. Substance abuse, supervisor's role - A workshop for supervisors concerning their role in being aware of and handling employees identified as having problems related to substance abuse.
- 2. Substance abuse, employee's role - A workshop on substance abuse for employees which enables them to (a) work toward resolution of a personal problem once they have identified it and (b) effectively deal with a problem that they have recognized in a fellow employee.

For more information, contact the Office of Human Resources, 503-838-8490.

## Applicable Legal Sanctions Under Federal, State, or Local Law for Unlawful Possession, Use, or Distribution of Drugs and Alcohol

A. Federal, state, and local laws are complex regarding penalties for possession, distribution, and use of controlled substances. However, the absolute minimum penalty is a \$500 fine for possession of some "less dangerous" drugs. From that minimum, as the severity of the offense increases, the penalties increase up to a \$375,000 fine and life in jail.

B. A conviction for a minor in possession of alcohol carries with it a fine up to \$250 with more serious offenses, such as providing alcohol to minors, carrying more severe penalties. The penalty for providing alcohol to minors can range from a \$350 fine to a \$1000 fine, a year in jail, and community service. The most severe penalties result from accidents or incidents in which involve intoxicated participants. This category also includes those who may have supplied the alcohol to participants. (Reference: ORS 471.410, ORS 471.430)

For health risks associated with drug and alcohol abuse see relevant documents and links section

## Exceptions

The president of the university may permit the service of alcohol on university property or authorize consumption by an employee for purposes of employment, e.g., WOU Foundation events. Exceptions are for specific purposes and do not release the event sponsor from conforming to all other aspects of the WOU policy of Possession and Consumption of Alcoholic Beverages and all federal, state and local laws. A request for an

exception should be submitted to the president a minimum of 30 days in advance of the event following the procedure outlined in the Possession and Consumption of Alcoholic Beverages policy.

### **Missing student**

Recent changes to the Higher Education Opportunity Act (2008) provide that any student residing in on-campus housing who is believed to be missing, regardless of age, should be reported as a missing person and an investigation into their disappearance will be made.

If a member of the university community has reason to believe that a student has been missing for 24 hours or more, they should report their beliefs to the CPS Department, the Dean of Students Office, the Office of the Vice President for Student Affairs, or the local law enforcement agency where the student resides. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the CPS Department, the Office of Student Affairs, the Office of University Housing, and the Monmouth Police Department. If the student is an on-campus resident, the CPS Department will secure authorization from University Housing officials to make a welfare entry into the student's room. If it's an off-campus student resident, CPS will informally enlist the aid of the police agency having jurisdiction. Concurrently, University officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Personnel will make every effort to determine whether or not the student has been attending classes, labs, recitals, scheduled organizational or academic meetings, or appearing for scheduled work shifts.

If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate a referral will be made to the university Student Health and Counseling Center.

If it is determined that a student is indeed missing by the CPS Department or local law enforcement, notification will be made to the listed emergency contact person and if none listed, the family will be notified within 24 hours. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the local law enforcement agency. The CPS Department will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, CPS will open an official investigation and notify the Monmouth Police Department.

Suzanne's Law requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing was signed into law in the spring of 2003 as part of the national "Amber Alert" bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

### **Emergency contact selection**

Each student residing in an on campus residential facility has the option to select an emergency contact person for notification in the event the student should become missing. The University will notify the emergency contact within 24 hours if the student is determined to actually be a missing person by CPS or the local law enforcement agency.

At the time the emergency contact will be noted on the emergency contact form that is maintained by the University Housing office and accessible only to the residential staff, CPS or the law enforcement agency investigating the missing person report. In the event the missing student is under 18 years of age and not emancipated at the time the student is reported missing, the University must notify a custodial parent or guardian. The University will also notify the local law enforcement agency of jurisdiction if it is determined that the student meets the missing person criteria and is under 18 years of age.

## Annual Disclosure of Crime Statistics

The Clery Act requires institutions to include statistics for Clery reportable geography: On Campus, On Campus Student Housing, Public Property and Noncampus Buildings and Property. The Clery Act requires institutions to include statistics for four general categories of crime, including Criminal Offenses, Hate Crimes, VAWA Offenses and Arrests and Referrals for Disciplinary Action.

## **DEFINITIONS OF REPORTABLE GEOGRAPHY AND CRIMES**

### **Geographic Definitions**

**On Campus Property** is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On Campus Student Housing Facilities** is defined as any student housing facility that is owned, or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

**Public Property** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Noncampus Buildings or Property** is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## **Criminal Offense Definitions**

### **Criminal Homicide:**

a) **Murder/Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

b) **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses)** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) **Rape** is the penetration, no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- b) **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without consent from the victim, including incidents where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- c) **Incest** is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- d) **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**Robbery** is the taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** is the unlawful entry of a structure to commit a felony or theft.

**Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding).

**Arson** is any willful or malicious burning or an attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

### **Hierarchy Rule**

Reporting and Counting Criminal Offenses includes applying the FBI's UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense was committed during a single incident you should only count the most serious offense. With few exceptions, this rule is applied when reporting Criminal Offenses. This rule only applies to the counting of criminal offenses and does not apply to the reporting of hate crimes, VAWA offenses or Arrests or Disciplinary Referrals for Clery reportable law violations.

### **Hate Crimes**

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, only the following eight categories of covered classes are reported: race, religion, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

### **Categories of bias included in the annual statistical disclosure are:**

**Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).

**Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic and/or emotional attraction to members of the same and/or opposite sex (e.g., lesbian, gay, bisexual, heterosexual individuals).

**Gender.** A preformed negative opinion or attitude toward a group of persons based on their actual or

perceived gender (male or female).

**Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (bias against transgender or gender non-conforming individuals).

**Ethnicity.** A preformed negative opinion or attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry.

**National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable criminal offense (listed above) and the following additional offenses:

**Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**Simple Assault** is the unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

## **VAWA Offenses**

Dating Violence, Domestic Violence, & Stalking

For the purposes of the Annual Security report, the following definitions apply for Clery classification:

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed -

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to -

- fear for the person's safety or the safety of others; or
- to suffer substantial emotional distress.

## **Course of conduct** means two or more acts

including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

## **Arrests and Disciplinary Referrals**

Arrests and disciplinary referral statistics include the number of persons arrested and/or referred for disciplinary action for the following violations:

**Weapons: Carrying, Possessing, Etc.**, is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

A part of the Jeanne Clery Act requires that campuses report the last three calendar years of their crime statistics. Listed below are the stats for 2014, 2015, 2016.

Criminal Offenses	Year	GEOGRAPHIC LOCATION			
		On Campus	Residential	Public	Non Campus
Criminal Homicide					
- Murder or Non-negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Criminal Offenses	Year	On Campus	Residential	Public	Non Campus
- Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Rape	2014	5	3	0	0
	2015	2	1	0	0
	2016	4	4	0	0
- Fondling	2014	5	0	2	0
	2015	4	4	0	0
	2016	0	0	0	0
- Statutory Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Incest	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Aggravated Assault	2014	0	0	1	0
	2015	0	0	0	0
	2016	0	0	0	0
- Burglary	2014	4	3	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
<b>Violence Against Women Act</b>					
- Domestic Violence	2014	4	0	1	0
	2015	0	0	0	0
	2016	1	0	0	0
- Dating Violence	2014	2	0	0	0
	2015	0	0	0	0
	2016	1	0	0	0
- Stalking	2014	2	0	0	0
	2015	2	0	0	0
	2016	2	0	0	0

Criminal Offenses	Year	On Campus	Residential	Public	Non Campus
<b>Arrest and Referrals for Disciplinary Action</b>					
- Liquor Law Violations	2014	77	77	0	0
	2015	71	45	1	0
	2016	143	142	0	0
- Alcohol Arrests	2014	4	0	4	0
	2015	0	0	2	0
	2016	0	0	2	0
- Drug Abuse Violations	2014	8	8	0	0
	2015	70	27	4	0
	2016	142	141	0	0
- Drug Arrests	2014	4	1	0	0
	2015	0	0	4	0
	2016	0	0	3	0
- Weapons; carrying, possessing, etc	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Weapons Arrests	2014	0	0	0	0
	2015	3	0	0	0
	2016	0	0	0	0
<b>Hate Crimes</b>					
- Race	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- National Origin	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Gender Identity	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Religion	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Sexual Orientation	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Ethnicity	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Disability	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Criminal Offenses	Year	On Campus	Residential	Public	Non Campus
- Murder or Non-negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Fondling	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Statutory Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Incest	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Burglary	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Larceny/Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Simple Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
- Intimidation	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Criminal Offenses	Year	On Campus	Residential	Public	Non Campus
- Destruction/Damage/Vandalism of Property	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

**For 2014;** Residential for VAWA: Rape was changed to 3, Domestic Violence was changed to 4, on campus was changed to 4. Dating Violence was changed to 0, stalking was changed to 0. On campus arrests for drug violations was changed to 4. These changes were made after a program review.

#### Unfounded Reports:

There were 0 unfounded offenses during the calendar year of 2014.

There were 0 unfounded offenses during the calendar year of 2015.

There were 0 unfounded offenses during the calendar year of 2016.

### **Descriptions of WOU fire safety systems for Residence Halls and Family Housing**

#### **Residence Halls**

	On site fire alarm monitoring	Full sprinkler system	Partial sprinkler system	In room/unit smoke detection	Corridor smoke detection	Fire Extinguisher checks
Ackerman Hall	X	X		X	X	X
Barnum Hall	X			X		X
Butler Hall	X			X		X
Gentle Hall	X			X		X
Heritage Hall	X	X		X	X	X
Landers Hall	X		X	X		X
Arbor Park Apartments	X	X		X	X	X

#### **Family Housing**

Alder View Townhouses	X		X	X		X
Knox Street Apartments				X		X

### **Reported Fires in WOU Residential Halls for 2016**

	Date	Time	Cause of fire	Number of injuries requiring treatment	Number of deaths related to fire	Estimated value of property damage

#### **Residence Halls**

Ackerman Hall						
Barnum Hall						
Butler Hall						
Gentle Hall						
Heritage Hall						

Landers						
Arbor Park Apartments						

#### **Family Housing**

Alder View Townhouses						
Knox Street Apartments						

Campus Public Safety maintains a fire log that records any fire that occurs in an on-campus housing facility. The fire log includes the date and time the fire was reported, the nature of the fire, and the general location. Entries will be made within two business days of the event and are available for public inspection during the normal business hours (8:00 AM to 5:00 PM) Monday thru Friday at the CPS Office.

#### **Fire drills**

CPS and University Housing staff schedule and conduct fire drills in all university housing areas at various times throughout the academic year. The drills are conducted at a minimum of once a term in each of the residential halls. All residents are reminded that in the event of an alarm they are to immediately evacuate the residence hall or at any other time when advised by either an RA or other University official. Additional fire drills may be scheduled or unscheduled throughout the term.

#### **Residential policy on smoking, electrical appliances, open flames**

Each student who occupies one of the on-campus residential units enters into an agreement with the University Housing Department in which the following items and policies are included. For a full copy of the Guide to Residential Living you can go to the following web location:

[www.wou.edu/student/residences/contracts.php](http://www.wou.edu/student/residences/contracts.php)

- Tobacco Use is strictly prohibited on any property owned or controlled by WOU
- Cooking/Electrical Appliances/Equipment/Open Flames/Flammable Materials and items that are prohibited include but are not limited to:
  - (a) Cooking in any of the residential rooms on campus, excluding those residential facilities which have kitchen or kitchenette spaces.
  - (b) Possession or use of a blender, rice cooker, toasters, or any appliances (i.e.: George Foreman Grills™) with open heating surfaces in rooms without kitchens.
  - (c) Use of a refrigerator larger than 20 inches wide by 20 inches deep by 36 inches high.
  - (d) Possession or use of a halogen light.
  - (e) Possession or use of an electric blanket.
  - (f) Possession or use of a space heater.
  - (g) Possession or use of a single element burner.
  - (h) Storage of flammable liquids/gases and other materials (Propane, gasoline, etc.).
  - (i) The use of open flame devices including but not limited to candles and incense in or around the residence halls.

## **Fire inspections and fire code violations**

Fire Safety Inspections are conducted during Fall Term by the Oregon State Fire Marshal or a person acting on his or her behalf, who will do a fire inspection of every residence hall room. Residents will be notified as to when these inspections will take place, and will be required to allow the Fire Marshal, or his or her designee (residential staff), entrance to the room for inspection. If the residents are not home, the room will be inspected without their presence and a note will be left indicating the status of the room.

Some common violations are as follows:

- Use of lightweight extension cords. Use only approved power strips with circuit breakers.
- Over 50% of walls covered with combustibles (posters, signs, cloth of any kind, etc.).
- Any combustibles on the ceiling.
- Use of unapproved multi-taps. All multi-taps must have a circuit breaker.
- Disconnecting the battery in the smoke detector, or dismantling the smoke detector.
- Storing or placing items within 18 inches of the sprinkler head (Heritage and Arbor Park only), or storing anything within 32 inches of the ceiling in any other hall.

Violation of the fire code or rules pertaining to fire and life safety which may involve the State Fire Marshal and possible criminal action include:

- (a) Tampering with, playing with, intentionally damaging, or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in the smoke detector in your room), extinguishers, or other fire/life safety equipment.
- (b) False Alarms: Setting off a general and/or smoke alarm in a residence hall for false reasons.
- (c) Failure to evacuate a residential facility under a general alarm or whenever directed to do so by a university official (including Resident Assistants); or unauthorized use of a fire escape at times other than during an evacuation or emergency.
- (d) Storage of flammable liquids/gases and other materials (Propane, gasoline, etc.).

## **IN CASE OF FIRE, SOUND THE NEAREST FIRE ALARM AND EVACUATE THE BUILDING!**

**Evacuation procedures are as follows:**

- Put on coat and shoes. Make sure you have your keys/fob.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters (*call 911 and advise them that you are trapped in your room and the residence hall name and room number*).
- Keep your head low and move quickly to the nearest exit.
- If you can, do not breathe the smoke, cover your mouth and nose with a cloth, and if the smoke is heavy drop to your knees and crawl to the nearest exit
- Shut your door tightly when you leave.

**Exit your building as follows:**

- Barnum: exit across the J Loop parking lot to the west side of the fire lane.
- Landers: exit and proceed north towards Public Safety.
- Heritage: exit and proceed north towards Public Safety.

- Arbor Park and Alder View: exit and proceed to Parking Lot J.
- Knox St. Apartments: exit and proceed east (away from campus) across Knox St.
- Ackerman Hall: the east half of the facility go to Lot H and the Werner University Center, the west half will exit to Lot J.

*DO NOT remain in the courtyards or in close proximity to the buildings.* Remain in designated locations until cleared for re-entry by either the Resident Director (RD) or a member of the University Housing staff acting on behalf of the RD.

*Always be alert for the arrival of emergency services apparatus and equipment, do not stand in driveways or roadways.*

### **Fire life safety equipment**

Fire extinguishers are placed throughout the campus and the residence halls for the protection and use by the campus community. The residential staffs (RA's and RD's) are all trained yearly on fire life safety and on the proper use of the extinguishers. In the event you come across a small fire (never attempt to fight a large fire or one that blocks your escape route) and an extinguisher is available, remember the proper use is: **P A S S**

**P**ull - Pull the pin

**A**im - Aim at the base of the fire

**S**queeze - Squeeze the handle

**S**weep - Sweep slowly from side to side

Smoke detectors and alarms are installed in each residential room as well as hallways and common areas for the safety and protection of the residents. The devices are inspected annually as well as on an as needed basis. In the event the smoke detector in your room begins to "chirp" contact Housing maintenance or CPS immediately so that the device can be checked and serviced. In the event the detector activates, leave the area immediately and call CPS (8-9000 or 503-838-9000) and report the activation.

# WOU Board of Trustees

FINANCE & ADMINISTRATION COMMITTEE ~  
October 12, 2017





Western Oregon  
UNIVERSITY

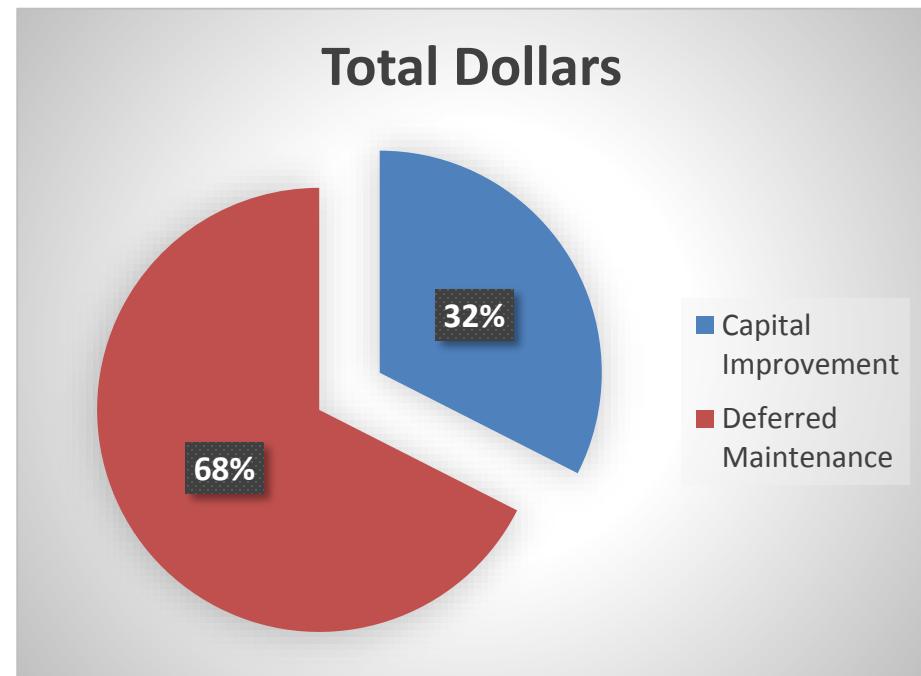
# WOU Facilities Planning Guide



Master List of DM & CI Projects

# WOU FACILITES PLANNING GUIDE

## Capital Improvements vs. Deferred Maintenance

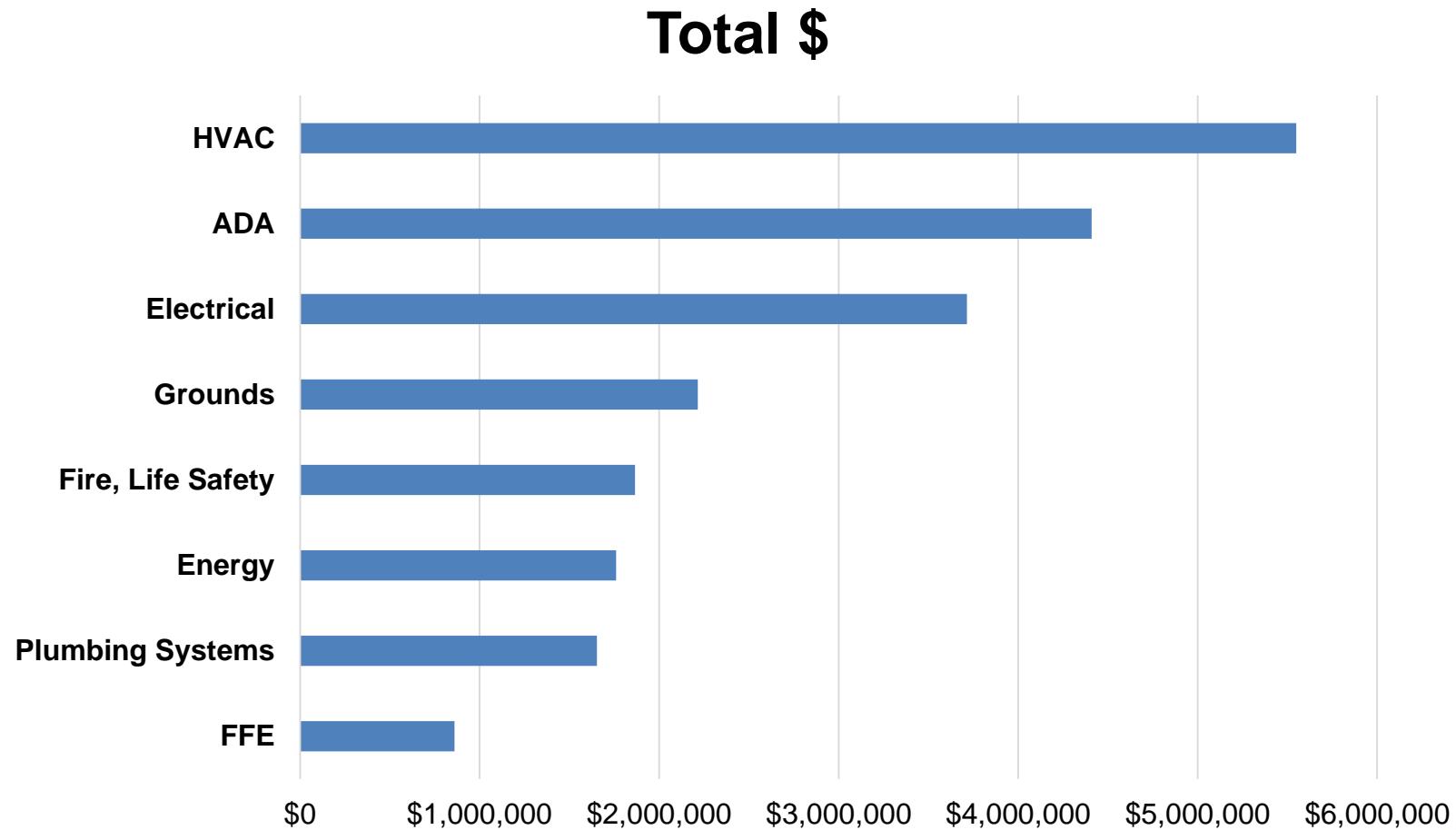


## WOU Facilities Workbook

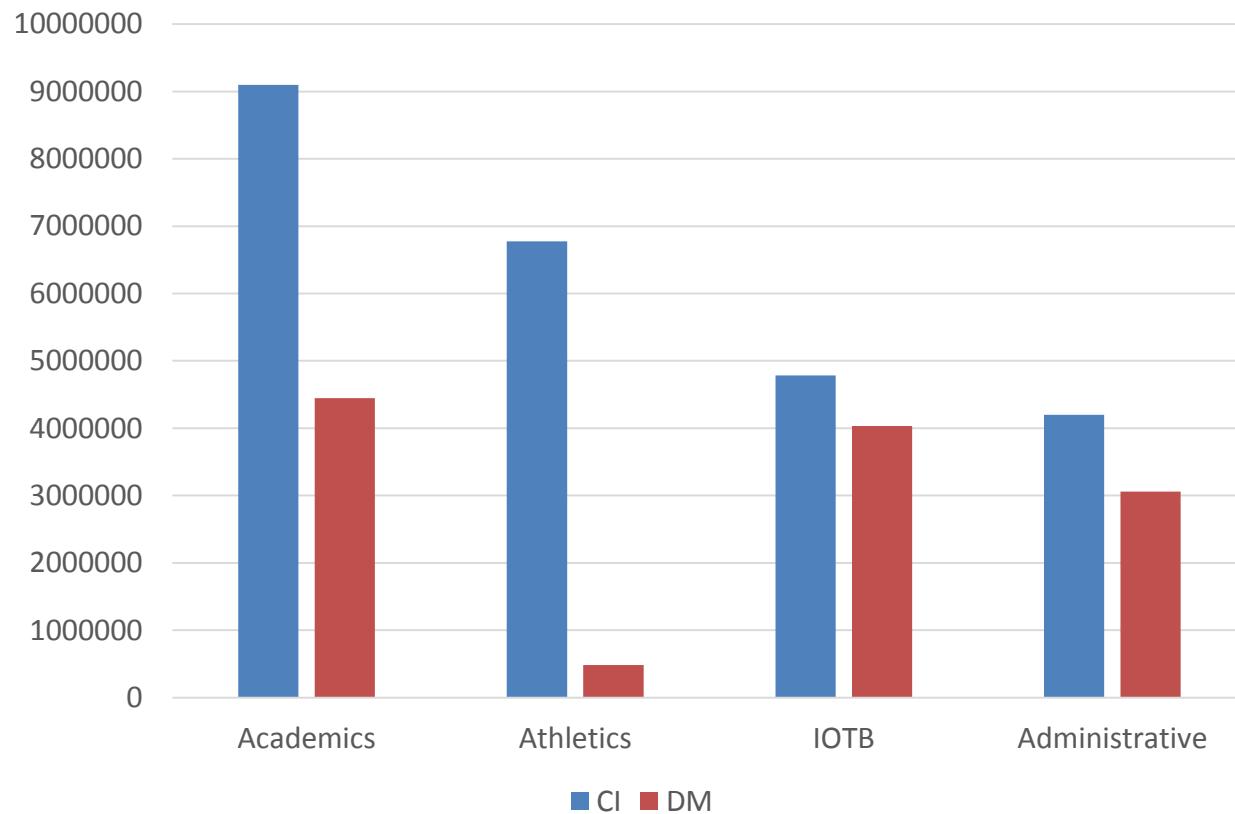
- All CI & DM Projects
- Allows us to set Priorities
- Ability to quickly summarize projects by any category.



# TOTALS BY CATEGORY



# Totals by Dedicated Use



# Master Plan 2017 - 2018

SRG was selected as the Architecture Firm to revise our Master Plan.



- The revision of the Master Plan will help shape our priorities.
- Look at creating new Projects that will offset DM.
- Help adjust existing priorities.



# Upcoming New Capital Projects

- Natural Sciences Remodel \$8,700,000
- ITC Phase 3 \$6,000,000
- OMA \$7,000,000
- Student Advising \$300,000



# **Finance & Administration Committee**

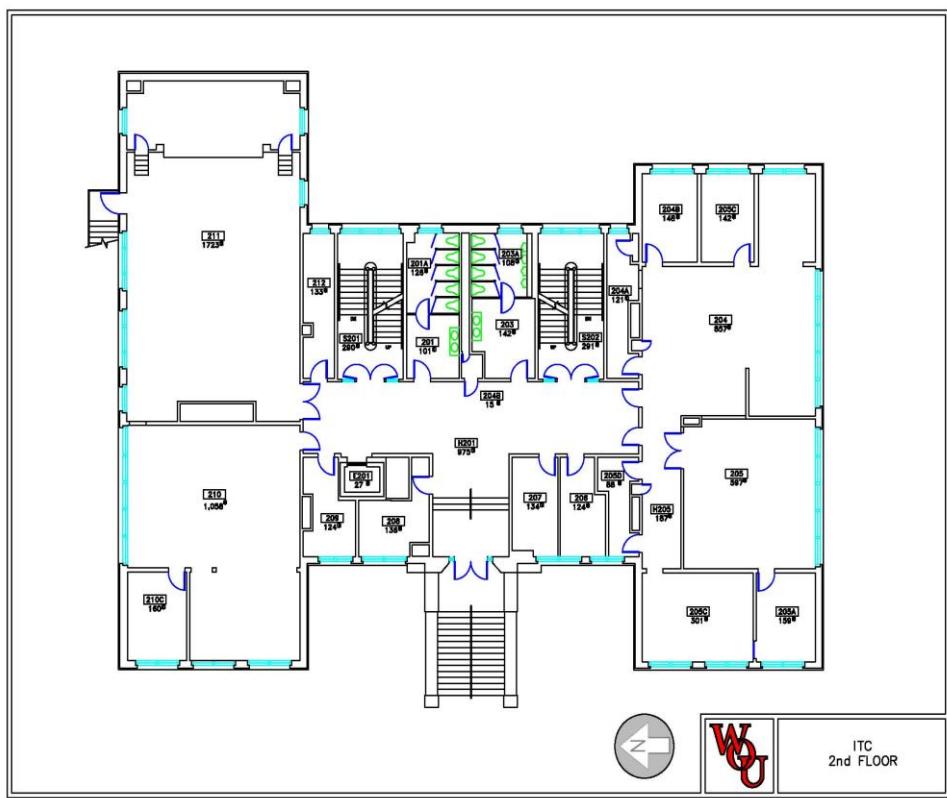
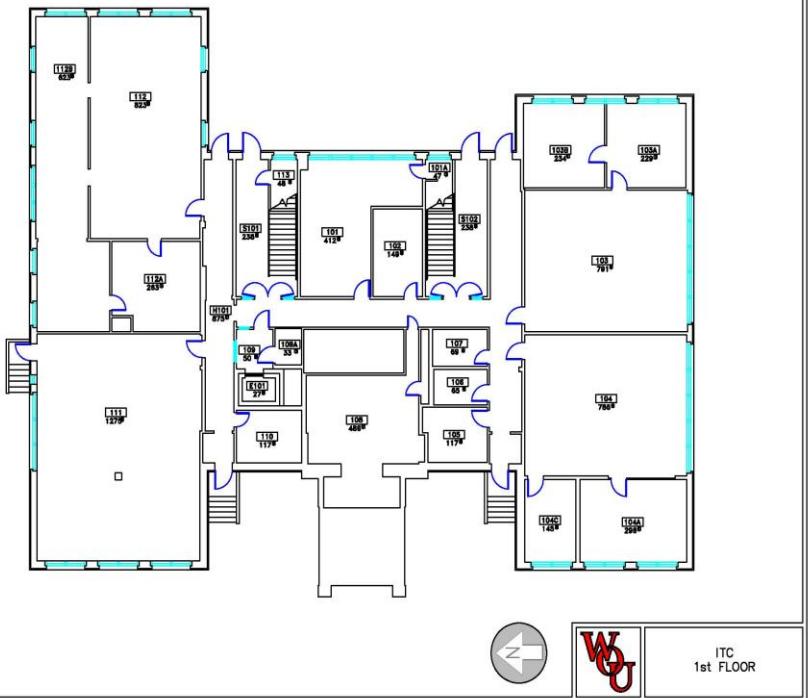
**July 13, 2016**

## **Agenda**



# Instructional Technology Center





# Oregon Military Academy

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Oregon Military Academy  
1st Floor 21,284 SF

FILE NAME: OMA-mstr	DATE: 11-21-2013
SCALE: mts	DRAWN BY: drf



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# WOU Board of Trustees

FINANCE & ADMINISTRATION  
COMMITTEE ~ October 12, 2017



# FY18 – Q1 Management Report

## Western Oregon University Quarterly Management Report

(Unaudited, non-GAAP, For management purposes only)

(in thousands except enrollment)	As of September 30, 2017 For the Fiscal Year Ended June 30, 2018							
	Year-to-Date				Budget		Projections	
	YTD Actual	YTD as a % of Projected	Prior YTD	% chg Current/ Actual	Prior Yr. Actual	Adjusted Budget	Projected 6/30/2018	% chg Projection to PY Actual Notes
<b>EDUCATION &amp; GENERAL</b>								
State General Fund	8,749	36%	36%	2%	23,888	24,521	24,521	3%
Tuition & Resource Fees, net of Remissions	16,603	41%	39%	8%	39,328	40,026	40,026	2%
Other	802	21%	19%	-5% (1)	4,382	3,737	3,737	-15% (1)
<b>Total Revenues</b>	<b>26,154</b>	<b>38%</b>	<b>37%</b>	<b>6%</b>	<b>67,598</b>	<b>68,284</b>	<b>68,284</b>	<b>1%</b>
Personnel Services	(8,267)	14%	15%	2%	(54,471)	(57,367)	(57,367)	5% (2)
Supplies & Services & Capital Outlay	(1,508)	17%	23%	-15% (3)	(7,838)	(9,131)	(9,131)	16% (3)
<b>Total Expenditures</b>	<b>(9,775)</b>	<b>15%</b>	<b>16%</b>	<b>-1%</b>	<b>(62,309)</b>	<b>(66,498)</b>	<b>(66,498)</b>	<b>7%</b>
<b>Net from Operations</b>	<b>16,379</b>				<b>5,289</b>	<b>1,786</b>	<b>1,786</b>	
Transfers In	0	n/a	0%	n/a	144	0	0	-100%
Transfers Out	(716)	22%	15%	3%	(4,487)	(3,184)	(3,184)	-29% (4)
Fund Additions/(Deductions)	0				(490)	0	0	
Change in Fund Balance	15,663				456	(1,398)	(1,398)	
<b>Beginning Fund Balance</b>	<b>11,323</b>				<b>11,294</b>	<b>11,323</b>	<b>11,323</b>	
<b>Ending Fund Balance</b>	<b>26,986</b>				<b>11,750</b>	<b>9,925</b>	<b>9,925</b>	<b>-12%</b>
% Operating Revenues					17.4%	14.5%	14.5%	-13%
Student FTE Enrollment - Summer	299	7%	6%	4%	4,545	4,432	4,432	-2%



# FY18 – Q1 Management Report

## Western Oregon University Quarterly Management Report

(Unaudited, non-GAAP, For management purposes only)

(in thousands except enrollment)

**As of September 30, 2017  
For the Fiscal Year Ended June 30, 2018**

	Year-to-Date					Budget		Projections		
	YTD Actual	YTD as a % of Projected	Prior YTD Actual	% chg Current/ Prior YTD	Notes	Prior Yr. Actual	Adjusted Budget	Projected 6/30/2018	% chg Projection to PY Actual	Notes
<b>AUXILIARY ENTERPRISES</b>										
Enrollment Fees	2,670	38%	36%	2%		7,260	7,043	7,043	-3%	
Sales & Services	1,841	13%	12%	4%		14,520	14,610	14,610	1%	
Other	417	23%	23%	-5%	(5)	1,948	1,803	1,803	-7%	(5)
<b>Total Revenues</b>	<b>4,928</b>	<b>21%</b>	<b>20%</b>	<b>2%</b>		<b>23,728</b>	<b>23,456</b>	<b>23,456</b>	<b>-1%</b>	
Personnel Services	(2,276)	<b>21%</b>	21%	5%	(6)	(10,360)	(10,883)	(10,883)	5%	(6)
Supplies & Services & Capital Outlay	(2,035)	<b>15%</b>	19%	-11%	(7)	(12,346)	(13,396)	(13,396)	9%	(7)
<b>Total Expenditures</b>	<b>(4,311)</b>	<b>18%</b>	<b>20%</b>	<b>-3%</b>		<b>(22,706)</b>	<b>(24,279)</b>	<b>(24,279)</b>	<b>7%</b>	
<b>Net from Operations</b>	<b>617</b>	<b>22%</b>	<b>23%</b>	<b>-2%</b>		<b>1,022</b>	<b>(823)</b>	<b>(823)</b>		
Transfers In	661					2,972	2,970	2,970	0%	
Transfers Out	0	0%	0%	n/a		(2,873)	(470)	(470)	-84%	(8)
Additions/(Deductions) to Unrestricted Net Assets	(2,309)					(2,287)	(2,287)	(2,287)		
Change in Unrestricted Net Assets	(1,031)					(1,166)	(610)	(610)		
<b>Beginning Unrestricted Net Assets</b>	<b>7,675</b>					<b>8,841</b>	<b>7,675</b>	<b>7,675</b>		
<b>Ending Unrestricted Net Assets</b>	<b>6,644</b>					<b>7,675</b>	<b>7,065</b>	<b>7,065</b>	<b>-8%</b>	
						<b>32.3%</b>	<b>30.1%</b>	<b>30.1%</b>		



# FY18 – Q1 Management Report

## Western Oregon University Quarterly Management Report

(Unaudited, non-GAAP, For management purposes only)

**As of September 30, 2017  
For the Fiscal Year Ended June 30, 2018**

(in thousands except enrollment)	Year-to-Date					Notes	Budget		Projections	
	YTD Actual	YTD as a % of Projected	Prior YTD as % of PY	% chg Current/ Prior YTD			Prior Yr. Actual	Adjusted Budget	Projected 6/30/2018	% chg Projection to PY Actual
<b>DESIGNATED OPERATIONS, SERVICE DEPARTMENTS, CLEARING FUNDS</b>										
Enrollment Fees	65	45%	59%	-23%	(9)		142	143	143	1% (9)
Sales & Services	130	34%	34%	18%	(10)		321	383	383	19% (10)
Other	483	19%	21%	-9%	(11)		2,467	2,552	2,552	3%
<b>Total Revenues</b>	<b>678</b>	<b>22%</b>	<b>25%</b>	<b>-6%</b>			<b>2,930</b>	<b>3,078</b>	<b>3,078</b>	<b>5%</b>
Personnel Services	(328)	30%	22%	56%	(12)		(966)	(1,094)	(1,094)	13% (13)
Supplies & Services & Capital Outlay	(493)	29%	47%	-19%	(14)		(1,296)	(1,726)	(1,726)	33%
<b>Total Expenditures</b>	<b>(821)</b>	<b>29%</b>	<b>36%</b>	<b>0%</b>			<b>(2,262)</b>	<b>(2,820)</b>	<b>(2,820)</b>	<b>25%</b>
<b>Net from Operations</b>	<b>(143)</b>						668	258	258	
Transfers In	86	179%	2%	1333%			260	48	48	-82%
Transfers Out	0	n/a	#DIV/0!		n/a		0	0	0	n/a
Additions/(Deductions) to Unrestricted Net Assets	(130)						(425)	(425)	(425)	
Change in Unrestricted Net Assets	(187)						503	(119)	(119)	
<b>Beginning Unrestricted Net Assets</b>	<b>1,762</b>						1,259	1,762	1,762	
<b>Ending Unrestricted Net Assets</b>	<b>1,575</b>						<b>1,762</b>	<b>1,643</b>	<b>1,643</b>	<b>-7%</b>
							60.1%	53.4%	53.4%	
<b>Total unrestricted fund balance</b>							<b>21,187</b>	<b>18,633</b>	<b>18,633</b>	
<b>Days of expenditures</b>							89	73	73	



# FY18 – Initial Budget



Public University Funding	2015-17 LAB	2017-19 SB 5524-3	Change	
Public University Support Fund	667,327,500	736,898,583	69,571,083	10.4%
Public University State Programs	39,120,363	39,726,110	605,747	1.5%
SWPS - Agricultural Experiment Stations	63,121,066	66,088,861	2,967,795	4.7%
SWPS - Extension Service	45,601,540	47,717,403	2,115,863	4.6%
SWPS - Forest Research Laboratory	9,771,107	10,224,041	452,934	4.6%
Debt Service-General Fund	119,704,939	161,731,988	42,027,049	35.1%
Subtotal General Fund	944,646,515	1,062,386,986	117,740,471	12.5%
Sports Lottery	8,240,000	8,240,000	-	0.0%
Outdoor School	-	24,000,000	24,000,000	
Debt Service-Lottery Funds	31,887,710	31,921,630	33,920	0.1%
Grand Total - GF + LF	984,774,225	1,126,548,616	141,774,391	
<b>State Programs Detail</b>				
ETIC	24,451,274	25,596,618	1,145,344	4.7%
UO & PSU Dispute Resolution programs	2,516,149	2,634,011	117,862	4.7%
PSU Oregon Solutions program	2,257,451	2,363,195	105,744	4.7%
OSU Fermentation Science program	1,239,600	1,297,665	58,065	4.7%
UO, OSU, and PSU Signature Research Centers	1,040,577	1,089,319	48,742	4.7%
UO Labor Education Research Center (LERC)	678,544	710,328	31,784	4.7%
OSU Marine Research Vessel program	619,800	648,833	29,033	4.7%
PSU Population Research Center	435,313	455,705	20,392	4.7%
OSU Institute for Natural Resources	399,103	417,797	18,694	4.7%
Clinical Legal Education program	348,077	364,381	16,304	4.7%
OSU Climate Change Research Institute	312,837	327,490	14,653	4.7%
OSU (w UO) TallWood Design Inst (Adv Wood Products)	2,500,000	3,558,605	1,058,605	42.3% includes roll-up
PSU Profiling	250,431	262,162	11,731	4.7%
Rounding		1		
One-time programs	2,071,207		(2,071,207)	
Total State Programs	39,120,363	39,726,110	605,746	1.5%

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SSCM FY18 FUNDING ALLOCATION TRUE UP SUMMARY			
	WOU	Total	
Mission Differentiation (MD)	\$ 6,763,374	\$ 63,935,430	10.6%
	(\$ 27,016)		
	-0.40%		
Activity Based (SCH)	\$ 7,007,110	\$ 118,857,955	5.9%
	(\$ 27,786)		
	-0.39%		
Outcomes Based (OBF)	\$ 10,075,826	\$ 178,286,927	5.7%
	(\$ 160,140)		
	-1.56%		
Pre-Stop Loss (MD + SCH + OBF)	\$ 23,846,310	\$ 361,080,307	6.6%
	(\$ 214,942)		
	-0.89%		
Stop Loss/Stop Gain Adjustment (SL)	(\$ 17,471)	\$ 363,093	-4.8%
	\$ 5,185		
	-22.89%		
Final (MD + SCH + OBF + SL)	\$ 23,828,838	\$ 361,080,306	6.6%
	(\$ 209,758)		
	-0.87%		



## Mission Differentiation

	WOU	Total	
Regional Support*	\$ 5,642,737	\$ 31,840,596	17.7%
	\$ 3,080		
	0.05%		
Mission**	\$ 514,446	\$ 23,251,623	2.2%
	\$ 1,818		
	0.35%		
Research	\$ 204,122	\$ 6,145,887	3.3%
	\$ -		
	0.00%		
Dual Credit	\$ 402,069	\$ 2,697,324	14.9%
	(\$ 31,914)		
	-7.35%		
Total	\$ 6,763,374	\$ 63,935,430	10.6%
	(\$ 27,016)		
	-0.40%		

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## Outcomes Based Funding (OBF)

	WOU	Total	
BA/BS Non-Transfers	\$ 4,875,883	\$ 88,203,498	5.5%
	(\$ 198,531)		
	-3.91%		
BA/BS Transfers	\$ 1,929,879	\$ 27,930,087	6.9%
	\$ 29,226		
	1.54%		
Masters	\$ 810,955	\$ 13,721,478	5.9%
	\$ 29,417		
	3.76%		
PhD	\$ -	\$ 8,336,633	0.0%
	\$ -		
	0.00%		
Professional	\$ -	\$ 1,293,202	0.0%
	\$ -		
	0.00%		
Grad. Certificate	\$ 173,455	\$ 1,374,220	12.6%
	\$ 9,026		
	5.49%		
Area of Study	\$ 267,639	\$ 9,412,374	2.8%
	(\$ 14,833)		
	-5.25%		
Student Populations	\$ 2,018,015	\$ 28,015,435	7.2%
	(\$ 14,445)		
	-0.71%		
Total	\$ 10,075,826	\$ 178,286,927	5.7%
	(\$ 160,140)		
	-1.56%		

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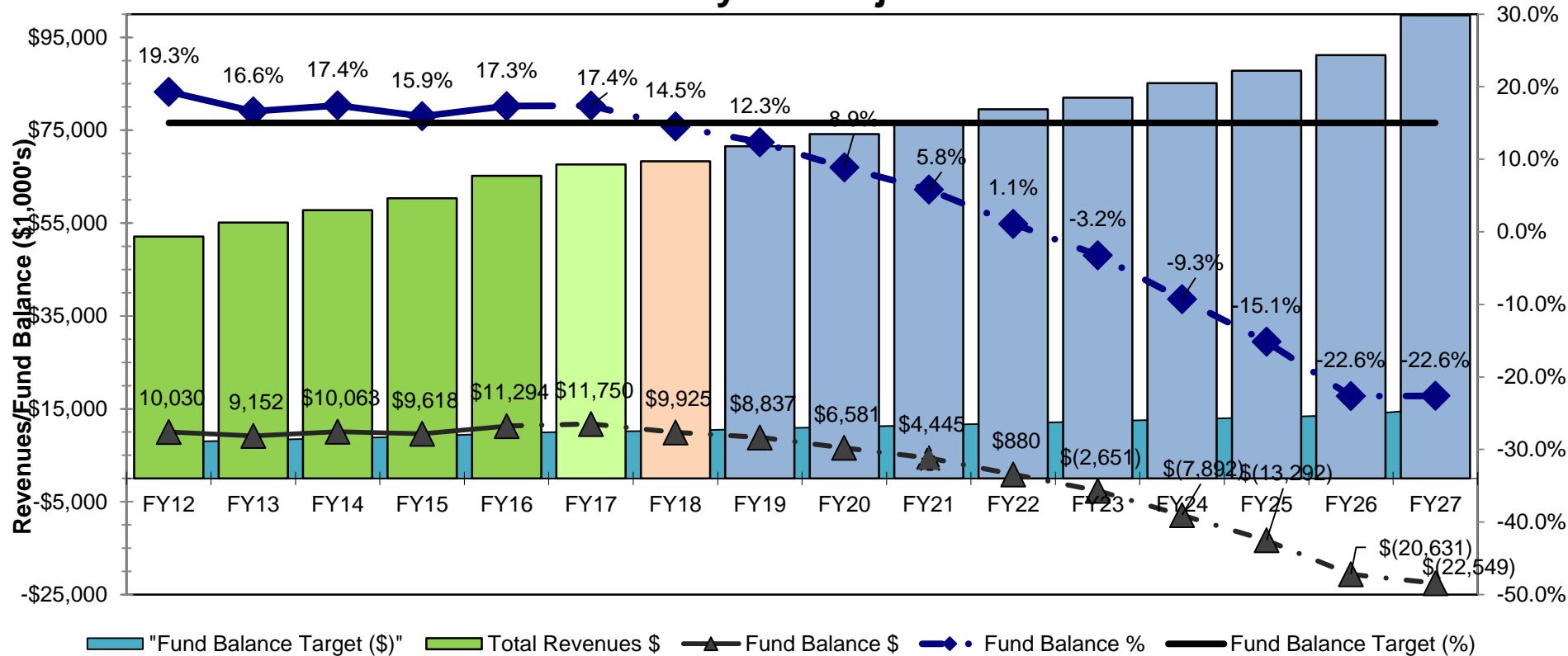
## Activity Based Funding (SCH)

	WOU	Total	
Freshman/ Sophomore	\$ 2,094,808	\$ 24,800,003	8.4%
	(\$ 16,065)		
	-0.76%		
Junior/Senior	\$ 4,294,447	\$ 70,489,078	6.1%
	\$ 13,868		
	0.32%		
Masters/ Grad. Certificate/ Professional	\$ 617,855	\$ 11,808,450	5.2%
	(\$ 25,589)		
	-3.98%		
PhD	\$ -	\$ 11,760,424	0.0%
	\$ -		
	0.00%		
Total	\$ 7,007,110	\$ 118,857,955	5.9%
	(\$ 27,786)		
	-0.39%		



# FY18 – Initial Budget

## WOU 10-year Projection

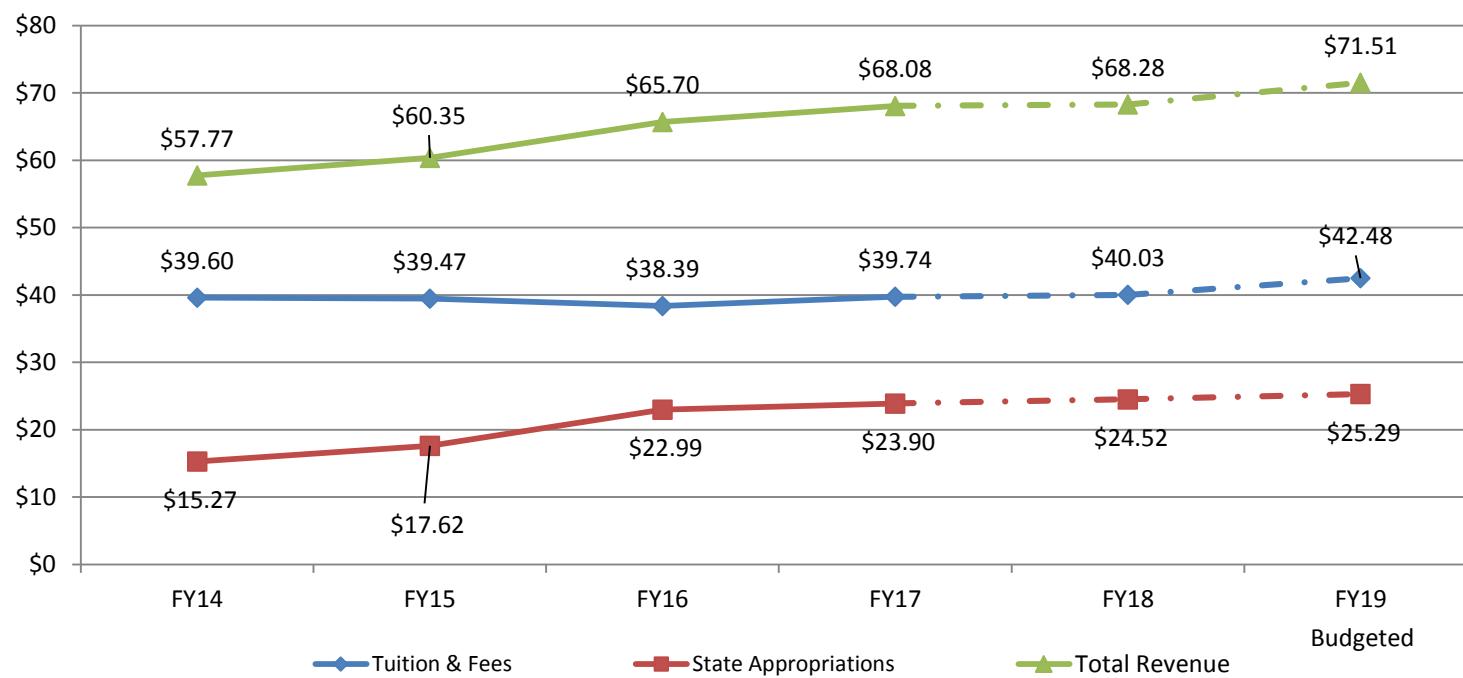


TOGETHER WE  
THRIVE



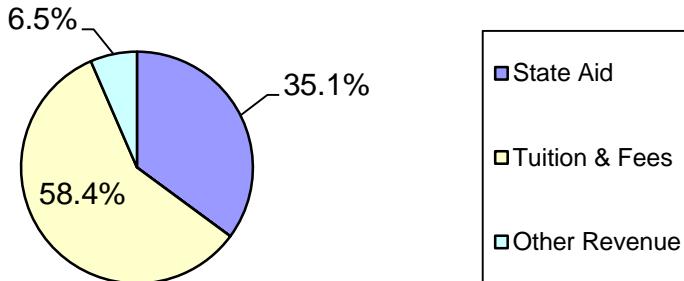
# FY18 – Initial Budget

**Tuition & State Appropriations**  
(in millions)

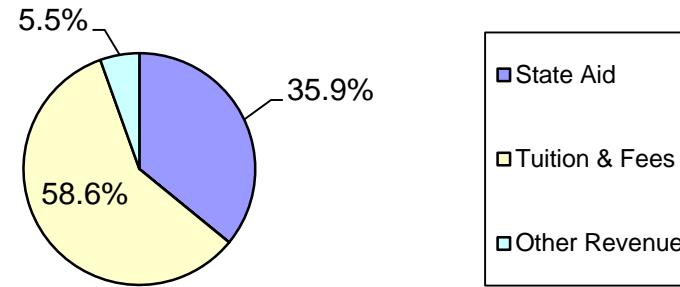


# FY18 – Initial Budget

**FY17 Actual Revenues = \$68.1M**



**FY18 Budgeted Revenues = \$68.3M**



## FY18 – Initial Budget

University	2016-17		2017-18				
	Resident	Resident	Expected % Increase	Expected \$ Increase	Origionally Proposed \$ Rate	Annual Tuition Savings / FTE	
	Undergraduate	Undergraduate					
2017 Promise		\$ 193.00	6.50%	\$ 12.00	\$ 199.00	\$ 270.00	
2016 Promise	\$ 181.00	\$ 181.00	0.00%	\$ -	\$ -	\$ -	
2015 Promise	\$ 172.00	\$ 172.00	0.00%	\$ -	\$ -	\$ -	
2014 Promise	\$ 168.00	\$ 168.00	0.00%	\$ -	\$ -	\$ -	
2013 Promise	\$ 164.00	\$ 164.00	0.00%	\$ -	\$ -	\$ -	
2012 Promise	\$ 157.00	\$ 157.00	0.00%	\$ -	\$ -	\$ -	
EOU	\$ 146.00	\$ 153.00	5.00%	\$ 7.00	\$ 153.00	\$ -	
PSU	\$ 156.00	\$ 165.00	5.50%	\$ 9.00	\$ 170.00	\$ 225.00	
SOU	\$ 151.41	\$ 165.00	9.00%	\$ 13.59	\$ 170.00	\$ 225.00	
WOU Non-promise	\$ 155.00	\$ 165.00	6.50%	\$ 10.00	\$ 171.00	\$ 270.00	
OIT	\$ 167.63	\$ 176.00	5.00%	\$ 8.37	\$ 183.00	\$ 315.00	
OSU Cascades	\$ 180.00	\$ 187.00	4.00%	\$ 7.00	\$ 187.00	\$ -	
OSU Corvallis	\$ 187.00	\$ 194.00	4.00%	\$ 7.00	\$ 194.00	\$ -	
UO	\$ 198.00	\$ 211.00	6.56%	\$ 13.00	\$ 220.00	\$ 405.00	

# Western Oregon University

Proposed 2017-18 Tuition Rates

	FY17 Rate	FY18 Rate	\$ Increase/ SCH	% Increase	Projected FTE	% of Total FTE	Weighted Average Increase
<b>Undergraduate:</b>							
<b>Resident</b>							
Traditional - Variable Rate	155.00	165.00	10.00	6.45%	1,739	65.97%	4.26%
Promise - 2013	164.00	164.00	-	0.00%	7	0.27%	0.00%
Promise - 2014	168.00	168.00	-	0.00%	200	7.59%	0.00%
Promise - 2015	172.00	172.00	-	0.00%	221	8.38%	0.00%
Promise - 2016	181.00	181.00	-	0.00%	223	8.46%	0.00%
Promise - 2017		193.00	12.00	6.63%	246	9.33%	0.62%
					<b>2,636</b>	<b>100.00%</b>	<b>4.87%</b>
Non-Resident	483.00	531.30	48.30	10.00%			
<b>WUE</b>							
Traditional - Variable Rate	233.00	245.00	12.00	5.15%			
Promise - 2013	246.00	246.00	-	0.00%			
Promise - 2014	252.00	252.00	-	0.00%			
Promise - 2015	258.00	258.00	-	0.00%			
Promise - 2016	272.00	272.00	-	0.00%			
Promise - 2017		299.00	27.00	9.93%			
<b>Graduate:</b>							
Resident	363.00	399.30	36.30	10.00%			
Non-Resident	610.00	671.00	61.00	10.00%			
<b>Distance Education/Online Course Tuition:</b>							
Undergraduate	199.00	219.00	20.00	10.05%			
Graduate	435.00	479.00	44.00	10.11%			
<a href="#">Master of Arts Interpreting Studies</a>	472.00	519.00	47.00	9.96%			
<a href="#">Reading Endorsement/Certificate Program</a>	435.00	479.00	44.00	10.11%			

**Western Oregon University**  
**Education and General Fund Operations**  
**2017 - 19 Biennial Budget Projection**

		LAB/Appropriations \$737.0M					
		Resident Undergrad Choice 6.50%				5%	
		Resident Promise 6.50%				5%	
		Enrollment Change -3%				0%	
		Salaries - TT/NTT Faculty & Unclassified 2%				2%	
		Classified Steps @ 4.75% & 2% Cola 6.75%				6.75%	
<b>PROJECTED</b>							
	2017 Actual	FY17 Actual - FY16 Actual \$ Δ % Δ	2018 Initial Budget	FY18 Budget - FY17 Actual \$ Δ % Δ	2019 Projected Budget	FY19 Budget - FY18 Budget \$ Δ % Δ	
<b>Government Appropriations</b>							
State Appropriations	23,887,896	899,557 3.9%	24,521,389	633,493 2.7%	25,203,462	682,073 2.8%	
State Fiscal Stabilization Fund	-	- 0.0%	-	- 0.0%	-	- 0.0%	
<b>Total Government Appropriations</b>	<b>23,887,896</b>	<b>899,557 3.9%</b>	<b>24,521,389</b>	<b>633,493 2.7%</b>	<b>25,203,462</b>	<b>682,073 2.8%</b>	
<b>Tuition and Resource Fees, Net of Remissions</b>							
<b>Tuition Revenue</b>							
<b>Academic Year Tuition</b>							
Resident Undergraduate	20,031,123	334,765 1.7%	20,563,523	532,399 2.7%	21,519,009	955,487 4.6%	
Nonresident Undergraduate	4,716,883	(286,029) -5.7%	5,029,659	312,776 6.6%	5,285,404	255,745 5.1%	
Resident Graduate	1,472,763	(4,607) -0.3%	1,574,438	101,675 6.9%	1,653,357	78,919 5.0%	
Nonresident Graduate	702,019	(113,543) -13.9%	749,802	47,783 6.8%	787,795	37,993 5.1%	
Western Undergrad Exchange (WU)	6,918,125	518,158 8.1%	7,142,680	224,555 3.2%	7,452,567	309,888 4.3%	
Continuing Education	6,658,060	307,014 4.8%	6,891,092	233,032 3.5%	7,142,857	251,764 3.7%	
Faculty & Staff	295,557	(41,392) -12.3%	301,500	5,943 2.0%	308,880	7,380 2.4%	
<b>Total Academic Year Tuition</b>	<b>40,794,530</b>	<b>714,366 1.8%</b>	<b>42,252,694</b>	<b>1,458,163 3.6%</b>	<b>44,149,870</b>	<b>1,897,176 4.5%</b>	
<b>Summer Session Tuition</b>							
Resident Undergrad Instruction	385,726	(140,987) -26.8%	400,711	14,985 3.9%	419,256	18,545 4.6%	
Nonresident Undergrad Instruction	263,301	(90,447) -25.6%	278,138	14,836 5.6%	292,280	14,143 5.1%	
Resident Grad Instruction Fee	123,550	(10,924) -8.1%	130,042	6,492 5.3%	136,560	6,518 5.0%	
Nonresident Grad Instruction Fee	15,198	(14,686) -49.1%	15,621	423 2.8%	16,412	792 5.1%	
Western Undergrad Exchange (WU)	90,398	(49,566) -35.4%	97,588	7,190 8.0%	101,877	4,289 4.4%	
<b>Summer Session Tuition</b>	<b>878,174</b>	<b>(306,610) -25.9%</b>	<b>922,100</b>	<b>43,926 5.0%</b>	<b>966,386</b>	<b>44,286 4.8%</b>	
<b>Total Tuition Revenue</b>	<b>41,672,704</b>	<b>407,756 1.0%</b>	<b>43,174,793</b>	<b>1,502,089 3.6%</b>	<b>45,116,256</b>	<b>1,941,462 4.5%</b>	
<b>Student Fees</b>							
Technology	32,130	1,155 3.7%	30,975	(1,155) -3.6%	31,904	929 3.0%	
Matriculation	685,104	73,348 12.0%	685,104	(0) 0.0%	712,618	27,514 4.0%	
Other Student Fees	1,156,208	81,542 7.6%	1,074,666	(81,542) -7.1%	1,106,907	32,241 3.0%	
<b>Student Fee Revenue</b>	<b>1,873,442</b>	<b>156,045 9.1%</b>	<b>1,790,745</b>	<b>(82,698) -4.4%</b>	<b>1,851,429</b>	<b>60,684 3.4%</b>	
<b>Less Fee Remissions</b>	<b>4,218,552</b>	<b>(375,783) -8.2%</b>	<b>4,940,000</b>	<b>721,448 17.1%</b>	<b>4,521,373</b>	<b>(418,627) -8.5%</b>	
<b>Tuition and Resource Fees, Net of Remissions</b>	<b>39,327,594</b>	<b>939,584 2.4%</b>	<b>40,025,538</b>	<b>697,944 1.8%</b>	<b>42,446,312</b>	<b>2,420,774 6.0%</b>	
<b>% Fee Remission to Gross tuition</b>	<b>10.12%</b>	<b>-1.0%</b>	<b>11.44%</b>	<b>1.3%</b>	<b>10.02%</b>	<b>-1.4%</b>	

**Western Oregon University**  
**Education and General Fund Operations**  
**2017 - 19 Biennial Budget Projection**

	2017 Actual	FY17 Actual - FY16 Actual		2018 Initial Budget	FY18 Budget - FY17 Actual		2019 Projected Budget	PROJECTED	
		\$ Δ	% Δ		\$ Δ	% Δ		FY19 Budget - FY18 Budget	\$ Δ
<b>Other Revenue</b>									
Indirect Cost Recoveries	606,196	86,912	16.7%	608,000	1,804	0.3%	608,000	-	0.0%
Sales & Services, Other Revenue	3,776,483	504,261	15.4%	3,128,899	(647,584)	-17.1%	3,128,899	-	0.0%
<b>Other Revenue</b>	<b>4,382,679</b>	<b>591,173</b>	<b>15.6%</b>	<b>3,736,899</b>	<b>(645,780)</b>	<b>-14.7%</b>	<b>3,736,899</b>	-	<b>0.0%</b>
<b>Total Operating Revenue</b>	<b>67,598,169</b>	<b>2,430,315</b>	<b>3.7%</b>	<b>68,283,826</b>	<b>685,657</b>	<b>1.0%</b>	<b>71,386,672</b>	<b>3,102,846</b>	<b>4.5%</b>

**Western Oregon University**  
**Education and General Fund Operations**  
**2017 - 19 Biennial Budget Projection**

							PROJECTED		
	2017 Actual	FY17 Actual - FY16 Actual \$ Δ % Δ		2018 Initial Budget	FY18 Budget - FY17 Actual \$ Δ % Δ		2019 Projected Budget	FY19 Budget - FY18 Budget \$ Δ % Δ	
<b>Expenditures</b>									
Total Personnel	54,470,615	3,210,562	6.2%	57,366,527	2,895,913	5.3%	59,986,991	2,620,463	4.6%
Supplies & Services	7,383,436	332,752	4.7%	8,928,218	1,544,782	20.9%	8,928,218	-	0.0%
Capital Outlay	454,125	95,971	26.8%	202,691	(251,434)	-55.4%	202,691	-	0.0%
<b>Total Expenditures</b>	<b>62,308,176</b>	<b>3,390,379</b>	<b>5.8%</b>	<b>66,497,436</b>	<b>4,189,261</b>	<b>6.7%</b>	<b>69,117,900</b>	<b>2,620,463</b>	<b>3.9%</b>
<b>Transfers</b>									
Transfers In	(143,661)	385,401	-72.8%	-	143,661	0.0%	-	-	0.0%
Transfers Out - Other	2,092,851	(317,514)	-13.2%	299,523	(1,793,328)	-85.7%	299,523	-	0.0%
Transfers Out - Athletics Support	2,821,603	162,616	6.1%	2,884,139	62,536	2.2%	2,884,139	-	0.0%
<b>Total Transfers</b>	<b>4,770,793</b>	<b>230,503</b>	<b>5.1%</b>	<b>3,183,662</b>	<b>(1,587,131)</b>	<b>-33.3%</b>	<b>3,183,662</b>	<b>-</b>	<b>0.0%</b>
Fund Additions/(Deductions)	(490,000)								
<b>Change in Fund Balance</b>	<b>29,201</b>			<b>(1,397,272)</b>			<b>(914,889)</b>		
<b>Beginning Fund Balance</b>	<b>11,293,642</b>			<b>11,322,843</b>			<b>9,925,570</b>		
<b>Ending Fund Balance</b>	<b>11,322,843</b>	<b>(5,124)</b>	<b>0.0%</b>	<b>9,925,570</b>	<b>(1,397,272)</b>	<b>-12.3%</b>	<b>9,010,681</b>	<b>(914,889)</b>	<b>-9.2%</b>
<b>% Operating Revenues</b>	<b>16.8%</b>			<b>14.5%</b>			<b>12.6%</b>		

**Western Oregon University**  
**University Budget Committee Budget**  
**Reduction Scoring Rubric**  
**FY2017-18 General Fund**

Agree with this recommendation  
Have concerns about this recommendation  
Disagree with this recommendation

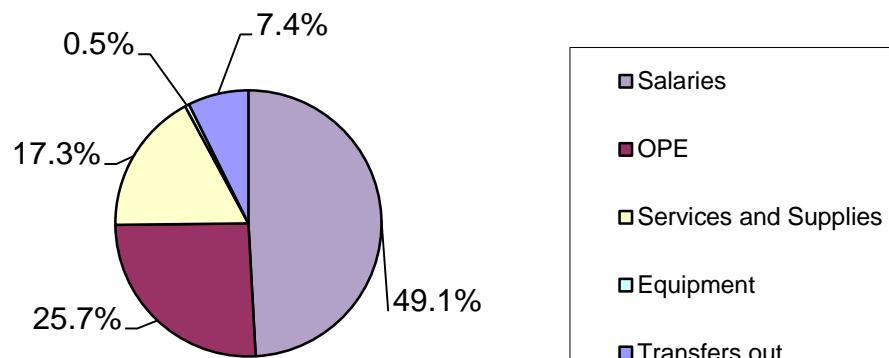
Organization	Department	Proposal Number	Proposal Description	Estimated Cost Reduction	Tier 1 Recommendations	Tier 1 Vote Count	Tier 2 Vote Count	Tier 3 Vote Count
President	** Advancement		** Reduce 1 FTE (vacant) E99830	\$109,191	\$109,191	17	0	0
Academic Affairs	Grad Office		Reduce Professional Staff 1 FTE (layoff) Position to be determined	\$61,235		0	8	5
Academic Affairs	Library		Reduce Professional Staff 1 FTE to .75 FTE (voluntary) E99786	\$42,512	\$42,512	16	0	0
Academic Affairs	Library		Reduce two Professional Staff positions from 1 FTE to .75 FTE each (voluntary move from 12 to 9 month appointment) E99719, E99782	\$42,907	\$42,907	15	0	0
Academic Affairs	Center for Academic Innovation		Reduce S&S	\$12,782	\$12,782	9	5	0
Academic Affairs	Center for Academic Innovation		Reduce Professional Staff 1FTE (layoff) E99527	\$59,593		0	7	6
Academic Affairs	** Enrollment Management		** Reduce Professional Staff 1 FTE (retiring) E99549	\$78,763	\$78,763	15	0	0
Academic Affairs	** The Research Institute		** Leave 1 Professional Staff FTE vacant E99982	\$202,936	\$202,936	14	2	0
Academic/Instructional	Multiple		Faculty early retirement with health coverage option	\$850,000	\$850,000	17	0	0
Academic/Instructional	Multiple		NTT FTE Reductions	\$400,000	\$400,000	12	4	0
Academic/Instructional	Multiple		Review TT openings and hires	\$150,000	\$150,000	12	3	0
Academic/Instructional	Multiple		Hold all non-critical AIC upgrades	\$200,000	\$200,000	12	4	0
Finance & Administration	Facilities Services		Reduce 2 custodial FTE (vacant)	\$102,000	\$102,000	16	1	0
Finance & Administration	Facilities Services		Reduce 1 FTE (retiring) E99600	\$116,000	\$116,000	14	3	0
Finance & Administration	Facilities Services		Reduce 1FTE (layoff) E99497	\$94,000		1	8	5
Finance & Administration	University Computing		Reduce 1 FTE (layoff) E99753	\$82,000		0	7	7
Finance & Administration	University Computing		Reduce 1 FTE (layoff) E99453	\$90,000		0	8	6
Finance & Administration	Multiple		Position Turnover	\$100,000	\$100,000	17	0	0
Finance & Administration	Multiple		Student Wages Reduction	\$4,000		0	3	13
Finance & Administration	Facilities Services		S&S Reduction (utilities)	\$189,000	\$189,000	17	0	0
Finance & Administration	Multiple		S&S Reduction (misc.)	\$175,000	\$175,000	14	3	0
Finance & Administration	Shared Services		S&S Reduction (shared services)	\$259,000	\$259,000	16	1	0
Finance & Administration	University Computing		Reduction in Smart Classroom Refresh Cycle	\$82,000	\$82,000	11	4	1
Student Affairs	Office of Disability Services		Reduce Professional Staff 1 FTE (vacant) E99XXX	\$61,036	\$61,036	15	2	0
				\$ 3,563,955	\$ 3,173,127	N=18		

\*\*President Fuller confirmed this is implemented.

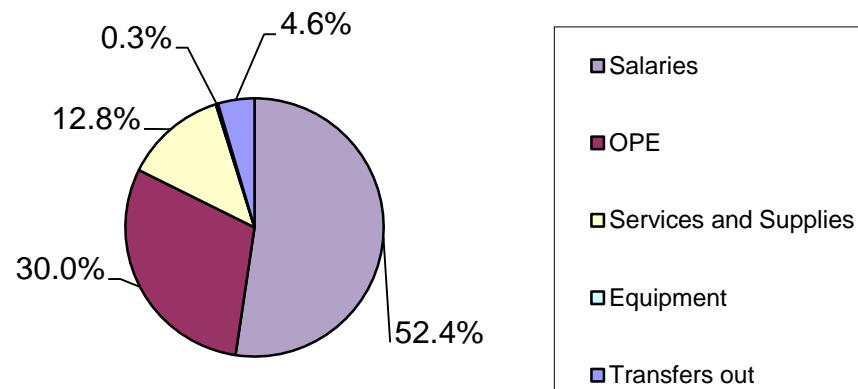
**UBC Recommendation Summary**

Estimated Cost Reduction by Organization	Estimated Cost Reduction	Tier 1 Recommendations	%
President	\$109,191	\$109,191	3.4%
Academic Affairs / Non-Instruction	\$500,728	\$379,900	12.0%
Academic/Instructional Operations	\$1,600,000	\$1,600,000	50.4%
Finance & Administration	\$1,293,000	\$1,023,000	32.2%
Student Affairs	\$61,036	\$61,036	1.9%
Total	\$3,563,955	\$3,173,127	100.0%

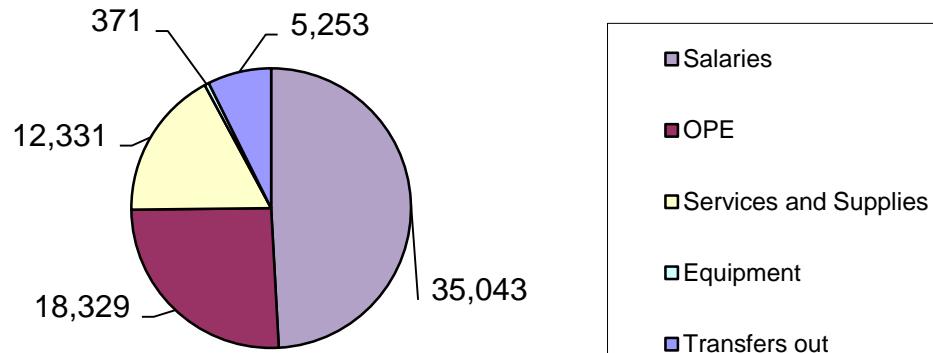
## FY17 Actual Expenses = \$66.3M



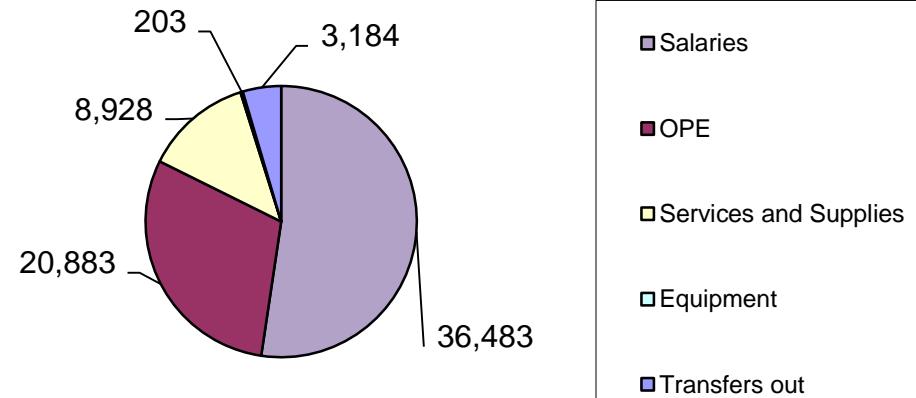
## FY18 Budgeted Expenses = \$69.7M



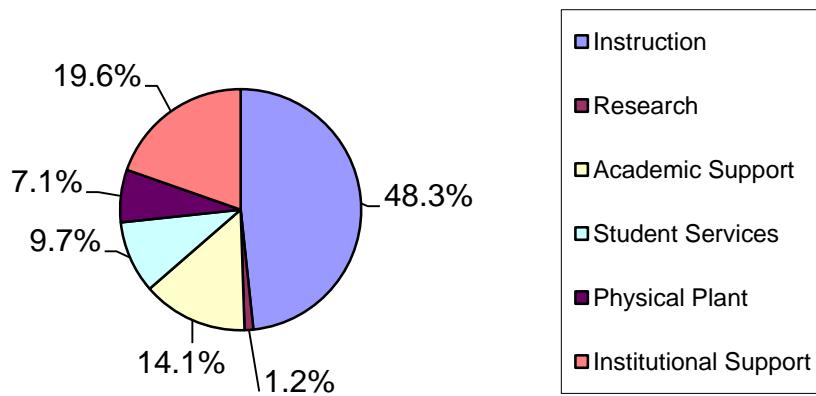
**FY17 Actual Expenses = \$66.3M**  
**(in thousands)**



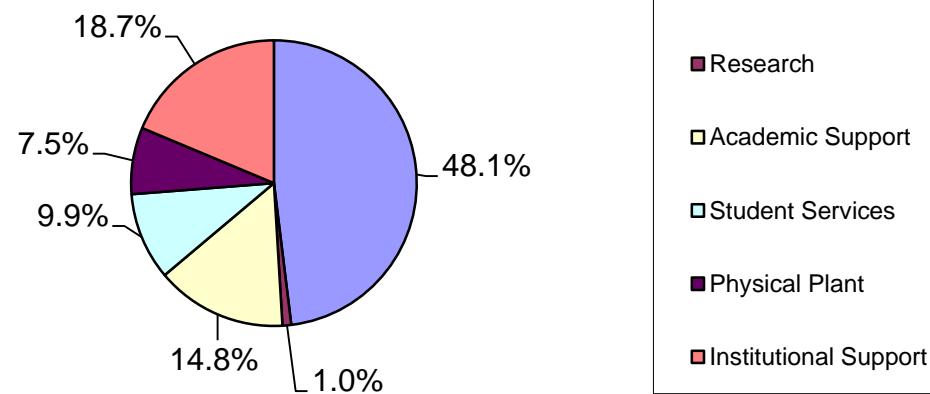
**FY18 Budgeted Expenses = \$69.7M**  
**(in thousands)**



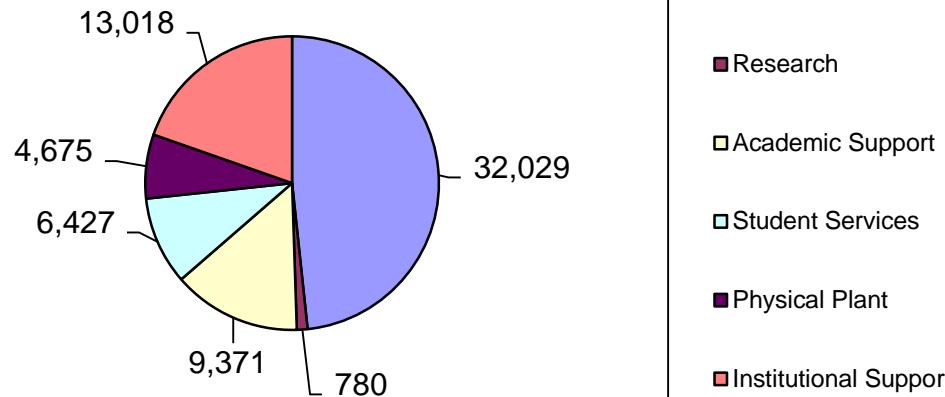
## FY17 Actual Expenses = \$66.3M



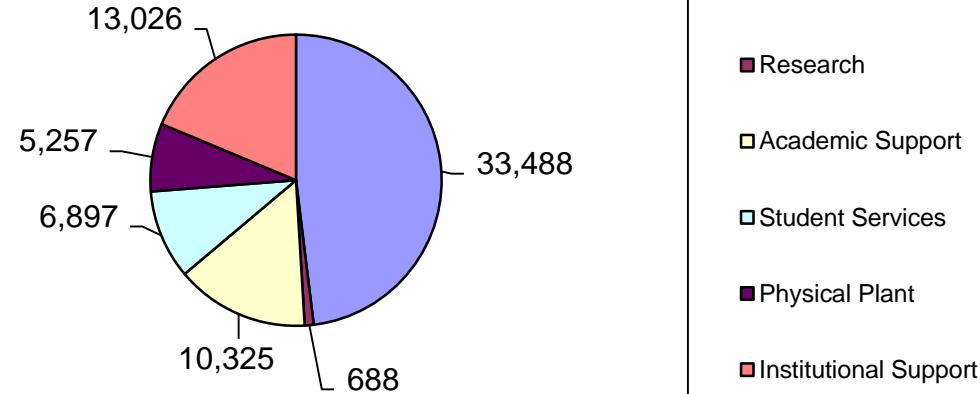
## FY18 Budgeted Expenses = \$69.7M



**FY17 Actual Expenses = \$66.3M**  
**(in thousands)**



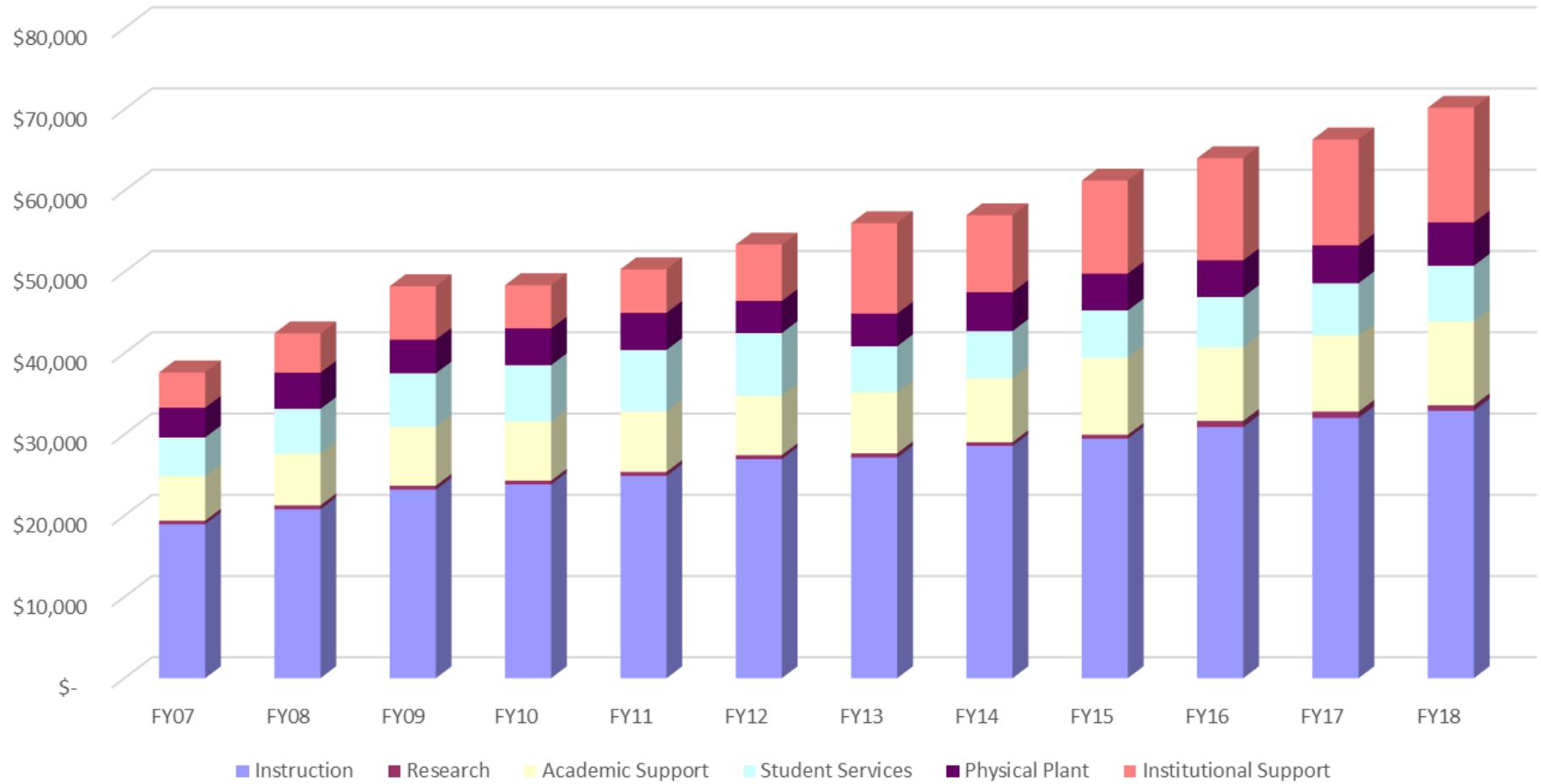
**FY18 Budgeted Expenses = \$69.7M**  
**(in thousands)**



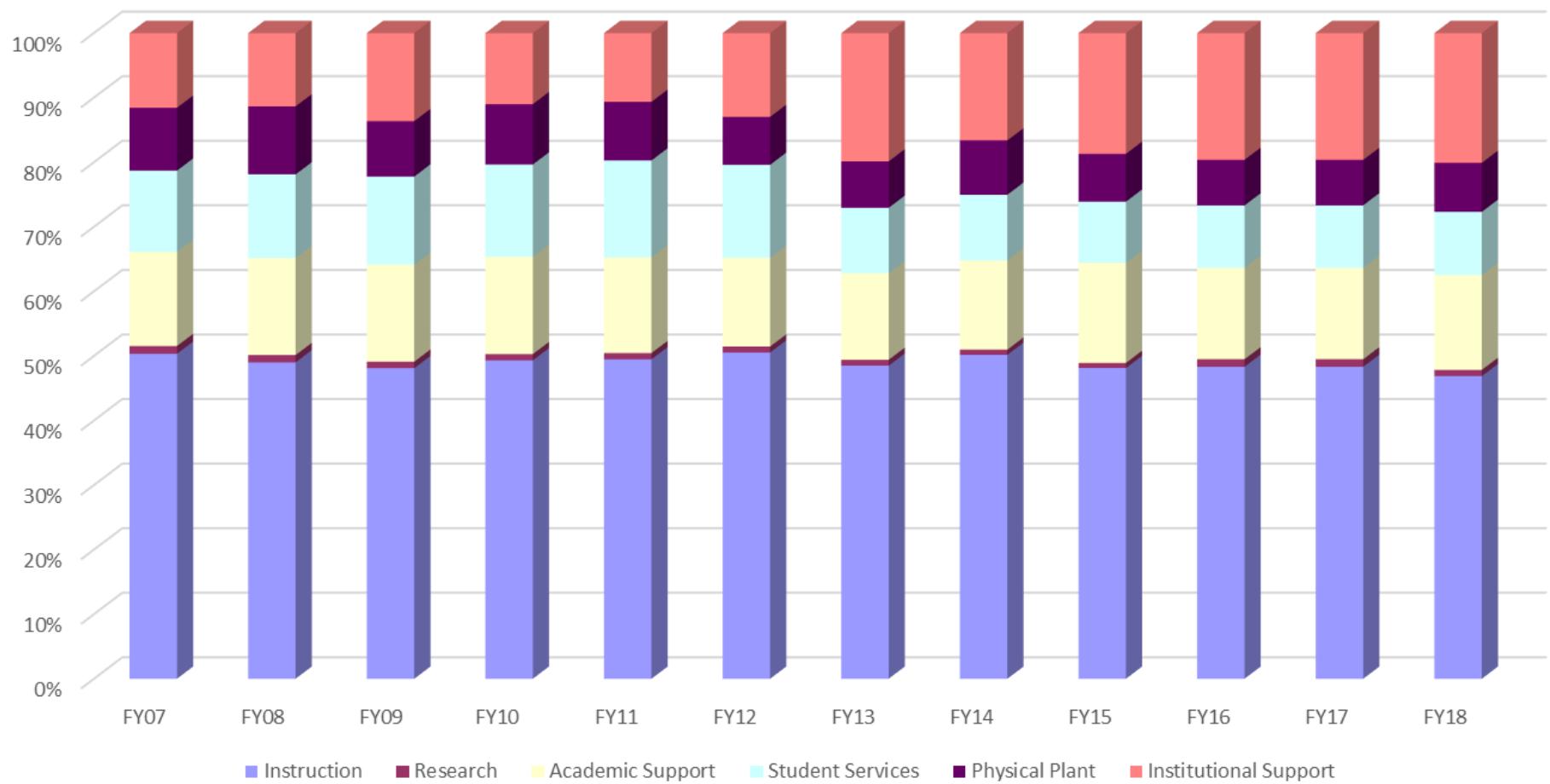
TOGETHER WE  
THRIVE



## Fiscal Year Expenses by Program (in dollars)



## Fiscal Year Expenses by Program (percent of total expense)



# In Process

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- FY18 Budget Rebalance
- Campus Master Plan Update
- UBC – Full Cycle FY19 Budget Development
- HECC
  - DM Allocation Workgroup
  - SSCM Allocation Workgroup
  - Capital Construction Funding Request

