

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

Tuesday, March 6, 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): Ben Brockman, AS Personnel Director

MOTIONS

ASB-12-W-38 Move to pass the AS Board Job descriptions **without** the major structural changes of moving management responsibilities of ASP, KUGS, KVIK, ROP, ESP and Alternative Transportation from the AS Vice President for Business and Operations to other Vice Presidents.

Further move to direct the AS VP for Business and Operations **to develop a concept for a task force or another group that will be established to better investigate, understand, and present recommendations to improve the management structure of the Associated Students**, with the understanding that the structure, scope, and objective for this task force will be brought back to the AS Board for approval by the third meeting of Spring Quarter and that the task force will begin convening as soon as possible thereafter.

Further move to direct the AS VP for Business and Operations in conjunction with the AS President and the Director of Student Activities **to develop an appropriate remedy for the excessive work load of the VP for Business and Operations, with the understanding that the remedy will not substantially change the job requirements of the VP for Business and Operations.** The proposed remedy will be brought back to the AS Board for approval by the third meeting of Spring Quarter and will be in effect for no longer than the position length of the 2012-2013 VP for Business and Operations. *Passed*

ASB-12-W-39 Approve the AS Childcare Voucher with a change of the description to: "...WWU student-parents who demonstrate a need for financial assistance for childcare in order to be a successful and engaged student." Also change question one to read "Why do you feel that you qualify for this voucher? Tell us about your children." *Passed*

ASB-12-W-40 Approve the job descriptions in Doc. 6 with the stated changes. *Passed*

ASB-12-W-41 Approve Consent Item A excluding the Diversity Achievement Award appointment. *Passed*

Anna Ellermeier, AS President, called the meeting to order at 7:45 a.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA- Action Items Board moved first because Brockman was not at the meeting yet.

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

IV. INFORMATION ITEMS - Guests*

V. ACTION ITEMS - Guests*

VII. ACTION ITEMS - Board*

A. AS Board Job Descriptions (20 minutes) Ellermeier Doc. 7

Maute-Gibson said that she really appreciated people's thoughts over the last few weeks, she feels this was a very constructive process. Ellermeier said that bringing the task force concept back to the Board is just to ensure that the intention for the group is clear. This motion was created because time constraints do not allow for the creation of all of the details. The minor changes in the documents are still on the table, but the management will remain with VP for BusOps for now.

MOTION ASB-12-W-38 by Maute-Gibson

Move to pass the AS Board Job descriptions **without** the major structural changes of moving management responsibilities of ASP, KUGS, KVIK, ROP, ESP and Alternative Transportation from the AS Vice President for Business and Operations to other Vice Presidents.

Further move to direct the AS VP for Business and Operations **to develop a concept for a task force or another group that will be established to better investigate, understand, and present recommendations to improve the management structure of the Associated Students**, with the understanding that the structure, scope, and objective for this task force will be brought back to the AS Board for approval by the third meeting of Spring Quarter and that the task force will begin convening as soon as possible thereafter.

Further move to direct the AS VP for Business and Operations in conjunction with the AS President and the Director of Student Activities **to develop an appropriate remedy for the excessive work load of the VP for Business and Operations, with the understanding that the remedy will not substantially change the job requirements of the VP for Business and Operations**. The proposed remedy will be brought back to the AS Board for approval by the third meeting of Spring Quarter and will be in effect for no longer than the position length of the 2012-2013 VP for Business and Operations.

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

B. AS Childcare Voucher (10 minutes) Ellermeier Doc. 8

Maute-Gibson proposed changing the description of the award and the first essay question.

MOTION ASB-12-W-39 by Peters

Approve the AS Childcare Voucher with a change of the description to: "...WWU student-parents who demonstrate a need for financial assistance for childcare in order to be a successful and engaged student." Also change question one to read "Why do you feel that you qualify for this voucher? Tell us about your children."

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

Orallo-Molinario joined the meeting.

VI. PERSONNEL ITEMS (subject to immediate action)

A. Job Description Changes (15 minutes) Peters Doc. 6

Brockman would like to add "serve on the Ethnic Student Center Steering Committee" to the Assistant Business Director's job description. This will be more efficient because they will be able to answer budget questions during the meetings instead of in multiple outside meetings. Majkut thinks that there was not great communication between the ESC Admin and there should be continued conversations about this change, partially due to the rationale. The Women's Center Support Staff was tabled at the last meeting and therefore will be looked at on Friday. The Board needs to acknowledge job descriptions with minor changes. This could be done as a Consent Item in a one week process. This year they will look at each one by one. Peters moved to table the Personnel Office Coordinator job description Richards seconded. 7-0-0, passed.

Assessment Associate Director only had 5 hours per week during spring quarter allotted last

Outreach Services Academic Advisor position was created they gave one of the two computers for the student staff to this staff position. Peters said that when they passed the Sexual Awareness Center computer earlier this year it was because there were three employees in the office, he doesn't feel there is a one employee to one computer ratio expectation. One of the implications of continuing to introduce more machines into the organization is that they have a reserve funds for a 5 year replacement cycle. Every time that they grow the number of computers, they increase the expectation of funding that reserve. Maute-Gibson said that currently for AS employees, each office has their computers and no student who is not an AS employee is allowed to use their computers for personal use. Maute-Gibson clarified that the ESC is the only office that provides computers for student use and therefore employees should not be using these for work. Majkut said that the Activities Center has a computer for club use. He does feel that having employees use these ESC computers creates a dilemma. Maute-Gibson asked about bandwidth and network usage and the effect of adding more computers. Majkut doesn't believe that there are significant issues in terms of bandwidth. Arvizu wondered if the two positions have looked at options of coordinating their schedules. When she worked another office they had to coordinate 6 schedules for use of 2 computers. She thinks that 2 computers for 2 employees for this level of money seems unnecessary. Also in her work with the Student Tech Fee she is very aware of the maintenance costs for new machines. Duot said that the demands for poster creation and other work that the PR Coordinator does with the clubs he needs a computer and access to the AS drives. Maute-Gibson said that while she understands this she thinks that there are a lot of offices that has one computer per employee. She also thinks that if there are only two employees and they are in the office at the same time then that is a very limited time for students to have access to a student employee during the day.

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

A. Committee Appointments

Academic Honesty Board

Becky Wood (SAGB,UJAB)	Experimental Psychology	2 nd Yr. Grad
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Diversity Achievement Award

Julia Kelley	French	Senior (WTA, LAC)
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Election Board

Julia Kelley	French	Senior (WTA, LAC)
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Outstanding Faculty Award

Julia Kelley	French	Senior (WTA, LAC)
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Peter J. Elich Award

Emily Green	Biology	Senior (Student Tech Fee)
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Duot would like to talk to Dr. Ojikutu about the Diversity Achievement Award Committee. Maute-Gibson said that Julia Kelley no longer serves on Legislative Affairs Council.

MOTION ASB-12-W-41 by Orallo-Molinario

Approve Consent Item A excluding the Diversity Achievement Award appointment.

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

X. STUDENT SENATE REPORT

XI. BOARD REPORTS

XII. OTHER BUSINESS

A. Iris Maute-Gibson reported that she will be going to Olympia on Thursday the last day of the regular session. She invited people to join her. There is a special session about the budget.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 8:41 A.M.