

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

Friday, March 2, 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): Sarah Anderson (Human Services), Students for Sustainable Water: Carolyn Bowie, Anna Amundson, Marli Williams (WOOT), Kurt Willis (University Residences), Shalom Long (AS Productions), John von Volkli (Assessment), David Burgesser (Western Student Transportation), Sasha Parsley (Women's Center), Andrew Dyer (Act), Evan Fowler, Amanda Squires, Ethan Glemaker

MOTIONS

- ASB-12-W-35** Table the Women's Center Creative Director position until next Friday. *Passed*
- ASB-12-W-36** Approve AS Personnel Coordinator job description with stipulation that title and salary will be fixed by the Personnel Committee.
- ASB-12-W-37** Close the meeting and resume the rest of this item and the rest of the agenda at the special board meeting happening early next week.

Anna Ellermeier, AS President, called the meeting to order at 3:00 p.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA- move to the WOOT JD to Information Items Guest B.

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

IV. INFORMATION ITEMS - Guests*

- A. Housing & Dining Rates (20 minutes) Richards Doc. 1
- Kurt Willis, University Housing is bringing a proposal from housing with the new rates for next year. Housing is a self-sustaining area that receives no money from the state. The housing system also includes dining and a portion of student facilities on campus, such as the VU. The budget includes maintenance, utilities, dining etc. The proposal is a reaction to inflationary forces in terms of increases in utilities, food and labor. The other piece is the capital plan for renovations. There will be sprinklers put in by 2017 and wireless internet is being installed. Housing found efficiencies where they can, they are recommending a 3% increase this year. It is roughly \$30 a month more if students live in residence halls, \$10 if students live in Birnam Wood. There is a significantly higher increase in commissions from dining services and this allowed them to keep the increase at 3%. Housing told the Trustees that increases should be from 4-5% every year for the next 15 years. They are still negotiating with dining about food, program and labor costs. If costs come in more than expected, they have built in a little wiggle room so they shouldn't have to come back to the Board for an additional increase. They have been able to keep utilities low partially because of the use of Natural Gas. They also pay institutional overhead and are expecting an increase in this again. In the document is the rate increases for other Washington universities. The increases are coming in about 4% and Western has been able to keep it at 3%. Majkut said that the Housing and Dining system is consulting with the Board. The Board is being asked to recommend this increase to the Trustees. Willis took this to the Residence Hall Association for review. At this point he feels the response is positive. Maute-Gibson asked for the minutes from RHA for next week. Peters said that there are some significant changes in the projections for next year. Willis said that the big percentage increases are in the text of the letter. He asked the Board to email him with

other questions. Maute-Gibson asked for some information from the Quality of Life Survey. Richards will email out a PowerPoint presentation. Willis said that he doesn't think that anyone wants to pay more, but after people hear what is happening and the increased costs, he believes that students will understand. He thinks that since they projected 4-5% increase, students will be happy with 3%.

B. WOOT Job Description

(10 minutes) Peters Doc. 5

Ellermeier said that they are just looking at the job description. Then next week the job description will come as an Action Item and they will look at the exemptions at that time. Peters said that the search process has begun for trip leaders. They are doing this outside of the hiring process and there was not a job description for it. Brockman said that this is going on the third year, there have been positions hired in the last two years. The program has been collecting applications on their own, but spoke with Brockman about the process for personnel hiring. They are hoping to have trip leaders hired and do training during spring quarters. Williams said that she doesn't work with the AS very often and this is a new program. They have received 20 applications for the program that are qualified for the positions. After being hired these employees need to be trained on safety, risk management, and will be taking two weekend trips. She would like to start this at the beginning of spring quarter. This was all planned when it was brought to their attention that they were not going through the proper AS process. They are hoping not to get too far behind with the hiring timeline this year. They are trying to hire 15 positions. There was concern about interviewing during finals week. Ellermeier understands that this is a tight timeline, but she thinks that they are in a situation where they don't have a job description and they are already hiring for the position; which is the opposite of the normal process. Williams feels good about the job description being presented. Maute-Gibson said that the job description doesn't lay out how the internship happens. Williams and the co-excursion coordinators facilitate the training that is described in the document. There are discussions about making this a 200 level recreation class that will be open to all students, but will provide the training needed for the trip leaders. Duot said that he thinks they should reach out to more areas to see the interest. Arvizu suggested removing the specific times, quarter, number and lengths of the training. She also wanted to know what the Program Responsibilities are for WOOT and what the responsibilities for each trip leaders. Brockman said that this is the only job description for WOOT. Majkut thinks that it is important that the dates are in the description so that people know when people need to attend trainings. It could be listed as trainings schedule for 2012 year and then this could be changed each year. Majkut asked if it was a reasonable qualification to say juniors or seniors. They usually don't ask for classes, he suggests that they think about what they really want in this area and perhaps come up with a number of quarters.

C. Water Bottle Initiative

(10 minutes) Richards Doc. 2

Students for Sustainable Water are hoping to have the students vote on banning the selling of bottled water on campus. There is a lot of support on campus for banning water bottles, for a number of reasons. They do not have exact numbers but have seen a lot of support. It has been a trend across the country to ban water bottles. If Western bans water bottles they would be among the first 20 universities to make this statement. Richards included the relevant section of the Election Code in the document. The Board can change the wording if it is misleading or may be illegal. The group had 900 signatures from last year. Duot thinks that Western could set the tone for Bellingham as well. Kendall Bull asked if outside events would be able to sell bottled water. The Senate felt that they should increase the number of water fountains on campus if they are to implement this ban. Sarah Anderson said that outside vendors wouldn't be subject to this. They are talking more about speakers getting provided water bottles. They are looking into the Green Fee for more funding. Bond Hall in particular doesn't have a lot of water fountains. Richards said that the GEF is there to pilot projects to help the university see

that they are possible and a good direction for the university. Ellermeier said that they should add “on campus” to the end of the sentence. Peters said that he wants to make sure this is a direct question that can be clearly answered yes or no. Richards thinks that a yes vote means agree. Arvizu would like to see the sources of this information, just for future knowledge. Anderson said that they have worked on a plan of action. Majkut said that the language is very well written and doesn’t say ban, if it is passed by the students then this would be the official stance of the AS on Bottled Water. He thinks they need to be careful not to say ban because the AS doesn’t have that power within the university. Maute-Gibson asked why they chose an initiative versus a referendum. Anderson said they decided to do this as an initiative because they feel that this process will allow for more education and awareness. Duot asked if they feel that they have enough time to educate students on this before the election. Anderson said that they have been educating people since the club began last year, so they have been educating along the way. They will be doing a few events as they collect signatures.

- D. Alternative Transportation Fee Ballot Language (10 minutes) Richards Doc. 3
 Richards said that the Alternative Transportation Fee is up for renewal this year. This language was passed by the Alternative Transportation Fee Committee and ATransportation Advisory Committee. Based on the 5 year projections, it does not appear that they need to increase their reserves. The first year the fee will stay at \$25. They may eventually have to use the 5% increase in the next two to three years if they need to purchase more shuttles or expand services. If the fee needs to increase then they would come back to the Board. Initially they are not changing the fee at all. Richards is hoping that the Board will advocate for this and create awareness. This is a referenda the Board can look at content for this language because the Board is supporting this. Maute-Gibson said that this is creating priorities for alternative transportation. Five years ago students wanted things like hybrid buses, but they don’t have the ability to fix them, so now it is not a priority. She encourages people to share their opinions.

The Board took a 5 minute break and reconvened at 4:10 p.m.

- E. AS Outback OELP Summer Apprentice Position (10 minutes) Peters Doc. 4
 Peters said that this is the job description for the summer assistant in the Outback, the funding was approved a few meetings ago. The one correction that Personnel Committee made was in the wage area, it is also more in line with the university wage levels. Arvizu really likes this job description; but she asked that the credit load be corrected. Ellermeier asked that they look into the equal opportunity of needing to be able to perform physical activities for long periods of time. She would like to know more about the classifications for laborers to ensure that the job responsibilities are consistent. She asked to add ‘within reason’ after the inclement weather section.

V. ACTION ITEMS - Guests*

VI. PERSONNEL ITEMS (subject to immediate action)

- A. Job Description Changes (15 minutes) Peters Doc. 6
 Ellermeier said that the Women’s Center positions will be postponed until next Friday, but will be posted for hiring with a notice saying that the job descriptions will change. Assistant Business Director, they would like to have this position attend ESC Steering Committee meetings. Orallo-Molinaro would like to change the position title to “Business Director for Clubs” because he thinks that the main purpose of the job is to work with clubs, there is no communication between the Director and Assistant Director. Majkut thinks that there should be more conversations about the larger issue with this position. Arvizu is having a hard time seeing the reasoning why the Women’s Center (WC) position is changing from hourly to salaried. The only new position responsibilities she sees is assisting in WC activities and other duties as assigned. She feels that the current job description has many more responsibilities that

do not have to do with the Labyrinth. With this she can see why the position was overwhelmed and overworked. She thinks that if they made the current description more specific it could stay hourly. Brockman said that through the Tactical Assessment Program they looked at this position and believe that this should be increased because they will be doing more events. Arvizu thinks that it is a problem if the supplemental document is necessary to show the changes in the job descriptions. She feels they should be explicit in the job description itself. She wonders if there is evidence that there is more programming needed. Sasha Parsley said that they have received a lot of feedback from students and wants for people to volunteer and participate in events that are creatively and expression based. These are not skills that are necessary to be the WC Coordinator or Assistant Coordinator. Long said that anytime more programming is being added it also affects other resources within the AS. Ellemeier said that the programs already put a lot of stress on the AS, she is concerned about just jumping to adding more programming. The WC is are hoping to increase participation in Labyrinth past people who currently see themselves as an artist. Maute-Gibson said that one of the difficulties that she has with looking at positions specifically is that she is thinking of the AS as a whole. She doesn't want to compare because each office is very different. She thinks that each office could always find ways to do more with more resources. Her concern is that in continuing to expand programming. She feels the AS is not necessarily meeting the needs of all students just by programming. She thinks that the WC puts on some phenomenal programs in different areas, she likes having a specific coordinator for creative programming, but they should look at programming versus support versus advocacy. Arvizu has concerns about creating so many annual events because it doesn't allow for creativity and response to student interests. Parsley said that they only have two annual events one is Take Back the Night, which is required and the second is the Vagina Memoirs. She thinks that they should meet the demands of the student population. She feels that there is a consistent trend within the office where the people who end up applying for coordinators are event planning, organizational and structure based. Brockman said that tomorrow morning there are going to be 100 jobs going online, he thinks that the new title of the position will help people understand the position better than Program Support Staff. Brockman said that the Assessment Process is important and the committee voted unanimously to pass this job description. John von Volkli said that what really drove the committee to accept this proposal is that it is more of a reorganization, than an expansion. They felt that at the committee level the idea was clear enough that Labyrinth was the centerpiece but the creative programming would have a clear connection in terms of substance to the Labyrinth. Orallo-Molinario thinks that the title is great, but his concern is that there will be a huge amount of events added. He is concerned about keeping the core of this position the Labyrinth. Brockman said that the increase in events is only one (from three to four). Maute-Gibson said that as a student she is overwhelmed by the amount of programming, as an event planner she has frustration at spending at least \$50 on events and having only 4 people attend. She sees lack of balance in the amount of advocacy work that they do, resources and safe space, etc. She is hesitant to be opposed to this change because they need to look at this through the lens of each office. She sees now that this isn't necessarily an expansion, but looking at how the events are distributed. Ellermeier said that this job is not just adding one new event, it is expanding from co-sponsorships to sponsoring programs. She understand that these events should connect back to the Labyrinth, but this is not explicit in the job description. She thinks that the preferred qualifications do not reflect what Parsley is looking for in terms of creative programming skills. She wonders if this job description is really ready if these things are not clear. Arvizu dittoed. Ellermeier wanted to make sure that their discussion of limiting programming in no way diminishes the amount of work that the WC does. Peters said that this is actually to support the level of work that the office is currently producing. Brockman said that the Board could reduce the event requirements. Peters apologized because the TAP documents would have supported this change. Long thinks that this could potentially be great, she thinks that the AS doesn't do a lot of creative events like this. But she is concerned that the

AS doesn't necessarily have the support for that skill set and maybe they should allocate some funding for training or doing this as an internship for a year. Long said that Labyrinth was highly successful this year, but she it wasn't anything out of the norm. She hopes that the Board doesn't make people based decisions versus role based decisions. Ellermeier suggested opening the position, with a note that it is subject to change. Brockman said that they will inform the candidates when calling for interviews of any changes.

MOTION ASB-12-W-35 by Maute-Gibson

Table the Women's Center Creative Director position until next Friday.

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

Peters said that certain job descriptions were reviewed at Personnel Committee and a few job descriptions were delegated to follow up with departments. The last time he followed up with the Personnel Office there was a question about it becoming a Personnel Coordinator. Brockman said that now he is on Personnel Committee he is overloaded and working 30 hours a week. Also his assistant is working at capacity every week. The concern is that making it a coordinator would possibly mean it would be making more money than the assistant director. Brockman said that no matter what happens they need more hours of staff work in the office. Duot is concerned about the funding. These job descriptions are passed based on the idea that the Budget Committee would have the funding for it. Ellermeier needs more direction included in a motion before she would feel comfortable passing it. Richards dittoed. Peters said that the question is does the Board see a need to change this from hourly to salaried, if this is supported then the motion makes sense. Majkut said that they are pressed for time. He doesn't think it is always a bad thing to have another small group figure out this detail, but they do need to define if there is support for more time salaried and hourly. He doesn't know how they decided on the Coordinator level. He thinks that the press of time makes for not the highest quality decisions. Majkut thinks that they are better off listing the positions with job descriptions pending and take the time to make the best decisions. Arvizu clarified that if they approve this motion they are ok with the change from hourly to salaried.

MOTION ASB-12-W-36 by Arvizu

Approve AS Personnel Coordinator job description with stipulation that title and salary will be fixed by the Personnel Committee.

Second: Orallo-Molinaro Vote: 1 - 6 - 0 Action: Failed

MOTION ASB-12-W-37 by Ellermeier

Close the meeting and resume the rest of this item and the rest of the agenda at the special board meeting happening early next week.

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

THE MEETING WAS ADJOURNED AT 5:05 P.M.