

**From:** [Linda Teater](#)  
**To:** [OFM Budget](#)  
**Cc:** [Randhawa, Sabah \(WWU\)](#); [Brent Carbajal](#); [Vandenhul, Rich](#); [Benner, Rick](#); [Barbara Sandoval](#); [Paul Dunn](#); [Francis, Paul](#)  
**Subject:** RE: Contingency Planning for State Agency Operations  
**Date:** Friday, May 05, 2017 1:25:27 PM  
**Attachments:** [image001.png](#)  
[2017 Contingency Planning for State Agency Operations.pdf](#)  
[WWU Memo to OFM re Continuing Operations.pdf](#)

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After discussions on campus, there is no update to what Western submitted in 2013 (attached). We will take an action item to the Board of Trustees at their upcoming June meeting to utilize non-appropriated funds to continue operations as we await the passage of a budget by the State. Please feel free to contact me with any questions.

*Linda Teater*

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STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 25, 2017

**TO:** Directors of Executive Branch agencies  
Presidents of higher education institutions  
Statewide elected officials

**FROM:** David Schumacher  
Director

**SUBJECT: CONTINGENCY PLANNING FOR STATE AGENCY OPERATIONS**

We fully expect the 2017-19 state operating and capital budgets to be enacted in a timely manner. Nevertheless, it is important to update our contingency planning information should any circumstance prevent the Legislature from making appropriations by June 30, 2017.

To that end, we are directing agencies to review and update the information that was provided to the Office of Financial Management (OFM) in 2013 or as updated in 2015. As you will recall, OFM coordinated contingency planning for a partial shutdown of state government in the event that the 2013-15 operating and capital budgets were not enacted by June 30, 2013. OFM also coordinated contingency planning updates with a subset of agencies in preparation for a partial shutdown of state government in the event that the 2015-17 operating and capital budgets were not enacted by June 30, 2015. In both circumstances, agencies were asked to identify services that fell into the categories below. OFM reviewed the agency responses and made the determination of which activities fell into each category.

1. Services funded by appropriations in the enacted transportation budget.
2. Services that do not require an appropriation, such as from non-appropriated funds.
3. Services that must be continued based on certain constitutional mandates and federal law, with the caveat that agencies will consult their assigned assistant attorney general for clarification.
4. Services necessary for the **immediate** response to issues of public safety or to avoid catastrophic loss of state property.

We need agencies to review the information provided in 2013 or 2015, as applicable, and determine if any updates are needed, including deletion of any services that are no longer provided and the addition of any new services, if appropriate. The Legislature has passed the 2017-19 transportation budget, and it is pending the Governor's signature so contingency planning for agencies funded in that budget is limited. If it becomes necessary, we will provide guidance and templates for employee layoff and contractor notifications in mid-May.

Please submit to OFM any changes to the services you previously provided at [ofm.budget@ofm.wa.gov](mailto:ofm.budget@ofm.wa.gov) by Friday, May 5. If you have no changes, send an email stating you have no updates. Descriptions of services should include an estimate of how many staff would be necessary to carry out these operations, including the minimum level of support staff who would be essential for continuing services under categories 3 and 4 above. Attached is an update of the legal briefing we provided in 2015. If you have further legal questions, please consult your assigned assistant attorney general.

Thank you for your assistance. While we consider it unlikely these plans will need to be implemented, it is again prudent to update this information in the event of a worst-case scenario.

To: David Schumacher  
Director, Office of Financial Management

From: Bruce Shepard  
President

Date: June 17, 2013

Subject: CONTINGENCY PLANNING FOR STATE AGENCY OPERATIONS ON JULY 1

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With the advice of legal counsel, Western's Board of Trustees, on June 14, 2013, approved the continuation of operations, as best we can. We will utilize non-appropriated (non-state) funds to continue operations as we await the passage of a budget by the State. For example, Summer Quarter, by design, is a reduced-operations, self-sustaining function at Western, as many faculty members are not on campus due to the completion of the regular academic year.

Continued delay by the Legislature to pass an approved operating budget causes great problems for our students and their families in planning for the next academic year. Financial aid packages cannot be awarded to students until a final bill appropriates funding to the State Need Grant and Western has received a legislatively approved tuition rate. The ability to expand engineering, computer science or any other STEM program enrollments cannot be planned or implemented until Western has received a final appropriation.

Additionally, the ability to spend capital reappropriations without an enacted capital budget is critical. Summer is the main window of time for construction on campus and Western has several ongoing contracted projects that must be completed prior to the beginning of the academic year.

Per the request of the Office of Financial Management, should there be a further need to discuss our plan for continuation or cessation of operations, please contact Linda Teater, Budget Director, at (360) 650-4762.

Sincerely,

