

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

Monday, March 12, 2012

VU 567

AS Board Officers: *Present:* Anna Ellermeier (President), Fabiola Arvizu (VP Academics), Mario Orallo-Molinario (VP Activities), Travis Peters (VP Bus Ops), Deng Duot (VP Diversity), Iris Maute-Gibson (VP Governmental Affairs) and Sara Richards (VP Student Life)

Student Senate Representative: Kendall Bull, Chair

Advisor(s): Kevin Majkut, Director of Student Activities

Guest(s): John von Volki (Assessment) Women's Center: Sasha Parsley, Taneum Bambrick, Kim Absher, Steph Buehler, Lizzie Lamb; Outdoor Center WOOT! Marli Williams, Katy Howell, Eric Messerschmidt, Benjamin Brockman, AS Personnel Director

MOTIONS

- ASB-12-W-46** Table the Vagina Memoirs Facilitator Position Proposal and Job Description pending an assessment of the program's operation including the ability to ensure a safe experience of student staff, volunteers and participants. The result of this assessment and any related action is to come back to the Board before the third to last meeting in spring quarter, at the latest. *Passed*
- ASB-12-W-47** Move Info Items F & G to Personnel Item C & D. *Failed*
- ASB-12-W-48** Add the AS Committee Coordinator job description to Personnel Item C. *Passed*
- ASB-12-W-49** Approve the Women's Center Coordinator job description. *Passed*
- ASB-12-W-50** Approve the Women's Center Assistant Coordinator job description with the reflection of the correct salary. *Passed*
- ASB-12-W-51** Approve the Women's Center Assistant Coordinator for Creative Programming job description.
- ASB-12-W-52** Waive Section 6.01 of the AS Employment Policy to allow the AS Outdoor Center Excursions staff to hire exclusively from the applications they've received on their own. *Passed*
- ASB-12-W-53** Approve the AS Committee Coordinator as stated in Doc. 10 with the change of striking the minute taking responsibilities from the job description. *Passed*
- ASB-12-W-54** Approve Consent Item A. *Passed*

Anna Ellermeier, AS President, reconvened the meeting to order at 6:04 p.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA

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

IV. INFORMATION ITEMS - Guests*

- D. Women's Center SPAC Recommendations (20 minutes) Peters Doc. 8
John Von Volkli, AS Assessment Associate Director, gave the report from the Structure and Program Advisory Committee. The Women's Center (WC) requested a change in their mission statement. Ellermeier liked the word "spark" but wondered if they should add something like "and foster" after this. Maute-Gibson liked the solidarity against violence, she feels that this helps people understand that there is more support than just the programs they provide. She wondered why they were taking out "historically, politics and public debate on women's issues has been an integral part of the WC." Parsley said that they are moving away from using gendered language to include trans folks by using women-identified. Kim Absher said that in generally the WC is associated with feminism and unfortunately feminism is

viewed in some circles as adversarial or oppressive. Absher wanted to make it more current and trying to shy away from debate while moving towards discussion. Rosenberg said that politics and historical information hasn't been too much of a part of the WC. Maute-Gibson said that personally she would hope that they would remain politically active and have debates; it makes her sad to hear this is being removed. von Volkli said that they would like to prioritize the safe-space aspect of the WC by providing more training for the specific types of student issues that are brought to staff at the center. Maute-Gibson wondered how the WC's safe space is different than WEAVE and CASAS. Parsley said that they usually default to CASAS, and help students know about the more professional offices on. This year there were a few students who returned several times and the staff didn't feel they had enough training to create boundaries and a safe space for the staff, while still providing services. The Counseling Center provided a training and the staff found it really helpful. They think it would be really beneficial to make these connections more permanent. The staff has found that it is very draining and emotional to be approached for many safe space issues. Majkut would hope that this training will happen throughout the year because at the beginning the staff doesn't necessarily realize everything they will need throughout the year. He thinks that connecting in and debriefing could be really important. The WC and Sexual Awareness Center attend some of the WEAVE trainings in the fall. Bambrick thinks that safe space needs to be more clearly defined and trained provided. Staff needs to know where to draw the line and get the student to the professional resources available. This has been a big issue for the whole Resource & Outreach Programs (ROP). They would also like to have self-care reminders and check-ins. Arvizu thinks that this safe space issue is really an issue for the whole ROP. She is concerned that they can't really define it and the staff can't necessarily provide it. Chris Chatburn said that the real question is the distinction between safe space and counseling. This is what they need to establish. Other recommendations include the creation of a consent and bystander safety curriculum and program, structuring the internship program, work on the website to make it more user friendly. They will also be doing a more specific assessment of the *Labyrinth*. The last request is changing the *Labyrinth* hourly position to salaried, there is a separate job description. Maute-Gibson she liked that they included reaching out to more groups and thinks it is important to remember that some of the members of the WC fall in a group of people that is very disproportionately represented off campus. Peters said that the internship program is in the process of being addressed in a more organizational level. Peters is beginning to see that there are flags about growing and fleshing out the internship programs. He also feels that as they expand this, they need to be aware of limits on this. They are dealing with limited resources and he wants to make sure that they are keeping their commitments to their staff. Parsley said that this is really just formalizing the internship program, it is not expanding the program, just helping to train and make the experience more rewarding for the people who volunteer in the office.

- E. Vagina Memoirs Job Description (15 minutes) Peters Doc. 9
Maute-Gibson is glad to have more time. Parsley said that the WC is in favor of tabling and appreciates the extra time to do a better assessment.

MOTION ASB-12-W-46 by Ellermeier

Table the Vagina Memoirs Facilitator Position Proposal and Job Description pending an assessment of the program's operation including the ability to ensure a safe experience of student staff, volunteers and participants. The result of this assessment and any related action is to come back to the Board before the third to last meeting in spring quarter, at the latest.

Second: Maute-Gibson Vote: 7 - 0 - 0 Action: Passed

- F. AS Committee Coordinator Job Description (10 minutes) Peters Doc. 10
Peters said that there is a need for this position to expand and specialize. Arvizu is curious about the work flow over the time. She feels that there is a lot of work in the fall and then it

seems to lesson as the year goes on. Lisa Rosenberg feels that there is a lot more in the fall, but it really stays pretty steady. In the spring the position begins preparing for fall and provides spring recognition for the committee volunteers. Arvizu thinks that winter and spring would be a good time to work on the trainings for committee members. Maute-Gibson said that there are events during the winter quarter such as Elect Her and it would be great if the position could help out with these events, especially since the Legislative Liaison is not in the office in winter. Brockman is concerned about process because he would like to put these items up on the website. Ellermeier feels that these are substantial changes to the descriptions and she would rather get the jobs right and hire a little later than having descriptions that aren't fully thought out.

MOTION ASB-12-W-47 by Maute-Gibson

Move Info Items F & G to Personnel Item C & D.

Second: Duot Vote: 2 - 5 - 0 Action: Failed

Majkut said that at present there isn't much management of the committee appointments after the appointment process. There have been issues with follow-up and people attending meetings, or knowing that people are not attending. Majkut said that taking minutes at the Senate Meeting seems to be included only because there isn't anywhere else for it to go. Arvizu feels that if the position isn't an assistant anymore then they shouldn't be doing clerical work. Orallo-Molinario said that if the committee coordinator is assisting with Elect Her, etc. then they are fulfilling the REP Assistant type position again. Rosenberg said that the intent of this position is actually to make the primary focus the position on committees. Arvizu said that if this is true then they should have working on all office programs under the office responsibilities. Ellermeier has some concerns about vagueness and the Student Senate Minutes. Orallo-Molinario is uncomfortable with rushing on Personnel Items. Maute-Gibson was thinking more about the people who worked on these job descriptions and she felt that since this meeting was spread over two meetings, they had more time to look at it.

MOTION ASB-12-W-48 by Peters

Add the AS Committee Coordinator job description to Personnel Item C.

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

F. QRC Coordinator Job Description (10 minutes) Peters Doc. 11

Ben Brockman said that the position holder feels that attendance at the weekly night series attendance has dropped significantly. They have tried many changes and adaptations to make attendance larger and it has not worked. Crowther feels that this is because the club system has taken on the mission of the weekly coordinator. Arvizu really likes this job description, she feels that it is moving in the right direction. She feels that a lot of information has been provided outside of the job description and the reasoning behind changing it are great but they are not properly reflected in the job description. She feels that the position specific duties are not fleshed out and detailed enough for people to understand what they will actually be doing in the job. She feels that the ROP taking on so many institutionalized events doesn't allow for the kind of growth and change that might be best for the offices. Brockman said that they were hoping to have this take effect for next quarter since there is not attendance at the weekly series currently. Ellermeier said that she is confused about why they would continue having a coordinator that still has a significant amount of programming included. She understands the education aspects of the request. Chatburn said that the weekly series has been doing some educational programs, but really the bulk of the description of weekly series is about community building and a loose structure by the facilitator. The clubs have 25 to 30 people attending and they have discussions that are close to what was going to be in the weekly series. He thinks that the coordinator will continue doing some smaller presentations, such as Babeland, and attendance has been better at these events. Ellermeier would like this to be more

reflected in the position description. Maute-Gibson appreciates supporting the club and grass root groups for leadership development. She would like to see the education be maintained as a pillar of the QRC and the AS. Richards was concerned about just transferring the job to Crowther. Brockman said that the idea is to give Crowther a quarter to solidify this position a little more to allow him the experience necessary to train the person for the next year. Chatburn said that this proposal is from Crowther and so it is more acceptable. Majkut likes this proposed change because to keep trying to do something that is not successful doesn't seem like being a good steward of AS funds and time. Majkut thinks that there could be a few adjustments to the current job description by the Director and Advisor and they could start those changes now. Chatburn is concerned that it is possible that the club system might not continue and then the weekly night series community building area might be lost. He thinks that they should have a plan to address this just in case the club system isn't as active in the future.

The Board took a five minute break and reconvened at 7:01 p.m.

V. ACTION ITEMS - Guests*

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

- A. Women's Center Job Descriptions (15 minutes) Peters Doc. 12
 Brockman said that the main change is to the results oriented format, except for the last position that is to become the Women's Center Assistant Coordinator for Creative Programming. This has been approved by the assessment process, position, Director, Advisor and the Personnel Committee.

MOTION ASB-12-W-49 by Richards

Approve the Women's Center Coordinator job description.

Second: Maute-Gibson Vote: 7 - 0 - 0 Action: Passed

Arvizu is a little confused about all of the programming that is being required of the assistant coordinator. They have 4 events per quarter required. Majkut said that it is four events for the entire Women's Center not just the one position. There was a mistake on the salary for the \$4,838.06 for position term, this is consistent with other assistant coordinator positions.

MOTION ASB-12-W-50 by Maute-Gibson

Approve the Women's Center Assistant Coordinator job description with the reflection of the correct salary.

Second: Orallo-Molinaro Vote: 7 - 0 - 0 Action: Passed

Ellermeier appreciated them working on the program requirements and she is very happy with it now. Maute-Gibson appreciates them reaching out to more students who express their identity through creative expression. She congratulates Bambrick on matching activism with creativity in a new way; she hopes that the organization continues to move in that direction. She was concerned last week that it looked like expanding the position; she now understands that it is really more focusing the position. She is happy with the about the position and qualifications which reflect that the job is for a specific kind of person. Richards loves the name. She said that there was concern about over-programming, and she hopes that it will ease the burden on the Women's Center. Orallo-Molinaro loves the name. Bambrick said that one of her main goals for this was to really listen to what the students want and how to grow and not be stuck in institutionalized programs. She is excited for them to reach out to a more diverse audience overall. Parsley feels that the new changes and programs are targeted at growing labyrinth. For example, there was erotic poetry night and people submitted work they created there. Brockman said that they included examples but did not tie positions to the exact events, to try to avoid institutionalization and more annual events.

MOTION ASB-12-W-51 by Richards

Approve the Women's Center Assistant Coordinator for Creative Programming job description.
 Second: Orallo-Molinaro Vote: 7 - 0 - 0 Action: Passed

B. WOOT Employment Policy Waiver (10 minutes) Peters Doc. 11

There is a memo on the back of the job description for a waiver from the Employment Policy. Brockman thinks that in two or three years WOOT will be one of the best known programs, but it has to get there first. He feels that each year they are building on what they learned the year before. WOOT has been handling hiring for the last two years and came to Brockman to move into the Personnel process. Brockman said that they did a lot of targeted recruiting for this position. Ellermeier asked what job description they used to advertise, how long they open it for and how they advertised. Williams opened the position up the second or third week of winter quarter. They went into Rec Center classes and gave a presentation on the WOOT program. There were fliers distributed, the job was on the Outdoor Center website and Facebook, and they took it to the ESC Steering Committee. It has been open for about 6-7 weeks. So far they have 23 applications. They did not use a job description, just the flier including preferred qualifications, etc. They asked for a cover letter with a few questions and a resume. They have essentially been using a similar process to the Trip Leader application process. Arvizu is in favor of the second option of reopening the job for a week to get more applications, but she suggests letting the people who have applied know that there is a new job description available. Williams feels that the first and second options should be able to maintain the training schedule. Brockman thinks that it would be hard to have two different processes for applying because the applications would look different and the second group would have a lot more information. April 6-7 is the first training weekend. Williams hopes to have interviews the first week of school and hire on Monday. The training dates would be that weekend. The flier did include the training dates so that current applicants are aware. Williams's concern is timing she doesn't really know how many more applicants they would get. She feels that they have a super qualified applicant pool; many have experience and wilderness responder training, etc. She is open to the idea of more people knowing about WOOT and being involved with it. Williams said that they would love to go with the applicants they have and are ready to move on with the process at this point. Arvizu said that if they really need to have a few of the Preferred Qualifications then she is comfortable with a or b. Maute-Gibson feels more confident with a of letting them use the applicant pool they already have, she doesn't feel like there were significant enough changes to slow down the process further. Ellermeier is impressed with the outreach that was done. Maute-Gibson dittoed. Ellermeier just wanted to know if they felt that they could use the job description to look at the candidate pool they have. Williams would like to send out the job description with the invite to interviews. Peters said that the only reason he would push for B is that it would still meet the schedule. He thinks that students will be looking over break for jobs and it could be a bigger opportunity for people to see the opening. Brockman still has concerns about inconsistency in applications. Messerschmidt feels that they have a qualified candidate pool now and he would be concerned about not utilizing them. He doesn't think there are many other people who are qualified out there. Howell thanked them for being open to this program and willingness to work on this. She encourages them to extend the invite to be involved with WOOT this summer. Brockman said that next year the coordinator should contact the Personnel Director about posting online.

MOTION ASB-12-W-52 by Maute-Gibson

Waive Section 6.01 of the AS Employment Policy to allow the AS Outdoor Center Excursions staff to hire exclusively from the applications they've received on their own.
 Second: Richards Vote: 7 - 0 - 0 Action: Passed

C. AS Committee Coordinator (10 minutes) Peters Doc. 11

Arvizu thinks that they should remove the Student Senate Minutes because it is an assistant duty left in this job description because they didn't have somewhere else to put it. Monger said that when a discussion happened about minute taking it was more about if the assistant positions as they are now couldn't take it on. The answer to that was no, but the real question is whether it fits in the Committee Coordinator position and that is what they need to decide. Monger would be comfortable with striking it and finding the right place for it later. Richards feels that saying that the position shouldn't take minutes is degrading the minute taking process, which is vital and important. She thinks that the office can't be successful without the Senate who can't be successful without the minutes being taken. She thinks that it is a team effort and if this is the position that has time for it, then it should stay there. Arvizu thinks it is not demeaning to take minutes but it feels odd to add it to this description because it has nothing to do with the rest of the position and this is part of the reason that they changed the position. Bull thinks that it would be better to hire someone for two hours a week. Ellermeier has concerns about some of the job responsibilities, such as establishing training, support and feedback. She feels that these are vague and she is concerned about lack of support to create these. She thinks this is a good start but she is wary of creating a job description that makes it look like they are responsible for the life and death of the committee system and the 175 student representatives. Peters felt that this was also done with the Communication Office. Monger clarified that the minutes will be taken out of the job description completely, including the recommended qualifications. Peters said that there was a work study this year and they may be able to shift responsibilities to that person, so there are options. Maute-Gibson said that the REP Assistant has been working on committee training for the last two years and they do have legacy information on the work that they have established that will be the groundwork necessary to help the new position holder.

MOTION ASB-12-W-53 by Orallo-Molinaro

Approve the AS Committee Coordinator as stated in Doc. 10 with the change of striking the minute taking responsibilities from the job description.

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

VII. ACTION ITEMS - Board*

VIII. INFORMATION ITEMS - Board*

IX. CONSENT ITEMS (subject to immediate action)

A. Committee Appointments

Election Board

Katie Barnard Economics/Political Science Junior (LAC)

Disability Advisory Committee

Brandi Ball Communication Sciences and Disorder Junior

MOTION ASB-12-W-54 by Richards

Approve Consent Item A.

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

X. STUDENT SENATE REPORT

XI. BOARD REPORTS

President

Anna Ellermeier reported that she has been working with the task force to develop a vision statement for Viqueen Lodge. The process is moving along well. The Services and Activities Fee Committee is meeting now and the group is moving into the stages of looking at budgets and determining the fee rate for next year. The Student Trustee Selection Committee met for the first time this quarter and applications are being created. Ellermeier has also been encouraging students to apply for AS jobs and to consider running for a Board position.

VP for Academic Affairs

Fabiola Arvizu is very pleased to announce that the proposal portion of the Student Tech Fee committee is now complete. The compiled list of funded proposals has now been sent to the AS and University Presidents for final approval. All who applied will be notified of the final decision by the end of April and it will be publicized across the university. She would like to give special thanks to Vice Provost Dr. John Lawson, Diane Bateman-Cole, Prof. Elizabeth Stephan, Prof. Michael Karlberg, and our three AWESOME student reps Emily Green, Dan Zumwalt, and Jon Geller for their thoughtfulness and sincerity throughout the process. Fabiola would also like to mention that on March 5th, Faculty Senate recognized AS Legislative Liaison Joe Meyer for his hard work and perseverance this past session in Olympia.

VP for Business & Operations

Travis Peters reported that the Viqueen Lodge Future Vision task force has continued to meet and flesh out the mission and vision of this facility and what it brings to our community. It was exciting to learn more about the facility as well as discuss ways in which it could be supported to better serve students academically and experientially. Budget Committee is well under way. They have had good time to engage in past year's budgets, hypothetical exercises to role play the types of decisions we will be facing, and finalized the tools and resources that will be sent out to our staff for the budgeting process this year. Our Business Director, Angela Tsui, has done a wonderful job in putting together a template for staff to walk through their budget – it is straightforward and contains examples and complementing text to explain areas that may be confusing. These will be going out before the end of this quarter and will be due in the first couple of weeks back from spring break. There has been a great deal of work put towards job descriptions and he is happy to see this work coming to an end for this year. He gave special thanks to the Personnel Office for the hard work they have been putting in to meet deadlines and get jobs posted for students. Services & Activities Fee Committee had its final meeting of the quarter. There was a presentation about the AS so that the rest of the committee had an understanding of what services/programming we provide students. In turn committee members were able to learn a bit about Campus Rec, Athletics, and DRAC and how they serve the student population at Western as stakeholders and recipients of a portion of the S & A Fee dollars.

VP for Diversity

Deng Duot reported that he is working with the ESC Public Relations Coordinator, on his computer proposal which will be presented to the Board soon. The ESC Steering meeting was great, they talked about adding the ESC Russia Club. Steering asked for their mission, goals and how they fit with the mission of ESC. He is working with Students for Social Change and American Campaign for Transparency joint meeting. He is also working on increasing participation in the selection of MEChA scholarship awarding committee. He attended and volunteered at the Vagina Memoirs. He had a great time, the event was inspiring and he wants to thank to the Women's Center for working hard empowering students and letting them have a voice in our community. Their stories were very educating. He is working with the African and Caribbean Club on their 15th Annual heritage dinner. He hopes it will be great like last year. In addition, he is working with SIRC in preparation for Activism week. They're planning to bring Erika Huggins an activist, former political prisoner & leader in the Black Panther Party. He hopes a lot of students will attend this and event to have an opportunity to learn from this great activist. Finally, ESC Building Unity training will be on Sunday. He will be there to do a workshop on how to be a leader, what types of leadership works well when and where, and how ESC Club leaders should use their leadership skills when working in groups.

XII. OTHER BUSINESS

- A. Big Blue Bonus Book Raffle Drawing Winner was: Theo Fleur.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 7:53 P.M.