



FALL 2020 WSU ADVISORY COUNCIL SUMMIT

AGENDA

TIME	TOPIC	SPEAKERS
9:00am-9:05am	Welcome and Overview	Mel Netzhammer, Chancellor, WSU Vancouver Colleen Kerr, Vice President, WSU External Affairs & Govt. Relations
9:05am-9:25am	University Update	Kirk Schulz, President, WSU
9:25am-9:30am	Introduction to Campus Program and Research Highlights	Christine Portfors, Vice Chancellor for Research and Graduate Education, WSU Tri-Cities and WSU Vancouver
	WSU EVERETT PROGRAM HIGHLIGHT: <i>Internal Medicine Residency in Everett</i>	Dr. Matthew Hansen, Assistant Professor of Clinical Medicine and Program Director, WSU Internal Medicine Residency
9:30am-9:35am	WSU VANCOUVER CAMPUS RESEARCH HIGHLIGHT: <i>Technology in Healthcare</i>	Shelly Fritz, Assistant Professor, College of Nursing, WSU Vancouver
9:35am-10:00am	HOW DO YOU OPERATE YOUR COUNCIL?: Best Practices from Advisory Council Board Chairs	Moderator: Marcia Garrett, Director of Regional Relations, WSU External Affairs & Government Relations Gary Baker, Advisory Council Chair, WSU Everett Lindsay Fisher, Advisory Council Chair, WSU Vancouver Fran Forgetting, Advisory Council Chair, WSU Tri-Cities Kelly Fukai, Advisory Council Chair, WSU Health Sciences Spokane
10:00am-10:05am	WSU TRI-CITIES CAMPUS RESEARCH HIGHLIGHT: <i>Improving Water Quality and Soil Health Through Biogeochemistry</i>	Sarah Roley, Assistant Professor, School of the Environment, WSU Tri-Cities



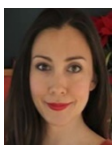







10:05am-10:35am	Engagement in Olympia and Washington, DC	<p>Moderator: <i>Chris Mulick, Director of State Relations, WSU External Affairs & Government Relations</i></p> <p>Stacy Pearson, Vice President, WSU Finance & Administration</p> <p>Chris Mulick, Director of State Relations, WSU External Affairs & Government Relations</p> <p>Glynda Becker Fenter, AVP for Federal Engagement & Advocacy, WSU External Affairs & Government Relations</p> <p>Phil Weiler, Vice President, WSU Marketing & Communications</p> <p>Laura Lockard, Director of Public Affairs, WSU External Affairs & Government Relations</p>
10:35am-10:40am	WSU SPOKANE CAMPUS RESEARCH HIGHLIGHT: <i>Current Research in the Washington State Twin Registry</i>	Ally Avery, Scientific Operations Manager, WSU Elson S. Floyd College of Medicine
10:40am-10:50am	Battling Pandemics: Today and Tomorrow	Guy Palmer, Regents Professor of Pathology and Infectious Diseases and the Jan and Jack Creighton Endowed Chair, Senior Director of Global Health, WSU Paul G. Allen School for Global Animal Health
10:50am-11:00am	Follow Up, Next Steps & Closing	Mel Netzhammer, Chancellor, WSU Vancouver Colleen Kerr, Vice President, WSU External Affairs & Govt. Relations












2020 WSU ADVISORY COUNCIL SUMMIT

ATTENDEES: Advisory Council Members

NAME	TITLE & AFFILIATION	CAMPUS
	Steven Ashby Director, Pacific Northwest National Laboratory	WSU Tri-Cities
	Gary Baker President, Baker Law Firm, P.S. (Advisory Council Chair)	WSU Everett
	Jennifer Baker President, Columbia River Economic Development Council	WSU Vancouver
	Ken Baldwin Retired	WSU Everett
	Alisha Benson President and CEO, Greater Spokane Incorporated	WSU Spokane
	Nancy Boettcher Ag Commercial Lender, Kennewick Bank President, First Interstate Bank	WSU Tri-Cities
	Bob Bolerjack Executive Director of Governmental Affairs, City of Everett	WSU Everett
	Mike Bomar Director of Economic Development, Port of Vancouver	WSU Vancouver



	Sharon Brown	Senator of the 8 th Legislative District, Washington State Legislature	WSU Tri-Cities
	Geri Carlson	Trustee, WSU Foundation	WSU Everett
	David Condon	Vice President of Eastern Washington, Premera Blue Cross	WSU Spokane
	Elaine Couture	Executive Vice President & Chief Executive, Washington and Montana, Providence	WSU Spokane
	Graciela Gomez Cowger	Chief Executive Officer, Schwabe, Williamson & Wyatt	WSU Vancouver
	Betsy Cowles	Chairman, Cowles Company	WSU Spokane
	Deborah Dihel	Vice President of Innovation, Lamb Weston	WSU Tri-Cities
	Bob Drewel	Senior Advisor to President Schulz, Washington State University	WSU Everett
	Karin Edwards	President, Clark College	WSU Vancouver



John Eschenberg

President and CEO, Washington River Protection Solutions

WSU Tri-Cities



Brian Evans

Owner/CIO, Madrona Financial Services & Bauer Evans CPAs

WSU Everett



Lindsay Fisher

Vice President, Evergreen Memorial Gardens (Advisory Council Chair)

WSU Vancouver



Fran Forgette

Attorney (retired), Rettig Forgette Iller Bowers (Advisory Council Chair)

WSU Tri-Cities



Cassie Franklin

Mayor, City of Everett

WSU Everett



Kelly Fukai

Manager of Public and External Affairs, Spokane International Airport

WSU Spokane



John Fulton

President & CEO (retired), CH2M HILL Plateau Remediation Company

WSU Tri-Cities



George Garlick

President and CEO, George Garlick Enterprises

WSU Tri-Cities












Lars Gilberts

Chief Executive Officer, Spokane University District

WSU Spokane



	Rich Hadley	President Emeritus, Greater Spokane Incorporated	WSU Spokane
	Rustin Hall	President and CEO, ALSC Architects	WSU Spokane
	Ben Harp	Office of River Protection	WSU Tri-Cities
	John Hayfield	General Manager, Atkins Energy Federal	WSU Tri-Cities
	George Henny	Co-CEO, Whidbey Telecom	WSU Everett
	Tom Hoban	Chief Executive Officer, Coastal Group	WSU Everett
	Manuel Hochheimer	AVP of Corporate and External Relations, Numerica Credit Union	WSU Spokane
	Stephen Horenstein	Attorney, Horenstein Law Group	WSU Vancouver
	Patrick Jensen	Chief Executive Officer, Cadwell	WSU Tri-Cities



Tom Johnson

President and CEO (retired), Spokane Teachers Credit Union

WSU Spokane



Reza Kaleel

Chief Executive, Kadlec

WSU Tri-Cities



Jim Kolva

Owner, Jim Kolva Associates

WSU Spokane



Nona Larson

Director of Engineering, PACCAR Parts

WSU Everett



Kevin Lycklama

President and CEO, Riverview BanCorp, Inc.

WSU Vancouver



Mark Mantei

Chief Executive Officer, The Vancouver Clinic

WSU Vancouver



Julianna Marler

Chief Executive Officer, Port of Vancouver

WSU Vancouver



Monte Marti

Executive Director (Emeritus), Snohomish Conservation District Board

WSU Everett



Wayne Martin

Interim Chief Operating Officer, National Security Directorate, Pacific Northwest National Lab

WSU Tri-Cities



Pat McClain

Principal, McClain Insurance Services

WSU Everett



Tim Merlino

Superintendent, Educational Service District 112

WSU Vancouver



Bill Monson

Monson Ranches

WSU Tri-Cities



Katherine Morgan

Senior Vice President, Spokane-Idaho Market
Manager, Bank of America

WSU Spokane



Jon Nehring

Mayor, City of Marysville

WSU Everett



Katie Nelson

Director of Marketing, Gordon Estate Winery

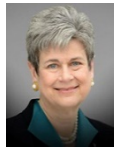
WSU Tri-Cities



Julie Olson

Council Member, Clark County Council

WSU Vancouver



Lura Powell

Regent, Washington State University

WSU Tri-Cities








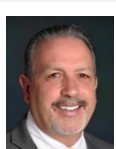
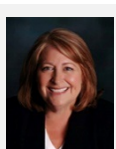


Tom Reese

Spokane Branch Manager, URS Corporation

WSU Spokane



	Ann Rivers	Senator of the 18 th Legislative District, Washington State Legislature	WSU Vancouver
	Ray Robinson	CEO & President, RKR, Inc.	WSU Tri-Cities
	Judy Rogers	Community Volunteer	WSU Everett
	Kevin Smith	Manager (retired), U.S. Department of Energy, Office of River Protection	WSU Tri-Cities
	Jeff Snell	Superintendent, Camas School District	WSU Vancouver
	John Sternlicht	Chief Executive Officer, Economic Alliance of Skagit County	WSU Everett
	Ray Stephanson	Mayor (Emeritus), City of Everett	WSU Everett
	Jason Thompson	Superintendent, Marysville School District	WSU Everett
	Barb Tolbert	Mayor, City of Arlington	WSU Everett



Brenda White

Community Relations and External Affairs,
Snohomish County PUD

WSU Everett



Mike Worthy

Co-Founder, President and CEO, WW Payment
Systems, Inc.

WSU Vancouver



Mei Wu-Fergus

Co-Founder & VP of Corp. Development, Speak
Technologies

WSU Vancouver



Casey Wyckoff

President, LSW Architects

WSU Vancouver



Sharon Wylie

Representative of the 49th Legislative District,
Washington State Legislature

WSU Vancouver



Tom Yount






Executive Vice President (retired), Energy Solutions

WSU Tri-Cities



FALL 2020 WSU ADVISORY COUNCIL SUMMIT







CHANCELLORS

	NAME	TITLE	AFFILIATION
	Dave Cillay	Chancellor	WSU Global
	Daryll DeWald	Vice President and Chancellor	WSU Health Sciences Spokane
	Sandra Haynes	Chancellor	WSU Tri-Cities
	Mel Netzhammer	Chancellor	WSU Vancouver
	Paul Pitre	Chancellor	WSU Everett



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SPEAKERS

	NAME	TITLE	AFFILIATION
	Ally Avery	Scientific Operations Manager	WSU Elson S. Floyd College of Medicine
	Gary Baker	Advisory Council Chair	WSU Everett
	Glynda Becker Fenter	Asst. Vice President for Federal Engagement & Advocacy	Asst. Vice President for Federal Engagement & Advocacy
	Lindsay Fisher	Advisory Council Chair	WSU Vancouver
	Fran Forgette	Advisory Council Chair	WSU Tri-Cities
	Shelly Fritz	Asst. Professor, College of Nursing	WSU Vancouver



Kelly Fukai

Advisory Council Chair

WSU Spokane



Marcia Garrett

Director of Regional Relations

WSU External Affairs & Government Relations



Matthew Hansen

Assistant Professor of Clinical Medicine, Program Director

WSU Internal Medicine Residency



Colleen Kerr

Vice President and Chief Legislative Officer

WSU Office of External Affairs and Government Relations



Laura Lockard

Director of Public Affairs

WSU External Affairs & Government Relations



Chris Mulick

Director of State Relations

WSU External Affairs & Government Relations



Mel Netzhammer

Chancellor

WSU Vancouver



Guy Palmer

Regents Professor of Pathology and Infectious Diseases and the Jan and Jack Creighton Endowed Chair, Senior Director of Global Health

WSU Paul G. Allen School for Global Animal Health



Stacy Pearson

Vice President and Chief Financial Officer

WSU Finance & Administration



Christine Portfors

Vice Chancellor for Research & Graduate Education

WSU Tri-Cities and WSU Vancouver



Sarah Roley

Asst. Professor, School of the Environment

WSU Tri-Cities



Kirk Schulz

President

Washington State University



Phil Weiler

Vice President

WSU Marketing & Communications

Higher Education in the COVID Recession

Since the Great Recession, Washington public colleges and universities have become necessarily leaner and more productive. They are also more vulnerable in facing the unique nature of the COVID Recession. As the state once again sustains fiscal trauma, the measures previously taken to balance the state budget by placing new financial burdens on students and families to obtain a degree while simultaneously curbing access, quality and the services needed to earn that degree is simply not an option.

RECESSION AND RECOVERY

- **WSU's state appropriation fell by 41 percent during the Great Recession** even without considering the effect of inflationary factors or maintenance level costs. Simultaneously, **tuition rates built into the state budget rose by 75 percent over a four-year period, only partially backfilling reductions to appropriation at great cost to students.**
- WSU prioritized the preservation of academic programming, just as it is signaling doing during this recession. **Still, 581 faculty/staff/administration jobs were lost, 1,080 courses were removed from the course catalog, class sizes swelled, the ratio of tenure track to non-tenure track faculty fell, and academic offerings became less specialized.** Staffing reductions included the ranks of professional staff who provide a wide array of services throughout the enterprise, such as academic counselors, research associates, information technology staff, preceptors and extension coordinators that provide valuable services to our students and communities.
- State appropriation has only now recovered to pre-Great Recession levels and the cost of education is back to being evenly split between tuition and appropriation. However, **the university looks very different**, having added a new campus in Everett, a medical school based in Spokane, and a new satellite engineering operation in Bremerton – all authorized by the Legislature. The university also has 5,000 more student enrollments, many in high-cost and high-demand fields, representing a growth of 22 percent.
- **WSU also improved how to serve its student body, which is not only notably larger but includes more students of color, veterans, disabled students, and other populations with unique needs.** New student services have been added to support student populations from backgrounds that often leave them less prepared for the rigors of a college education, as well as other services such as the growing need for mental health counseling to serve all students.
- These important additions have in turn added considerable value and productivity on the same state appropriation, producing more high demand degrees for the state economy. **For example, degree production was up by 68 percent as of fall 2019 in computer science and engineering alone. Total high demand degree production between 2012 and 2019 grew by 130 percent.**
- Most reductions from the Great Recession have continued. WSU, like our higher education partners, continues to navigate reduced services in our communities and other changes such as increased class sizes and reduced tenure track faculty to adjunct faculty ratios that can compromise academic quality and service.

HIGHER EDUCATION IS MORE VULNERABLE THAN IT WAS BEFORE THE GREAT RECESSION

- Fall enrollment is down for the first time since the Great Recession. WSU is fortunate that enrollment is down only 1.4 percent year over year
- Tuition increases alone are not the answer. Markets would not sustain double-digit increases even if permitted by the state's limiting tuition policy.
- Unique to this recession, WSU is also managing separate shortfalls to non-state-funded auxiliary enterprises such as housing and dining and the veterinary teaching hospital which one-time federal funding will not completely backfill.

MODELING REDUCTIONS

A 15 percent reduction to WSU's state appropriation from FY21 budgeted levels would turn back the clock to between 2006 and 2007. This reduction is equivalent to the budgets of the following WSU units:

- The colleges of nursing and medicine combined; or
- The colleges of business, communication, and education combined; or
- The college of pharmacy, the graduate school and the entire student services budget at the Pullman campus combined

HIGHER EDUCATION RECESSION-PROOFS CAREERS AND PROMOTES EQUITY

- Students of color at WSU have increased from 22.6 percent of the student body in fall of 2012 to 31.5 percent in 2020.
- Employment and wage outcomes during the Great Recession consistently improved with each level of educational attainment, and job growth early in the recovery was confined to those with at least a two-year degree. In 2019, weekly salaries for those with an associate's degree were 19 percent higher than they were for those with only a high school diploma. Salaries were 67 percent higher for those with a bachelor's degree.
- History is repeating itself. According to the [Federal Reserve](#), 39 percent of those employed in February from households earning under \$40,000 suffered a job loss in March while 63 percent of workers with at least a Bachelor's degree worked entirely from home.

REQUESTS

- Recognizing the state faces a significant fiscal challenge during a time of economic disruption that is simply unprecedented in modern times, we ask that efforts are made to minimize impacts to higher education and to WSU. Much of the university continues to operate at Great Recession era service levels.
- We also request that any reductions are not prescriptive so that the university can administer them strategically to preserve priority programming.



CAMPUS:	WSU EVERETT	WSU VANCOUVER	WSU TRI-CITIES	WSU SPOKANE
Advisory Council Chair:	Gary Baker	Lindsay Fisher	Fran Forgette	Kelly Fukai
Council Established:	2013	1989	2007	2011
# of Members:	29	19	21	19
How often do you meet?	Bi-Monthly (July/August off)	Monthly	Monthly	Quarterly
Do you have working committees?	Three Board and One Executive Committee	No	No	No
Do you have officers?	Chair Vice Chair Past Chair	Chair	Chair <i>(Vice Chair can be elected)</i>	Chair
Onboarding: Orientation Training or Learn by Osmosis?	Informal Orientation from Chancellor & Chair	Orientation Meeting with Chancellor & Chair	Osmosis	Osmosis

Washington State University
Everett Campus Advisory Council Guidelines
June 18, 2008
Approved 9-14-18

Mission

To continually build stronger relationships with our local communities and to advance the mission of WSU, the campuses of Washington State University are advised by members of the local community in the form of advisory councils. Our land-grant mission begins at home.

Purpose

Membership on an advisory council represents a commitment improving WSU's ability to positively affect society through education, scholarship and outreach. Community engagement with the campus through advisory councils is critical to the achievement of the university mission and the success of each campus.

The campus advisory council is an advisory body organized to support the chancellor or other appropriate institutional leader; the advisory council is not a governing board of Washington State University, which is solely governed by the Board of Regents. The council assists the chancellor or other leaders in advancing the campus and university. It exists to meet the non-governance needs of the campus.

The primary purpose of the AC is that of liaison for the chancellor, to facilitate a local network. Members are uniquely positioned in their communities to inform the chancellor of key issues in the community and to be kept directly informed by the chancellor of critical issues at WSU both at the local and system levels. In this role, the advisory council holds the campus and system accountable to the local community. As such, the council reviews initiatives of ongoing importance to the campus, providing input, brainstorming, and advice.

The advisory council also provides essential strategic and tactical thinking, internal and external advocacy, advice, and guidance so that the chancellor can lead the campus in support of mission and goals. This advice and guidance should include providing expert or technical advice and access to networks, local or otherwise, to which WSU may not have direct access. It may also include philanthropy as one aspect of support.

Governance

Each WSU Campus Advisory Councils has maximum flexibility to establish its own governance structure, which may include formal bylaws or informal guidelines. All advisory councils should follow these guidelines, which set basic expectations for each council:

1. Terms: Each advisory council should set terms and term limits for members. The chancellor or the advisory council sets both terms and term limits for the council.

Membership and terms should be posted on the campus website and kept on file with the President's Office and the Office of External and Government Relations (recommended practice: 2- or 3-year terms, renewable once or twice).

2. Chair: Each council should establish terms and term limits for chair (recommended practice: 2- or 3-year terms, renewable once).
3. Meetings: Each advisory council should establish a meeting schedule, with a minimum of quarterly meetings.
4. Expectations of Membership:
 - a. Attendance: Members are expected to attend the preponderance of meetings each year. The chancellor has the right to remove members who do not attend.
 - b. Philanthropy: Each advisory council member is expected to support annual giving on the campus they serve. Universal giving among council members is important to campus fundraising, as it demonstrates an investment in the campus by members of the most prominent councils.
 - c. Annual Advisory Council Summit: Members should make every effort to attend the annual joint meetings of the WSU Campus Advisory Councils.

**Washington State University
Tri-Cities Campus Advisory Council Guidelines
2019-2020**

Mission

The ACT is a body organized to support the Washington State University (WSU) Tri-Cities Chancellor or other appropriate institutional leaders in advancing the campus and university's missions.

Membership on the ACT represents a commitment to improving WSU Tri-Cities ability to positively affect the region and our community through education, scholarship, and outreach.

While the Board of Regents governs the WSU system, the ACT members inform, support, and advocate for the Chancellor and campus in the pursuit of meeting the WSU mission.

ACT members are expected to be a liaison for the WSU Tri-Cities Chancellor assisting in the facilitation of a local network. Members are uniquely positioned in their communities to inform the chancellor of key issues. In turn, the chancellor informs the advisory council of critical issues at the campus and system levels. The council reviews initiatives of ongoing importance are providing strategic and tactical thinking, internal and external advocacy, and guidance to hold the campus and system accountable to the local community.

Purpose

1. Advisory Role

The primary purpose of the ACT shall be to support and advise the WSU Tri-Cities Campus and its leadership in its mission by:

- a) Providing input and guidance to the Chancellor regarding community relations, philanthropic development, university initiatives, services, and programming.
- b) The ACT facilitates relationships between the WSU Tri-Cities Chancellor and community, and organizations.
- c) The council reviews initiatives of ongoing importance providing strategic and tactical thinking, internal and external advocacy, and guidance to hold the campus and system accountable to the local community.

2. Philanthropic Role

A secondary purpose of the ACT is to proactively connect community philanthropists with WSU Tri-Cities to advance the campus mission, programs, and students. Each advisory council member is expected to support annual giving on the campus they serve. Universal giving among council members is important to campus fundraising, as it demonstrates an investment in the campus by members of the most prominent councils. Members should also support the broader philanthropy goals of WSU by connecting the chancellors and development officers to potential donors.

3. Advocacy Role

Advocating for the interests of WSU Tri-Cities to the community, legislation, and system leadership. Members should advocate for their campuses and for WSU in their communities and

with the legislature. During legislative sessions, members may be asked specifically to support WSU's legislative agenda with outreach to their legislative delegations.

4. Annual Advisory Council Summit Representation

Members should make every effort to attend the annual joint meetings of the WSU Campus Advisory Councils. The All WSU Advisory Council Summit will be held the first week of June on the Tuesday and Wednesday of that week. The summit meetings will rotate WSU campuses.

Membership

1. Eligibility

- a) Members of the ACT must reside within the Columbia Basin region.
- b) Members of the ACT should represent a larger constituency such as business, civic, education, alumni, government, regional representation, and industry as examples.
- c) The Chancellor is an Ex-Officio Officer.

2. Classes

There shall be the following classes of Members:

- a) *Members*. Any person nominated by the Chancellor and accepted by the University President shall be eligible for ACT participation.
- b) *Exempt-Term Members*. Any person nominated by the Chancellor and accepted by the University president that represents an institution or industry via their employment or election to the position.
- c) *Ambassador*. An inactive Member that served their term(s) without expectations of attending or serving as an active member, rather kept informed of significant developments at WSU Tri-Cities. Ambassadors will be invited to special events, projects and functions and represent WSU Tri-Cities.
- d) *Ex-Officio Officer*. Any formal executive of WSU Tri-Cities asked to serve on the ACT.
- e) *Officers*. Elected Chair, Vice-Chair or Past-Chair.

3. Appointment

- a) Each year of scheduled At-Large Membership vacancies, the Chair and Chancellor will solicit suggestions for membership from the current council members, faculty, staff, and community.
- b) The Executive Committee prepares a slate of nominees and submits it to the Chancellor.
- c) In the event of an Exempt Member vacancy, the Chancellor and Chair will request a replacement from the respective institution or industry.
- d) The Chancellor, in consultation with the Washington State University President, will appoint members of the ACT.
- e) In the event of a member suspension or termination, the Chancellor may solicit input for an interim representative to complete the seat's term.

4. Length of Term and Reappointment

- a) Members are appointed to a three-year term, which begins on January 1st.
- b) Members may request or be asked to serve additional terms, up to three consecutive terms (9 years) by the Executive Committee.
- c) Exempt Members are appointed for the length in which they fill their respective role through employment or election. At the completion of their employment or elected position, their replacement will hold the ACT Representative Member seat.

5. Size and Representation
 - a) The Executive Committee will establish the size and representation of the ACT.
 - b) A list of Exempt Members will be established and published through the Chancellor's Office annually.
6. Suspension or Termination from ACT.

ACT membership may be terminated by resignation or action of the ACT as follows:

 - a) The Chancellor may receive and accept, in writing, resignation by any member.
 - b) The Executive Committee, by a two-thirds vote shall have the authority to suspend or terminate the membership of any Member, when the conduct of such person is considered detrimental to the best interests of WSU Tri-Cities or Washington State University.
 - c) Prolonged absences from council meetings by a member may be cause for review of membership by the Executive Committee.

Communications, Development and Public Relations

1. Communications
 - a) The WSU Tri-Cities Chancellor will maintain a public web page identifying ACT members, bylaws, and information.
 - b) The Chancellor's office will maintain ACT membership information consisting of, but not limited to: Name, Address, City, State, Zip, Work Phone, Personal Phone, Personal email, work email, associated company or organization, and assistant contact information. This information will be shared between ACT members and kept on file with the WSU Tri-Cities Chancellor's Office, the WSU Government Relations Office and the WSU Office of the President.
 - c) All contact from the WSU system will be made through the WSU Chancellor's Office to ACT members. The Chancellor may notify ACT members in the event they will receive direct contact from a WSU entity.
2. Development
 - a) The Chancellor may call upon ACT members to assist the WSU Tri-Cities campus Development office in evolving philanthropic relationships, corporate sponsorships, and other fundraising opportunities.
 - b) ACT members are encouraged to proactively facilitate and direct fundraising opportunities to the Chancellor and the campus Development Office.
 - c) The "Chancellor's Excellence Fund" was established as a 17A account to be used by the Chancellor for discretionary expenses or initiatives the Chancellor sees appropriate. ACT members may make donations and solicit donations for this fund.
3. Public Relations
 - a) The Chancellor may call upon ACT members to assist the WSU Tri-Cities campus Marketing & Communications Office to promote and foster positive public relations.
 - b) ACT members are encouraged to notify the Chancellor of public relations opportunities and to help facilitate these opportunities.
 - c) In the event an ACT member is asked to represent WSU Tri-Cities, the member should notify the chancellor and work with the WSU Tri-Cities Marketing and Communications department.

Meetings

A General Membership meeting is any meeting of the membership of the ACT. An Executive Committee meeting can be called by the Chair or Chancellor as needed.

1. Notice of Meeting

- a) Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each member at the last recorded address at least ten (7) day(s) in advance of the meeting, setting forth the place, time and purpose of the meeting. Instead of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.
- b) The Chancellor will provide necessary administrative support to ensure efficient conduct of business and the proper recording of council recommendations.

2. Quorum

At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) of the Regular Members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

3. Voting

Only ACT Members shall be entitled to make motions and vote at General Meetings. However, the Chair or Chancellor may invite, admit and recognize guests for presentations or comments during ACT Meetings.

4. Absentee Ballot

- a) For the expressed purpose of accommodating a member in good standing who cannot be in attendance at the regular meeting or any meeting at which new ACT officers will be elected, an absentee ballot may be requested and obtained from the WSU Tri-Cities Chancellor's Office.
- b) The absentee ballot shall be properly completed, signed (by hand or electronically) and returned in a sealed envelope or via email to the Chancellor's Office before the date of the election.
- c) The Chancellor shall present all absentee ballots to the ACT Chair on the date of the meeting, before the voting portion of the election process.

5. Rules of Order for General Membership Meetings

Robert's Rules of Order shall govern the proceedings of all ACT meetings.

6. Executive Committee Work Session

The Executive Committee has the authority to hold various ad-hoc and scheduled work sessions to coordinate and operate the daily functions of the ACT outside of the general meetings. No decision requiring Executive Committee vote may be held in work sessions.

7. Frequency

The Executive Committee will determine regular meeting dates, times, and locations each year. The Chancellor will publish the regular meeting information to members by September 1st for each academic year.

8. Presiding

The Chair of the Council will preside at all meetings. In the absence of the Chair, the Vice Chair, Past Chair, or Chancellor will preside.

9. Guests

The Chancellor or Chair may invite guests to attend in order to present information to the group.

Officers and Executive Committee

1. Officers

- a) The ACT elects the *Chair* of the council during a general meeting using a simple majority vote.
 - a. The term of this office begins January 1 of each calendar year.
 - b. The Chair position is a two-year term, renewable one time.
- b) In the event that the ACT chooses to have co-chairs, the same term applies but is not renewable.
- c) The ACT elects the *Vice-Chair* of the council during a general meeting using a simple majority vote.
 - a. The term of this office begins January 1 of each calendar year.
 - b. The Vice-Chair position is a two-year term.
- d) The *Past-Chair* is the immediately previous Chair to the current Chair.
- e) If one of the officer positions is vacated, the Chancellor may appoint an interim until the ACT can elect an officer at the next meeting.

2. Appointments

- a) The Executive Committee may recommend ACT membership to the Chancellor.

3. Functions

- a) Acts on behalf of the full ACT council, when necessary.
- b) Reviews and approves the annual agenda of any standing committees.
- c) Reviews and approves the annual meeting schedule, location, and time.
- d) Motivates and encourages participation of ACT members in activities.
- e) The Executive Committee approves changes in the ACT By-Laws.

4. Meetings

- a) While the Executive Committee can conduct much of its business without meeting, the committee should meet quarterly to review agenda adjustments.
- b) The Chair will preside at Executive Committee meetings, telephone conferences, and other meetings as necessary by electronic means.
- c) In the Chair's absence, the Vice Chair, Past Chair or Chancellor may preside.
- d) Any ACT member may attend an Executive Committee meeting, at the discretion of the Executive Committee.
- e) Business conducted by the Executive Council since the last regularly scheduled meeting of the council shall be summarized and reported no later than at the next scheduled meeting of the ACT.

5. Standing Committees and Working Groups

The Chair, in consultation with the Executive Committee, may appoint standing committees and working groups as needs arise.

Amendments

This Constitution may be amended, repealed or altered in whole or in part by the Chancellor and Chair with a simple majority vote at any General Membership meeting, provided that notice of the proposed change is included in the notice of such meeting.

- a) These Bylaws are adopted by the ACT, which has been incorporated under the laws of the State of Washington as a non-stock, non-profit charitable corporation.
- b) The registered office of this corporation shall be initially located at 2710 Crimson Way, Richland, WA 99354. All correspondence will be addressed to the Chancellor's Office

These By-Laws were:

- Established March 15, 2007
- Amended December 2010
- Revised by policy TCPPG 10.200.00 February 2019

Washington State University
Vancouver Campus Advisory Council Guidelines
2019-2021

Mission

To build stronger relationships with communities across the state and to advance the mission of Washington State University, each campus is advised by members of its local community in the form of advisory councils. WSU's land-grant mission begins at home.

Purpose

Membership on the WSU Vancouver advisory council represents a commitment to improving WSU's ability to positively affect society through education, scholarship and outreach. The campus advisory council is a body organized to support the chancellor or other appropriate institutional leader in advancing the campus's and university's missions. The advisory council is not a governing board. WSU is governed by the Board of Regents.

The primary purpose of the advisory councils is that of liaison for the chancellor to facilitate a local network. Members are uniquely positioned in their communities to inform the chancellor of key issues. In turn, the chancellor informs the advisory council of critical issues at the campus and system levels. The council reviews initiatives of ongoing importance providing strategic and tactical thinking, internal and external advocacy, and guidance to hold the campus and system accountable to the local community.

Membership

1. Terms:
 - a. Members are appointed by the Chancellor and serve a three-year term, renewable once.
 - b. The Chair serves a two-year term, renewable once.
 - c. Due to the nature of their public roles, positions such as WSU regents, elected officials, county/city managers, port directors and others whose public position is integral to the success of the campus will retain their positions while remaining in their jobs.

2. Meeting schedule:
 - a. The advisory council meets 3:30 – 5 pm, the second-Thursday of each of the following months; August through May.
 - b. The All WSU Advisory Council Summit will be held the first week of June on the Tuesday and Wednesday of that week. The summit meetings will rotate WSU campuses.

Expectations of Membership:

Each advisory council may establish expectations of membership that advance the campus in its community. The following expectations apply to all advisory councils.

1. Attendance: Members are expected to attend the preponderance of meetings each year. The chancellor has the right to remove members who do not attend.

2. Philanthropy: Each advisory council member is expected to support annual giving on the campus they serve. Universal giving among council members is important to campus fundraising, as it demonstrates an investment in the campus by members of the most prominent councils. Members should also

support the broader philanthropy goals of WSU by connecting the chancellors and development officers to potential donors.

3. **Advocacy:** Members should advocate for their campuses and for WSU in their communities and with the legislature. During legislative sessions, members may be asked specifically to support WSU's legislative agenda with outreach to their legislative delegations.
4. **Annual Advisory Council Summit:** Members should make every effort to attend the annual joint meetings of the WSU Campus Advisory Councils.

Review:

These guidelines will be reviewed every three years in advance of the annual advisory council summit for discussion at that meeting.