

# Western Washington University Associated Students Board of Directors Meeting

Wednesday, September 29, 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):** Angela Tsui, Sherry Mallory (Student Life), Brianne Kumar (AS Personnel Director), Lisa Rosenberg (AS Personnel & Student Activities), Marisa Parshotam (Western Front)

## MOTIONS

- ASB-10-F-01** Table Action Item A indefinitely. *Passed*
- ASB-10-F-02** Transfer \$8,000 from the PC Admin Budget to the VU Technical Services Budget. *Passed*
- ASB-10-F-03** Uphold the Personnel Director's request to make an exception to the Employment Policy and move the Personnel Office Assistant to the Personnel Assistant Director. *Passed*
- ASB-10-F-04** Reinstate Angela Tsui with a Performance contract. *Failed*
- ASB-10-F-05** Terminate Angela Tsui with an Interim Appointment. *Passed*
- ASB-10-F-06** Appoint Danielle Spaulding as the Interim Appointment for the Business Office Assistant Director to extend no later than the end of October. *Failed*
- ASB-10-F-07** Appoint Danielle Spaulding as the Interim Business Office Assistant Director starting on October 1<sup>st</sup> to serve a term until the actual Business Director had been hired. *Passed*
- ASB-10-F-08** Table Action Items A-D and Info Items B-E. *Passed*
- ASB-10-F-09** Approve consent Items C-G. *Passed*
- ASB-10-F-10** Table all further remaining items Consent Items A and B, and Info Item Green Energy Fee Job Description until the next meeting. *Passed*

**Colin Watrin, AS President, called the meeting to order at 6:03 p.m.**

**I. APPROVAL OF MINUTES-** the minutes will be approved at the next meeting

**II. REVISIONS TO THE AGENDA**

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

Sherry Mallory, Associate Dean of Students updated the Board on the missing student Dwight Clark. University Police were notified on Sunday night after his roommate and Resident Advisor realized he was missing. Police are working with friends and people who attended high school with Clark. Mallory has also been working with the student's mother. There will be a candlelight gathering tonight at 8:30 p.m. in Red Square. There will be short speeches by Bruce Shepard and Colin Watrin as well as some members of the community. Mallory left some cards for students who might be having trouble for the Board to pass on.

*Rinonos-Diaz joined the meeting.*

**IV. INFORMATION ITEMS – Guests**

**V. ACTION ITEMS - Guests**

A. Viqueen Lodge Request

Brockman Doc. 1

The VU is requesting a not-to-exceed \$10,000 to have a consultant look at installing a well and shower at Viqueen Lodge. Tim Wynn said that Invitation to Bid/Request for Proposals might result in about a \$25,000 consulting fee. Majkut said that the question is does the Board want to go in the direction of making these improvements and if so should send out an Invitation to

Bid and then get an estimated dollar amount. Ikegwuoha would feel uncomfortable granting the funding until after a quote has been received. There were many dittos.

*MOTION ASB-10-F-01 by Ikegwuoha*

Table Action Item A indefinitely.

Second: Brockman

Vote: 7 - 0 - 0

Action: Passed

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

### A. Web Developer

Brockman Doc. 2

Brockman explained that mothballing this position would mean that it will not be filled, but the position would not be dissolved. Watrin said that basically they are taking the funding for the Web Developer and transferring it to the VU Web Developer and paying them to work on the website so that Jabez Kiser will be supervising directly. Majkut said that they should pull all the extra funding allocated to the Publicity Center for the Website out of their budget (which he believes is around \$10,900) and then allocate \$8,000 to this position. Ikegwuoha is wondering if there is going to be a contractual agreement to specify how this relationship will work. Majkut thinks that prior to the budgeting process and hiring cycle, they should review the success of this project. Agosti said that for this to continue there would have to be a transfer of funds to the VU for a one time allocation. Rinonos-Diaz would like a formal stipulation with a timeline onto the motion to look at this later. Starkey dittoed. Starkey would like to know what kind of an evaluation process will be in place. Schuster said that by the end of the quarter an appropriate group of people will meet to talk about how they are doing, how the process is working and how the structure is working. After a permanent structure is in place the next question is who pays for it. Schuster said that the VU Budgeting process happens in December. Ikegwuoha said he is unsure of what is happening with the Web Site. Schuster said that the new VU Web Developer was brought onboard today. However, Kiser and Tootell have been working on the AS Website and have taken it much further than it has been before. They have solved a lot of problems and feel confident about the direction that it is going. They can't give a definite deadline because they don't know which other hurdles will come up. Rinonos-Diaz thinks that the Board should have been updated on the website as things have been occurring. Agosti explained that this proposal is to move the web design under the management of Tootell and Kiser because they have the expertise that is required to work on this project. With the supervision shift they will begin setting guidelines, goals and timelines for the website. They have been working on the website and they will reevaluate at the end of fall quarter how this shift is working. Ikegwuoha feels that they have a responsibility to students to finish the website this year. Schuster said that the old existing website completely up to date. After this they tackled some issues with database management and now have about half of the new website running. They have every reason to believe that they are going to be able to complete this project. He feels that if they stop now it is grinding the project to a halt. Majkut said that they would figure out how much funding is left in the PC account related to the website will be transferred out and held until there is another use for the funds.

*MOTION ASB-10-F-02 by Brockman*

Transfer \$8,000 from the PC Admin Budget to the VU Technical Services Budget.

Second: Agosti

Vote: 6 - 0 - 1

Action: Passed

### B. Personnel Office

Brockman Doc. 3

Kumar's Assistant Director is resigning tomorrow. Kumar would like to move the Personnel Office Assistant into this position and then rehire for the Office Assistant position.

Traditionally during fall quarter they would appoint the alternate. However, there was no alternate chosen for this position because the person hired was returning to the same position. She would like to update the Employment Policy as well to move someone within the office to an open position if approved by advisor, staff manager and Personnel Director. This will

need to come back to the Board. Her concern is that if they wait on this decision they will go three weeks without an Assistant Director. Kumar has cross trained the assistant to cover for all positions in the office. She is asking the Board for approval because any exceptions would be approved by the Personnel Committee that includes the Assistant Director who is leaving.

*MOTION ASB-10-F-03 by Brockman*

Uphold the Personnel Director's request to make an exception to the Employment Policy and move the Personnel Office Assistant to the position of Personnel Office Assistant Director.

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

*The Board moved into Executive Session to discuss a Personnel Item at 6:40 p.m.*

*The Board reconvened at 7:16 p.m.*

C. Personnel Item

Watrin

*MOTION ASB-10-F-04 by Ikeg-wuoha*

Reinstate Angela Tsui with a Performance contract.

Second: Rinonos-Diaz                      Vote: 2 - 4 - 1                      Action: Failed

*MOTION ASB-10-F-05 by Starkey*

Terminate Angela Tsui with an Interim Appointment.

Second: Agosti                      Vote: 4 - 2 - 1                      Action: Passed

*The Board took a five minute break and reconvened at 7:27 p.m.*

D. Extra Duty Pay

Brockman Doc. 4

Brockman said that extra pay for Oliver in the absence of the Assistant Business Director will be handled by Kumar and Brockman and does not need to be discussed at this meeting.

E. Interim Appointment

Kumar would like to appoint Danielle Spaulding as the interim appointment as the AS Business Office Assistant from September 30<sup>th</sup> to approximately October 14<sup>th</sup> or once the person is hired and trained. Ikegwuoha is against hiring someone who has put in their resignation. Beck dittoed. Kumar said that they were hoping to keep someone in the AS, who also understood confidentiality for the interim.

*Rinonos-Diaz joined the meeting.*

Agosti agrees that it is odd to appoint someone who has resigned, but feels that since it is just a month or so he is comfortable with the appointment.

*MOTION ASB-10-F-06 by Agosti*

Appoint Danielle Spaulding as the Interim Appointment for the Business Office Assistant Director to extend no later than the end of October.

Second: Starkey                      Vote: 1 - 5 - 1                      Action: Failed

The second option for appointment is Mike Pond because his position as Info Fair Coordinator is ending. Kumar feels that these two positions would know enough about electronic forms to help out in the office. Kumar is concerned about the strain on Oliver. The first Activities Council Meeting and Management Council meeting are at the same time on Monday and Oliver is supposed to be at both meetings. Brockman doesn't know if Pond would accept the position as he has not been asked. Spaulding felt that the Personnel Office is very fast paced and stressful. She and Kumar feel that the Business Office is a different pace. Spaulding is aware of the position and would be willing to fill it temporarily. Brockman thinks that they should reappoint Angela Tsui to the position. Beck clarified that Spaulding did not know anything about this position opening when she tendered her resignation. Beck would feel more comfortable appointing someone who is interested. Agosti and Watrin dittoed. Ikegwuoha was concerned that the person in the interim position might have an unfair advantage if they apply for the position. Kumar said that they would consider all applications equally, as normal.

*MOTION ASB-10-F-07 by Rinonos-Diaz*

Appoint Danielle Spaulding as the Interim Business Office Assistant Director starting on October 1<sup>st</sup> to serve a term until the actual Business Director had been hired.

Second: Starkey            Vote: 5 - 1 - 1            Action: Passed

**VII. ACTION ITEMS- Board****A. Activities Council Charge & Charter**

Beck Doc. 6

Watrin said that given there is a template on the Agenda that, if passed, will change the way that all Charge & Charters (CC) are composed. He suggests pushing back the Sunset Clause for two additional weeks to have all of the CCs come in final form. He would like to remove all of the CCs from the Agenda. Watrin clarified that they will look at all of these charters again after the template is approved. Rinonos-Diaz said that they have all known about the Sunset Clause since the beginning of the summer and if it has taken them that long to work on a template or look at the CC he thinks that it is pretty convenient that they can just extend the deadline. Rinonos-Diaz said that most of the Board, he assumes, will be attending the Candlelight Vigil that begins in 20 minutes. Rinonos-Diaz has serious concerns about some of the CCs and doesn't feel that he can be affective decision maker at this point.

*MOTION ASB-10-F-08 by Agosti*

Table Action Items A-D and Info Items B-E.

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

**B. AS Legislative Affairs Council Charge & Charter**

Starkey Doc. 7

**C. AS Alternative Transportation Comm. Charge & Charter**

Starkey Doc. 8

**D. AS Structure Program and Advisory Committee Charge & Charter**

Brockman Doc. 9

**VIII. INFORMATION ITEMS – Board****A. Charge & Charter Template**

Agosti Doc. 10

Agosti, Rinonos-Diaz, Starkey and Monger had a meeting to design a template that would make all charge & charters uniform. They looked at most versions of charge and charters and tried to include all of the options for voting/quorum etc. The goal is to have all charters look similar. Subcommittees will be added. Agosti will show how the template will work next week. This item will be an Action Item next week.

**B. AS Student Tech Fee Committee Charge & Charter**

Rinonos-Diaz Doc. 11

**C. ESC Steering Committee Charge & Charter**

Ikegwuoha Doc. 12

**D. Green Energy Fee Committee Charge & Charter**

Agosti Doc. 13

**E. AS Transportation Advisory Committee Charge & Charter**

Agosti Doc. 14

**F. Green Energy Fee Education Coordinator**

Agosti Doc. 5

This item was moved from a Personnel Item to an Information Item as it was a new job description. Funding for this was passed as part of the Green Fee Ballot Initiative. It will work with the Environmental & Sustainability Office. They would like to start hiring for this soon to start the Green Fee Proposal Processes.

**IX. CONSENT ITEMS (subject to immediate action)****A. Late Night Shuttle**

Agosti Doc. 15

**B. X Prize Resolution**

Beck Doc. 16

**C. Services & Activities Fee Committee- Colin Watrin (AS President), Benjamin Brockman (AS VP for BusOps)**

- D. Activities Council- Sara Richards (sophomore undecided), Rachel Bowers (sophomore political science & communications), Carlton Eide (junior digital media entrepreneurship), Amara Walsh (junior political science), Fabiola Arvizu (ROP representative), Megan Housekeeper (ASP representative)
- E. Student Academic Grievance Board-  
**Undergraduates:** Rachel Bowers (political science & communications), Yuanshu Tian (manufacture & supply chain management), Riley Adamson (english), Danielle Dickson (behavior neuroscience), Ramon Rinonos-Diaz (chemistry), Kayla Warr (philosophy & political science) **Graduates:** Jason Styles (english literature), Jennifer Kern (business), Kristina Perkins (political science), Crystal Cappuccio (school counseling), Diana Sundermeyer (student affairs admission), Loren Cowdery (history)
- G. Academic Honesty Board-  
 Undergraduates: Elliot Wargo (mathematics), Ramon Rinonos-Diaz (chemistry)  
 Graduates: Loren Cowdery (history), Jennifer Kern (business), Jason Styles (english)
- H. Graduate Council- Jennifer Kern (business), Abigail Schrag (teaching), Sarah Morrison-Cohen (experimental psychology)

*MOTION ASB-10-F-09 by Ikegwuoha*

Approve consent Items C-G.

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

*MOTION ASB-10-F-09 by Ikegwuoha*

Table all further remaining items Consent Items A and B, and Info Item Green Energy Fee Job Description until the next meeting.

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

## **X. ACKNOWLEDGEMENT OF AS COMMITTEE MOTIONS**

## **XI. STUDENT SENATE REPORT- the Senate has not begun meeting yet.**

## **XII. BOARD REPORTS**

### **VP for Business & Operations**

Benjamin Brockman reported that he has been holding management talk times weekly with the Personnel Director and biweekly with the directors of AS Productions, the Resource & Outreach Programs, the Environmental & Sustainability Programs, and the Business Office. There have been some budgeting problems, particularly overspending unallocated monies, which he has been investigating. His committees are assembling quite well, especially the Structure & Advisory Program Committee, which administers the Tactical Assessment Program. He believes they will have a very strong assessment team this year and that the offices being evaluated will be given the attention they deserve. He conducted interviews to hire peer advisers for both the Veterans' Outreach and Legal Information Centers and expects that the two people we hired will be good at what they do.

### **VP for Academic Affairs**

Rinonos-Diaz reported that several of his committees have begun meeting to discuss the issues which will need to be addressed this quarter. Some of these issues include: piloting of new/modified course rubrics in several GUR courses, student involvement in the STC, the accreditation visit, faculty assessment, the university strategic plan, and university budget cuts. He would also like to commend Agosti for doing such an amazing job at getting the GEF Rules of Operations passed and starting to get the new committee up and running.

**VP for Student Life**

Jamin Agosti reported that the Green Energy Fee Task Force passed the fee's Rules of Operation and that they were readying to hire a graduate student to help students create proposals for the program. The Board will see the Rules of Operation and associated application materials for the Green Energy Fee program soon. The ITB (Invitation to Bid) for the purchase of vinyl wraps for the Western Student Shuttles has been distributed and the Board will hear back on the bids the week of Oct 18<sup>th</sup>.

**VP for Governmental Affairs**

Byron Starkey reported that Our Voter Registration Drive has around a total of 1,390 voter registration forms filled out, which is above UW according to the Washington Bus's estimates. The Washington Student Association (WSA) meeting last weekend resulted in some significant decisions made as far as initiative endorsements. The WSA officially took a stance of opposition for I-1053, which would reinstate a 2/3 majority requirement for the legislature to raise taxes. They took a stance of opposition for both liquor initiatives, I-1100 and I-1105. The WSA officially opposes I-1107 which would repeal the current taxes on candy and bottled water, reducing the general revenue of the state. The WSA officially endorsed R-52, which would provide funding for green energy projects in educational buildings making them more energy efficient, these funds could hypothetically be used to supplement projects financed by university or student fees that fund similar projects. Budgetary discussions indicate that there will be a likely appropriation of the 6.3% across the board cuts issued by the Governor. This would likely happen at the very beginning of the session in January, meaning the Higher Education could face even deeper budget reductions for this fiscal year. At the WSA meeting they started developing talking points for the upcoming session; please see Starkey for more info. He has been working with legislative interests on campus, developing points of coordination for the legislative session, and strategies that might be implemented in the near future, like a legislative newsletter to parents before break. He has also been outreaching to specific majors attempting to schedule coordinated efforts and help with efforts during session. He has been working with the Legislative Liaison to develop a preliminary agenda for Legislative Affairs Council.

**VP for Activities**

Alisha Beck reported that over 1,244 students visited the prize wheel during the Info Fair and VU Late Night; she is going to be passing around a thank-you card for the Alumni office for allowing us to use their prize wheel. Activities Council has their training this Friday and their first meeting is on Monday. She is excited for the new council to start meeting and is continuing to work with the Club Coordinator to prepare and finalize logistics for the Club Kick Off. Beck and Agosti have been working on an XPRIZE Resolution which will be brought to the Board next week.

**VP for Diversity**

Bernard Ikegwuoha reported that he has been planning training for the ESC steering Committee as well as drafting instructional forms to be used by co-chairs during the meeting. He has been meeting with the ESC in an effort to illicit club officer information for the building unity training that will happen on Saturday, October 9<sup>th</sup>, 2010, as well as to outreach to different departments that will be involved in the informational training. He has been making decisions on fund allocations for some cultural events that will be coming up and has been heavily trying to recruit people (especially the Board of Directors) for the ESC conference. He met with Eileen Coughlin to discuss different issues concerning diversity on campus. He also met with the Equal Opportunity office to discuss primarily the student climate on westerns campus. He has also met with other board members to discuss in greater details the impacts of the budget cuts as well as specific programs that are being cut.

**President**

Colin Watrin reported he has been working on gearing up for the beginning of the school year with opening convocation. He was been working with the university on several continuing initiatives including University Branding and University Dining Committee. Colin attended the Foundation Board meeting, giving them a presentation about the Associated Students. Colin has also been working closely with Cindy to interview and select applicant for the new Board Work Study position. Finally Colin has been working with several student groups and the university around concerns ranging from budgets to dining.

**XIII. OTHER BUSINESS-**

A. Please email Board Reports.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 8:15 P.M.**