

**Western Washington University Associated Students
Board of Directors Meeting**

Wednesday, October 20, 2010

VU 567

AS Board Officers: *Present:* Colin Watrin (President), Benjamin Brockman (VP Bus Ops), Ramon Rinonos-Diaz (VP Academics), Alisha Beck (VP Activities), Bernard Ikegwuoha (VP Diversity), Byron Starkey (VP Governmental Affairs) and Jamin Agosti (VP Student Life)

Advisor(s): Ted Pratt, Dean of Students

AS Student Senate Rep: Lucas Bourne, Student Senate Chair

Guest(s): AS Women's Center: Lizzie Lamb, Tanesha Tekola, AS Productions: Aubrey Kitchen, Shalom Long, Management 313: Yvette Daniel, Craig Gorder, Keely Sieg, Henry Hippley, Evan Marczynski (The AS Review), Casey Hayden (Student Activities Advisor)

MOTIONS

- ASB-10-F-25** Approve the minutes of Wednesday, October 13, 2010 and Friday, October 15, 2010. *Passed*
- ASB-10-F-26** Approve the proposal for gender targeted program as stated in Doc. 1 with stated changes. *Passed*
- ASB-10-F-27** Transfer \$1,300 from Operating Enhancement contingent upon the AS President transferring \$650 from Board Discretionary to ASP Admin. *Passed*
- ASB-10-F-28** Approve Doc. 3 the Green Fee Education Coordinator Job Description. *Passed*
- ASB-10-F-29** Approve the Green Energy Fee Committee Charge & Charter as stated in Doc. 4. *Passed*
- ASB-10-F-30** Approve the AS Transportation Advisory Committee Charge & Charter as stated in Doc. 5. *Passed*
- ASB-10-F-31** Approve the ESC Steering Committee Charge & Charter as stated in Doc. 6. *Passed*
- ASB-10-F-32** Approve the ESC President's Council Charge & Charter in Doc. 7 with stated changes. *Passed*
- ASB-10-F-33** Approve Consent Items A & B with stated changes. *Passed*
- ASB-10-F-34** Move to acknowledge AS committee motions. *Passed*

Colin Watrin, AS President, called the meeting to order at 6:05 p.m.

I. APPROVAL OF MINUTES

MOTION ASB-10-F-25 by Brockman

Approve the minutes of Wednesday, October 13, 2010 and Friday, October 15, 2010.

Second: Ikegwuoha Vote: 6 - 0 - 1 Action: Passed

II. REVISIONS TO THE AGENDA- Agosti would like to appoint to the Rec Center Advisory Committee- Sarah Smith (Kinesiology), Oak Schuetz (Pre-dental) Danielle Spaulding (passion for the Rec Center)

III. PUBLIC FORUM (comments from students and the community)

Shalom Long, AS Productions Director announced that The Lonely Forest Concert is Friday.

IV. INFORMATION ITEMS – Guests

V. ACTION ITEMS - Guests

A. Gender Exclusive Programming Women's Center

Brockman Doc. 1

Lizzie Lamb presented the Board with the budget from last year and the amount spent on targeted or exclusive to women programming. There is also the projected budgeted for this year.

Take Back the Night March expenses were only \$250 because only the picket signs and some advertising was gender exclusive. The rest of the event with speakers fees, etc. were open to all genders. Out of the actual budget 6.6% was spent out of the Admin Budget and Take Back the night 7% was spent. They have 25 programs and there are 5 that are targeted or exclusive to women identified people. The Women's Center has an extensive collaboration process. They could not get all of that done with the Outdoor Center Excursions, so they would like to strike that from the proposal. This percentage is not just the programming budget, but is programs and one staff person. Agosti thinks it is about 20% of their programming costs to put on these programs. Rinonos-Diaz complimented them on their thoroughness.

MOTION ASB-10-F-26 by Rinonos-Diaz

Approve the proposal for gender targeted program as stated in Doc. 1 with stated changes.

Second: Ikegwuoha

Vote: 7 - 0 - 0

Action: Passed

B. Street Team

Brockman Doc. 2

Long said that they had their first volunteer meeting today and she feels like this will be an integral part of their department. Within five hours of the meeting they had people chalking in Red Square for a concert. They are seeking \$1,950 in funding: \$450 for the website and \$1,500 for incentives. Creating the Street Team was part of the idea of the new structure, but funding was not approved. They hope that it will lower marketing costs in the long run. It also gives more opportunities for involvement. There were about 300 students interested in volunteering at the Info Fair. AS Production is trying to rebrand their office to be AS Productions so the AS is more prevalent. They feel that many people think of ASP as AS Pop. They were able to negotiate a lower price with Fancorps, it is industry standard, it is the only website specifically for street team management. The Website offers chat rooms, forums, mass text messaging, ecards, rewards/points tracking, events page, shows member activity, statistics, and a proof tracking system to show that missions were completed. Students also have the option to not receive text messages if their plan does not include texting. To recruit they will table at events, have a call for volunteers and the website will be on street team gear. They are planning on getting window decals, bracelets, water bottles lanyards, drawstring backpacks and t-shirts for incentives. They feel that AS wide is a lot more money and they would like to start with just AS Productions to see who it works. Long said that typically Street Teams are used for pop culture items such as bands, so they recommend starting with ASP. There is no budget for a Street Team, it does not fall under Supplemental Event Funding, ASP lost \$1,000 due to budget reductions- so individual offices cannot donate at this time, the Poster Sale funds are used for Admin items such as staff development or office supplies and that is why they are asking the Board for funding. Starkey asks about how many volunteers the \$1,500 would reach. Kitchen said that originally they had a \$3,000 budget that would reach 400. This budget will allow 250 students to reach the top. Agosti asks if this becomes really popular is there an option of having each office donate a little if the marketing works well and revenue from ticket sales increases. Long said that they were hoping this would be the outcome. Long said that the Street Team will have a broad range of missions that will allow for people of all abilities to participate. Long said that they will have online forums with opportunities for people to make marketing suggestions. Long said there is not budget for marketing, each office pays out of their programming budget for marketing. Rinonos-Diaz thinks that this represents a significant amount of work that AS Productions put in. Watrin & Starkey dittoed. He also thinks it was an oversight on behalf of the Board to not fund a recommended volunteer program. Kitchen said that the Publicity Center has been working with them on this, but the design has not happened. They will start the missions when they know that the incentives are on their way. Brockman said that AS Productions is the only programming office to get cut. During budget repurposing Operating Enhancement took a \$2,000 hit and currently has \$1,457, which is about \$500 less than they are requesting. Ikegwuoha is concerned if they allocate the entirety of the fund, they still are not

funding the entire program. He recommends allocating \$1,000 from Operating Enhancement and then AS Productions Admin would put in the rest of the money. Then later if ASP Admin runs low on funds they can request more. The last two years there was over \$1,000 left in the account. Long said that there was also a \$400 excess charge from Summerstart which is an entire AS program, and was just run out of the ASP Admin budget. Long said it will not be very effective to try to launch this half way through the year. Brockman said that Doc. 12 Rainy Day Reserves Transfer would be the best way to fund this. However there is no guarantee that this money will be passed. 5 Board Members dittoed. Long said that when they started this process there was enough money in the account. Long feels that if they delay the launch too long, there won't be that many events left for people to market. Watrin is uncomfortable directing a Director how to spend their funding, and feels if the Board funds part of this then it would be up to Long to decide where the rest of the information would come from. Agosti feels that the Board should wait. If they had to wait two weeks they would not launch until next quarter. Agosti thinks that searching for places to find money seems irresponsible and they should wait to find a funding source. There are also some extra costs from shipping and event services overages. Rinonos-Diaz feels that they were not fiscally responsible with students' money and therefore it is acceptable for the Board to have to take the hit. Watrin agrees that they kind of need to bite the bullet on this one and pay for this.

MOTION ASB-10-F-27 by Rinonos-Diaz

Transfer \$1,300 from Operating Enhancement contingent upon the AS President transferring \$650 from Board Discretionary to ASP Admin.

Second: Brockman Vote: 6 - 1 - 0 Action: Passed

The Board took a break and reconvened at 7:32 p.m.

VI. PERSONNEL ITEMS (subject to immediate action)

VII. ACTION ITEMS- Board

A. Green Fee Education Coordinator Job Description

Agosti Doc. 3

This was discussed at the last Board work session. Rinonos-Diaz thanked Agosti for working really hard through this process.

MOTION ASB-10-F-28 by Brockman

Approve Doc. 3 the Green Fee Education Coordinator Job Description.

Second: Agosti Vote: 7 - 0 - 0 Action: Passed

B. Green Energy Fee Committee Charge & Charter

Agosti Doc. 4

This is the charge and charter that was developed by the Green Energy Fee Task Force. Beck was concerned that it might be the wrong advisor. Rinonos-Diaz said that there should be dual reportage and suggests "The committee shall report to the AS Board of Directors and the President of the University, or designee." Ikegwuoha thinks that the point person should report to the committee, not the entire committee. Watrin dittoed. Agosti feels that the intent of the document is clear and does not need to be changed. Pratt agreed and feels that the President will designate someone to respond to the needs of the committee. He does not feel that the intent is for the entire committee to report to the Board and that is why a Vice President is assigned to report.

MOTION ASB-10-F-29 by Starkey

Approve the Green Energy Fee Committee Charge & Charter as stated in Doc. 4.

Second: Brockman Vote: 7 - 0 - 0 Action: Passed

- C. AS Transportation Advisory Committee Charge & Charter Agosti Doc. 5
Agosti changes are marked. He wanted to take emphasis off the Student Transportation Master Plan.

MOTION ASB-10-F-30 by Starkey

Approve the AS Transportation Advisory Committee Charge & Charter as stated in Doc. 5.
Second: Brockman Vote: 7 - 0 - 0 Action: Passed

- D. ESC Steering Committee Charge & Charter Ikegwuoha Doc. 6
Agosti said grey changes means that section is a change from the template.

MOTION ASB-10-F-31 by Ikegwuoha

Approve the ESC Steering Committee Charge & Charter as stated in Doc. 6.
Second: Brockman Vote: 7 - 0 - 0 Action: Passed

- E. ESC President's Council Charge & Charter Ikegwuoha Doc. 7
The only thing that is different than is that the power to set policies and procedures will be housed in the Presidents council. Put the entire title Ethnic Student Center at the beginning.

MOTION ASB-10-F-32 by Ikegwuoha

Approve the ESC President's Council Charge & Charter in Doc. 7 with stated changes.
Second: Agosti Vote: 7 - 0 - 0 Action: Passed

VIII. INFORMATION ITEMS – Board

- A. AS Student Tech Fee Committee Charge & Charter Rinonos-Diaz Doc. 8
Rinonos-Diaz said that the grey areas are different than the template. There is no Vice-Chair on the committee. He has changed every section. He has removed the VP for Student Life after the discussion at the last meeting about two Board Members on committees. He feels that it would be better to have another student at-large on this committee. If the VP for Academic Affairs were unable to make the meeting, meetings will not happen. This will be an Action Item next week.

- B. Graduate Improvement Task Force Rinonos-Diaz Doc. 9
The goal of this committee is to assess the outreach to Graduate students. They have unique needs that the AS may or may not be addressing. Rinonos-Diaz said that in talking to Majkut he said that VP for Governmental Affairs will be having a heavy workload and Student Life is very relevant and was identified as an area of great need. This is a time sensitive issue; he would like to get this group started in the first week of November. Rinonos-Diaz said that Agosti also works hard but was just taken off another committee. This will be an Action Item.

- C. Women in Sciences Luncheon Rinonos-Diaz & Ikegwuoha Doc. 10
Rinonos-Diaz said that he has no budget so has no way to pay for anything. He would like this to be looked at during the budgeting process. Ikegwuoha would like to acknowledge the work that Rinonos-Diaz has done. Pratt suggested speaking with Dr. Ojikutu about the Diversity Fund. Agosti only sees this as falling under Discretionary. Rinonos-Diaz is requesting from Operating Enhancement because he feels that there should be some funding for the VP for Academic Affairs. He feels that this hurts outreach in terms of academics. Rinonos-Diaz said that Heidi Young will be on campus November 4th and that is why this day was chosen. Bourne suggests that it could be turned into an info session, if funding for food could not be secured.

- D. AS Club Recognition Procedure Beck Doc. 11

Beck is hoping that this can go on the website because the last one was done in 1995. The constitution is to provide longevity and if a club is to start later then they would have history. Watrin was working last year to get all leadership positions to be all WWU Students. And they would like to change the membership of community members to 20%. Community Members are known as committee affiliates they are not part of the official decision making process because students pay fees. They are placing responsibility on the clubs to follow this procedure. Brockman clarified that part 3 is state law. It doesn't prevent fundraisers but prevents commercial profit. Rinonos-Diaz understanding was that the recognition policy was tabled by the Board last year and not brought back. In terms of the violation, he is not sure if they need to be explicit about the committee going into executive session if they will be talking about individuals. Ikegwuoha wonders how this would affect ESC Clubs. Ikegwuoha thinks that they should educate clubs on how they can use their funds because there seems to be a lot of confusion. Part 3c it states that they must not duplicate a campus service. Watrin said this came up because there was a club sport and they made an AS Club as well. It allows for flexibility but doesn't allow people to fund two sources. Rinonos-Diaz his concern was that it didn't go to the ESC until after it came to the Board. Starkey thinks that it should be incorporated. Ikegwuoha feels there needs to be a provision that allows for the ESC to work as they have within their community. This will be an Action Item next week.

E. Reserves Transfer Request

Ikegwuoha Doc. 12

Ikegwuoha said that there is a situation that isn't really anyway to fund any future items. He suggests taking money from the reserves. Raquel Vigil in the Finance Office thinks that taking funding out of the reserves should be rare, but they are stuck in a situation and needs a remedy. Agosti said that he thinks when considering this they need to look at how much they actually need in reserves and how much they can spend. He thinks this is a bigger discussion than just this item. Rinonos-Diaz thinks that this issue could be happening because of a lot of changes that have happened in the funds. Part of this is that they used to have access to Supplemental Funding and Unallocated Funds. He thinks they need to look at how much money the Board spends as opposed to an arbitrary number. Brockman said that there was \$180,000 left last year. The budget currently predicted a deficit of \$53,000. If people decide to keep everything from this year and the things that have been added it will be a significant increase. Bourne asked about the Rainy Day Fund. Brockman said the fund is set up in case there is a huge decrease in students at Western. They would still pay the same for services but wouldn't get as much funding. This request will only be 1.6% of the funds in there, and \$10,000 number is negotiable. The value in this organization is to give support to the programs that need support. Watrin and Rinonos-Diaz dittoed. Ikegwuoha agrees with Rinonos-Diaz and need to look at who is being impacted, and that is the students. Pratt said that it has been a difficult year and the Board has not made bad decisions. They have been very fiscally responsible and manage their money much better than a lot of other organizations. Agosti doesn't think they should spend and repent later. Agosti said that too much reserves isn't that useful. Students pay this money each year and deserve the services from the money they paid. They should not be carrying that much money over from year to year. This will be discussed at the next work session. This will be an Action Item next week.

IX. CONSENT ITEMS (*subject to immediate action*)

A. Template Charge & Charters

Beck Doc. 13

There was a change in Management Council in the Funding section about Supplemental Funding and Discretionary accounts.

B. Committee Appointments

AS/VU Technology Committee

- Riley Adamson junior English-creative writing

AS Transportation Advisory Committee

- Sara Richards sophomore
- Casey Branson sophomore psychology

Green Energy Fee

- Jason Austin junior environmental policy

Legislative Affairs Council

- Cassandra Helms sophomore business

Budget Committee

- Sabrina Smith junior accounting economics

Remove Michael Peglias because he was appointed last week.

MOTION ASB-10-F-33 by Ikegwuoha

Approve Consent Items A & B with stated changes.

Second: Beck Vote: 7 - 0 - 0 Action: Passed

X. ACKNOWLEDGEMENT OF AS COMMITTEE MOTIONS

The idea behind this is these are a review and consent area for the information of the Board. Ikegwuoha would like to have something that says this will be voted on.

MOTION ASB-10-F-33 by Starkey

Move to acknowledge AS committee motions.

Second: *Ikegwuoha* Vote: 7 - 0 - 0 Action: Passed

XI. STUDENT SENATE REPORT

Student Senate Meeting Information

Lucas Bourne, AS Student Senate Chair they had their first senate meeting and it was mostly training about the AS and how senate works. For next week Starkey will be bringing the Legislative Agenda from Legislative Agenda. If there are any other issues the Board would like the Senate to talk about please let Bourne know. He will be checking with senators about their interests at the next meeting.

XII. BOARD REPORTS

VP for Business & Operations

Benjamin Brockman reported that he has been performing Environmental Center Coordinator interviews. There is a strong list of applicants. He is working with the Personnel Office on changing hiring procedures. Management Council is awesome and he is happy with his staff. One office in the AS may have exhausted their entire budget. He attended the ESC conference this past weekend. Structure and Program Advisory Committee (SPAC), which administers the Tactical Assessment Program (TAP), will be meeting on November 18th from 6 to 8 p.m. with every employee from every assessed office to let them know what will be happening throughout the year. There is one MBA graduate student and possibly two management undergraduates who will be getting internship credit for participating. Brockman and Beck will be going to a student government conference next week.

VP for Academic Affairs

Ramon Rinonos-Diaz reported that today was the interim accreditation evaluation visit. He attended the ESC retreat and they have been looking into ways to collaborate. The faculty has had a few issues being discussed including university shared governance. There has been discussion regarding non-faculty members having votes on faculty committees. He has been working on the Student Technology Fee and on getting the graduate Student Involvement Task Force started. The Student Technology Center would like to have an advisory board to

help them with advice. He has also been working with several ad hoc committees. The writing proficiencies and honorary degree policies are up for debate. He would like to thank Beck and Brockman for responding to the strategic plan feedback email. There have been preliminary discussions regarding faculty and advising handbooks.

VP for Student Life

Jamin Agosti reported that bids for the bus final wraps came in and he brought those to purchasing. Reference checks on the low bid are looking good. There is now a range for different pricing options for the final wrap. The Green Energy Fee funding structure has been determined. Agosti met with Kathy Wetherell and Raquel Vigil. They are confident in the structure that has been developed. He had interviews today for the Green Energy Fee graduate position. The Education Coordinator position will open tomorrow for hiring by the first week of November. Marketing department met with Beck and Watrin and four marketing students who are working on a survey that would go out to students. This would begin the rebranding process for the Associated Students. Agosti has talked to the Marketing department about a possible internship position.

VP for Governmental Affairs

Byron Starkey reported that the newsletter to parents which the large legislative group created was sent out. About 10,000 parents got an email from students about legislative issues. LAC has drafted a legislative agenda which consists of six points focusing on budgetary issues and financial aid. This agenda should be approved by Monday. Starkey attended the Higher Education Coordinating Board meeting in Spokane today and helped present the University Budgetary requests with President Bruce Shepard. They also discussed financial aid issues and the need for having a unified approach to legislative issues.

VP for Activities

Alisha Beck reported that Activities Council is going well and the staff is great. She has been answering a lot of emails and is starting to find people for a Project Leadership Planning Committee. She went to a marketing meeting with Watrin and Agosti. She also attended faculty assembly. Please talk to Beck before the meeting if you have any questions about the Club Recognition Procedures because she feels like she's being bombarded.

VP for Diversity

Bernard Ikegwuoha reported that ESC conference went well. The Filipino American Student Association (FASA) will be holding their dinner this Saturday. Dia de los Muertos (Day of the Dead) an event held by MEChA will be coming up on the 28th of October. He acknowledged the efforts of all to increase awareness of the recent suicides of people in the LGBT community due to bullying. He had meetings last week regarding ESC conference and 20th anniversary planning. He has also been meeting of Brittany Otter-Vick from the ROP and going to their staff meetings.

President

Colin Watrin reported that he has been working with Starkey on the newsletter for parents. The University rebranding committee met this week and officially voted to approve a draft of the logo to send to Bruce Shepard. Watrin met with the foundation yesterday and consulted about the new capital campaign which is coming up. The University Dining Committee is working on a new dining contract. He met with Joanne DeMark who is planning the Compass 2 Campus next week. They are asking for help with the program from 1-2 board members who are available. He also attended the faculty assembly meeting.

XIII. OTHER BUSINESS-

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 9:00 P.M.