

Western Washington University Associated Students Board of Directors Meeting

Thursday, September 2, 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): Kevin Majkut, Director of Student Activities

Guest(s): Brittany Otter (AS Resource & Outreach Director), Shalom Long (AS Productions Director)

MOTIONS

- ASB-10-SUM-16** Approve the minutes of Thursday, August 12. *Passed*
- ASB-10-SUM-17** Approve Doc. 1 Recycle Center Job Description with stated changes. *Passed*
- ASB-10-SUM-18** Approve Doc. 2 EDGE Job Description with stated changes. *Passed*
- ASB-10-SUM-19** Approve Doc. 3 Work Study Job Descriptions with stated changes. *Passed*
- ASB-10-SUM-20** Approve Doc. 4 Green Energy Fee Job Description with stated changes with the stipulation that Recommended Qualification #3 be changed to “knowledge of existing sustainability projects” and a stipulation that the job description comes back to the Board by the end of Fall Quarter. *Passed*
- ASB-10-SUM-21** Ratify Management Council’s decision regarding Supplemental Event Funding by replacing the current policy with items one through four with the stated change of changing the three accounts to Program Discretionary. *Passed*
- ASB-10-SUM-22** Approve Doc. 6 Management Council Charge & Charter with stated changes. *Passed*
- ASB-10-SUM-23** Suspend the Rules of Operation to vote today on The Assessment Program. *Failed*

Colin Watrin, AS President, called the meeting to order at 12:03 p.m.

I. APPROVAL OF MINUTES

MOTION ASB-10-SUM-16 by Brockman

Approve the minutes of Thursday, August 12.

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

II. REVISIONS TO THE AGENDA- remove Info Item D. Student Tech Fee. Add Info Item E. TAP Schedule Change. Move Action Item C. to a Consent Item.

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

IV. INFORMATION ITEMS – Guests

V. ACTION ITEMS - Guests

VI. PERSONNEL ITEMS (*subject to immediate action*)

A. Recycle Center Job Descriptions

Brockman Doc. 1

Remove the dollar amount from each of the Recycle Center (RC) job Descriptions so that the pay will change whenever Program Support Staff III changes. Schuster would like to change the Title of these positions from “Managers” to “Supervisors” because there is a Staff Person who’s title is Manager. Change RC Coordinator to Manager. Rinonos-Diaz suggested adding attending Management Council to the responsibilities, but Majkut thinks that responsibility should possibly go to the Educator as they are the last salaried staff in the RC. These positions are being changed because they should not have to attend AS Training and because they are performing hourly duties.

MOTION ASB-10-SUM-17 by Agosti

Approve Doc. 1 Recycle Center Job Description with stated changes.

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

B. EDGE Job Description

Brockman Doc. 2

EDGE Program is the official title remove “Challenge” from the Title and throughout the document. Facilitators’ typical Day, add apostrophe as shown. Outdoor Center Manager instead of Advisor. Position Responsibilities 4 remove OC “Staff” Manager and throughout the document. Schuster thinks it should say AS EDGE Program instead of WWU. Watrin and Brockman dittoed. This is intended to be an hourly position. Preferred Qualifications 16 “practices” Rinonos-Diaz suggests changing it to “policies & procedures”. All stated changes accepted by the Board.

MOTION ASB-10-SUM-18 by Brockman

Approve Doc. 2 EDGE Job Description with stated changes.

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

C. Work Study Job Descriptions- Outback, DOC, AS Board

Brockman Doc. 3

Rinonos-Diaz asked why the Disability Outreach Center Work Study description uses the term “clients”. Otter said they serve anyone who comes into the office. Rinonos-Diaz requests a more formal term of position and wage for all job descriptions. Remove the Qualifications section as it is just a repeat. Rinonos-Diaz is uncomfortable with the Board of Directors Work Study in terms of the marketing emphasis. Ikegwuoha is uncomfortable with the idea of conducting surveys because there are many campus wide surveys. Ikegwuoha feels that this is vague because it is not certain what their job will be yet. Starkey and Rinonos-Diaz dittoed. Starkey would like to remove take minutes at committee meetings. Monger clarified that the AS Board has needed to hire a sub Board assistant the last two years, so it would be helpful to leave this in. Ikegwuoha understands why the position is being created to outreach but then also has duties like answering phones. Watrin thought about making primary and secondary duties and thought that they could add in the secondary duties phone answering and minute taking, etc. Brockman thinks that if these duties will be secondary and can be added to this job description instead of creating two positions, it is a better use of funding. Watrin asked if this is something that they could pass the intent of and then have the Personnel Committee make changes. Ikegwuoha is not comfortable with this. Rinonos-Diaz thinks that they would need to continue evolving the idea and would be more comfortable passing them separately. Rinonos-Diaz does not know the specifics of what kind of changes the Personnel Committee can make. Agosti is comfortable passing intent and then having Watrin and Monger rework a little. Ikegwuoha thinks that they should not set this precedent of approving intent on Job Descriptions. Rinonos-Diaz dittoes.

MOTION ASB-10-SUM-19 by Agosti

Approve Doc. 3 Work Study Job Descriptions with stated changes.

Second: Brockman Vote: 5 - 2 - 0 Action: Passed

D. Green Energy Fee Job Description

Agosti Doc. 4

Agosti said that the committee has looked at this job description and most of them support it. Agosti would like to start hiring soon. The committee will make changes to this document determining the salary and exact position responsibilities. Brockman thinks that the changes look good. Under Required Qualifications 1 the end of the sentence should be 8 credits during term of employment. Recommended Qualification 1, change to “understanding of university structure”. Ikegwuoha as concerns about recommended qualification knowledge of campus sustainability because if a student is just coming to WWU they might not know about current projects. He would like to keep it general. Agosti would like to keep this in because they would prefer someone who knows about WWU, but could still hire someone who didn’t. Starkey doesn’t think this should be included as Graduate Assistants are only here for 1-2 years. Replace Position Responsibilities 4 &7 with “Act as a resource to and primary contact for green energy fee proposal submitters”. Ikegwuoha said that 19 hours per week is

mentioned twice and is redundant. He feels hours worked during summer should go under term of position. Under Recommended Qualifications remove 11. Change Position Responsibility 15 to read "Assist implementation, updating and improvement of online GEF resources." Agosti pointed out that this is from Green Fee funds and reports to Sustainability Coordinator. Position Responsibility 19 add "by the WWU Sustainability Coordinator".

MOTION ASB-10-SUM-20 by Brockman

Approve Doc. 4 Green Energy Fee Job Description with stated changes with the stipulation that Recommended Qualification #3 be changed to "knowledge of existing sustainability projects" and a stipulation that the job description comes back to the Board by the end of Fall Quarter.

Second: Rinonos-Diaz Vote: 7 - 0 - 0 Action: Passed

VII. ACTION ITEMS- Board

A. Supplemental Funding Restructure

Brockman Doc. 5

Brockman said that what this policy offers is a solid definition, applications, accountability and review. Management Council approved moving this fund under director Directors control. Rinonos-Diaz clarified that items one through four will replace the whole policy. He was wondering about giving \$2,000 to ESP because there is only one year of history and they used \$1,000 that year. Otter explained that the Environmental Center was part of AS Productions the previous years and there were funds used those years. Rinonos-Diaz would like the name of the funds under Director control to be changed to ASP Program Discretionary. Ikegwuoha said that he was originally against this idea, but suggests that proposals would be approved by the Director's and then Management Council can veto. Brockman would caution against this. Rinonos-Diaz, Starkey, and Watrin dittoed. Otter said that she understands that Brockman will be reviewing the proposals. Rinonos-Diaz said that he would like to make clear that future changes to Supplemental Funding will be made by Management Council and it would come to the Board under Acknowledgment of Committee Motions.

MOTION ASB-10-SUM-21 by Agosti

Ratify Management Council's decision regarding Supplemental Event Funding by replacing the current policy with items one through four with the stated change of changing the three accounts to Program Discretionary.

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

B. Management Council Charge & Charter

Brockman Doc. 6

Under Membership change to "a Representative from the Recycle Center" until a specific position is chosen. The Advisor of the committee should be changed to Assistant Director of Student Activities. Rinonos-Diaz said that there is not a reportage section. Add "This council shall report to the AS Board of Directors through the VP for Bus Ops." Change the Date to September 2010.

MOTION ASB-10-SUM-22 by Agosti

Approve Doc. 6 Management Council Charge & Charter with stated changes.

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

VIII. INFORMATION ITEMS – Board

A. Activities Council Charge & Charter

Beck Doc. 8

Beck, Rosenberg and Hayden discussed the charge and would like to remove the Publicity Center Representative and add the AS Club Coordinator. In the past the PC had a representative to help explain to clubs how to use the PC for advertising. This will now be covered during club orientation. This would keep the voting members at eleven to avoid a tie. Watrin thinks that it makes sense. Rinonos-Diaz suggested making the Club Coordinator Vice-Chair. Agosti would like to create a template for the wording of Charge & Chargers. Watrin dittoed. Makjut thinks that there should be a subcommittee that could bring a

template to the next Board Meeting. Ikegwuoha would like to do it in a work session. The Sub-committee is Agosti, Rinonos-Diaz, Starkey, and Monger (for historical context). This will be an Action Item at the next meeting.

- B. AS Legislative Affairs Council Charge & Charter Starkey Doc. 9
 The only change is the date. The Legislative Liaison doesn't vote because their purpose is to listen to the intent of the agenda that is being created. Majkut said the intent is that the Liaison doesn't make the decisions about what is being lobbied for in Olympia. Ikegwuoha said it should say what happens if they don't have enough members for quorum. Starkey said that the voting rules are a bit different because the Legislative Action Fund has different rules than the committee rules. This will be an Action Item at the next meeting.
- C. AS Alternative Transportation Comm. Charge & Charter Starkey Doc. 10
 Starkey said that the only change is the date. Rinonos-Diaz will discuss some grammatical changes with Starkey over the next week. This will be an Action Item at the next meeting.
- D. AS Structure Program and Advisory Committee Charge & Charter Brockman Doc. 12
 Brockman would like to add the Vice President for Diversity as Vice Chair. He feels that having more oversight from the Board for this committee is important and the VP for Diversity has a lot to do with the internal organization. Starkey said that if a Vice Chair position is created they should have something to do, i.e. run meetings if the Chair cannot attend, etc. Starkey also doesn't see any need to add another VP to this committee. Watrin said that his understanding was that SPAC was created to try to get outside perspective, which is why there are so many students at-large and only one employee. He has concern about adding another VP. Brockman said that with the Senator and the possibility of two at large being employees, there is actually a pretty equal split. Majkut said that there were elements of wanting to include more than just the employees, so they can have a more broad perspective. Rinonos-Dias thinks that a discussion about adding the VP for Diversity is about more than just this document and they should look at the Job Description for that position. He feels that this committee is a big time commitment. Ikegwuoha said that he was approached about this, assessed his time and feels that he can take on this committee. Majkut feels that during fall the time commitment is about 3-4 meetings, winter is about 4 hours, and in spring there are another 3-4 meetings. Brockman feels that there are a lot of VPs on other committees. Brockman is concerned that we may not be looking at diversity enough within the AS and feels adding the VP for Diversity to this committee would be a good move. If the VP for Diversity can't do this next year then they can take the position off the charter at that time. Rinonos-Diaz thinks that having another VP on a committee could be helpful to add more perspective. At four hours a week this committee would become one fifth of the VP for Diversity's job. Rinonos-Diaz thinks that the AS needs to look at diversity in terms of the organization, but feels that the AS VP for Diversity is not the end all be all of Diversity knowledge and may not have any training to support in this area. Starkey does not see this as a proper use of time for the VP for Diversity he would like to see more rationale behind this change to the charter. Watrin has concerns of the time because Beck has added Project Leadership to the VP for Diversity as well. Ikegwuoha said that most VPs jobs are more committee heavy than his description; he feels it is upon him to decide if he can do this. Brockman said that one of the goals of SPAC is to make sure that programs are in compliance with the AS Program Standards. He thinks that diversity should be highlighted. This item will be an Action Item at the next meeting.
- E. The Assessment Program
 Cintron created the Triennial Assessment Program to be based on a three year rotation. At the recommendation of the advisor, they would like to change it from a three year to a four year schedule. It was felt that they should give more time to each area and would go along with the

4 year college model. He would like to change this soon so that offices will know if they need to be preparing for the TAP process. Brockman would also like to recruit people from upper level Management and Public Administration classes. The Publicity Center was moved forward a few years because Schuster is putting together a task force to look at the management structure. Agosti would like the task force to be part of TAP. Ikegwuoha feels that they are creating a lot of work for the PC. He would like to see a task force this year and then see it go through the TAP process. Majkut said that they did already assess through the TAP process, but there were no recommendations. Rinonos-Diaz doesn't like "The Assessment Program". Ikegwuoha suggested ASAP Associated Students Assessment Program. Brockman clarified that the Administrative Assessment Program reviews the AS Board, Personnel Office, Business Office, etc. but this did not happen last year as it was the first year for both of those programs. Majkut said that last year the budgeting process was focused towards the TAP process. The committee decided to do carry forward budgets unless a program/office went through TAP. Offices could still apply for increases if needed. Starkey thinks that they don't need to vote on this today and can just advise the offices that they might be going through the TAP process and the final decision will be made early fall quarter. Ikegwuoha doesn't think that people will be focused on TAP as they are learning their jobs. Majkut is not generally supportive of suspending the rules. However sometimes it is reasonable, he does think that Brockman wants to get people thinking about this. He thinks that there is danger in telling people the Board will probably make a decision because things change. Rinonos-Diaz thinks that they could have a Board Meeting earlier, Monger will attempt to schedule a Board Meeting before fall quarter begins.

MOTION ASB-10-SUM-23 by Brockman

Suspend the Rules of Operation to vote today on The Assessment Program.

Second: *Ikegwuoha*

Vote: 2 - 5 - 0

Action: Passed

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

A. Late Night Shuttle

Agosti Doc. 7

Removed because of time restraints as members had other scheduled meetings.

X. ACKNOWLEDGEMENT OF AS COMMITTEE MOTIONS

XI. STUDENT SENATE REPORT- The Senate does not meet during the summer.

XII. BOARD REPORTS- were not given due to lack of time and another scheduled meeting.

XIII. OTHER BUSINESS-

A. AS Website Update

Agosti said the PC Web Developer has resigned. The AS Web Designer has been reassigned to complete updates on the old website. Management of the Website Project has moved from Jeff Bates to Jabez Kiser who has been doing some coding work for the AS. There have been options thrown out to hire another staff person or hiring additional students. The other idea is to send out a Request for Proposals to get cost estimates from businesses. Ikegwuoha feels that the task force should have presented a proposal today. Starkey wants to know if this is possible to complete the project in house and what would the timeframe be, because there have been issues for over a year and a half. Majkut thinks after the meeting later today they will have more clarity about what is really possible. Ikegwuoha wonders: why is there a culture in the PC of people quitting? Starkey dittoed. What is the possible timeline? If hiring outside help, what would be the new timeline? Why is there not enough staffing? Brockman has two priorities one getting information updated on the website second priority is being cost effective because the AS has already spent significant money. Starkey would like to see an estimated cost in house and cost out of house. Beck said that the deadlines that were set had five launch dates. The PC was behind on all deadlines throughout the process. The task force will continue to update the Board.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 1:25 P.M.