

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

Wednesday, April 4, 2012

VU 567

**AS Board Officers:** *Present:* Anna Ellermeier (President), Fabiola Arvizu (VP Academics), Mario Orallo-Molinero (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):** Jamie Hoover (KUGS FM), Jon von Volkli (AS Office of Assessment), Robel Paguio (ESC), Charlie Hagen (EDGE), Jameson Hawn (Western Front), Kamrin Dishman (Western Front), Amanda Squires, Patrick Stickney, Katie Savinski, Victor Celis, Ethan Glemaker

**MOTIONS**

**ASB-12-S-9** Approve the minutes of Wednesday, February 24<sup>th</sup> and March 2<sup>nd</sup>. *Passed*

**ASB-12-S-10** Authorize the repurposing of one common ESC Computer for use by the ESC PR Coordinator for until the end of the Academic Year, with the understanding that the computer will be put back in the common area after the academic year has concluded. *Passed*

**ASB-12-S-11** Approve Consent Item A. *Passed*

**Anna Ellermeier, AS President, called the meeting to order at 5:35 p.m.**

**I. APPROVAL OF MINUTES**

*MOTION ASB-12-S-9 by Richards*

Approve February 24<sup>th</sup> and March 2<sup>nd</sup>.

Second: Peters

Vote: 7 - 0 - 0

Action: Passed

**II. REVISIONS TO THE AGENDA-** allow Robel Paguio to speak on the ESC PR Computer Request before Information Items. Remove Brian Toews from University Planning and Resource Council

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

**VII. ACTION ITEMS - Board\***

A. AS ESC PR Computer Request (20 minutes) Duot Doc. 5

Robel Paguio said originally he was sharing computers with Daniel Espinoza-Gonzales and the Academic Advisor. When a permanent person was hired they moved one of the computers into the Academic Advisor's office. He has been using his personal computer quite often to work, he does not have access to the Q Drive or ability to print. Maute-Gibson asked if they could repurpose one of the computers from the four that were just purchased for student use. There are currently seven computers for students to use in the ESC. Arvizu said that she doesn't feel comfortable using the computers that were purchased for student use to an employee. Paguio said that if there was a computer added he would also like to have software that would be helpful in his work with Public Relations. Orallo-Molinero clarified that if Paguio signed in on another computer in the ESC he had access to the Q drive. Majkut said that people sign in with their profile and access is granted by who signs in. The typical student would not have access to the Q drive. This item will be discussed later in this meeting.

**IV. INFORMATION ITEMS - Guests\***

A. KUGS SPAC Recommendations (20 minutes) Peters Doc. 1

Ellermeier recognized KUGS for their three Society of Professional Journalists Awards. John

von Volkli said that the first recommendation was a rededication to creating marketing strategies. Letting students know early about KUGS is important. It usually takes about 2-3 years for people to find out about the station through friends or guest deejays. The second recommendation was to increase consistent data evaluation including location and demographics for listenership. Also continue compliance with professional standards. Engaging in state of the industry practices will require some investments to ensure that equipment and online accessibility are priorities. Another recommendation is to add in a licensed technical position that was cut in 2006 they have an on call person now, but they are not in the university. Hoover said that she has used the on call person about 4-5 times before this position was eliminated. This person allocated about a fourth of their time to KUGS, but they worked the rest of the time with VU Technical Services. Hoover said that this is part of the four year strategic plan. If they try to start implementing new technology it would be a benefit to have someone who knows more about technical equipment. Maute-Gibson wondered why KUGS is not played in the dining areas. Hoover thinks that the dining services employees want to listen to their own music. Maute-Gibson also suggested having speakers outside by the bus stop to play KUGS and help connect students with its location and shows. Maute-Gibson wondered what they think KUGS role is in getting information to students about issues that may affect them. Hoover said that there are ways to get information out to students; they could work on more training with the team in charge of this type of programming. Orallo-Molinaro asked how they know how many people are listening to KUGS. Hoover said that they don't have Arbitron numbers. The rest of the stations in Bellingham are run by one company so they don't look at their numbers. They can track listeners online with more accuracy. Now that KUGS is available on Comcast 980 they can be heard in Western Washington all the way down to Olympia. KUGS did a snapshot with Seattle/Tacoma market and about 2,200 people per hour listening. There was about 20% student listenership the last time they did a survey. Hoover said that they try to mix the interest of well-produced music, with up and coming artists and local groups. Bull asked if they have considered call-in shows. Hoover said that they can't put someone directly on the air. She thinks this might be more successful if prerecorded. Amanda Squires asked if they have sent employees out to ask what people are listening to. Hoover said they have done a little of this and do things like ticket giveaways to help raise awareness of the station.

- B. Underground Coffeehouse SPAC Recommendations (20 minutes) Peters Doc. 2  
 The first recommendation is to change the statement of purpose to match the programming changes that have occurred over the last few years. Implement better assessment practice sand communication with the Assessment office and marketing coordinators in AS Productions. Trivia Nights are a pretty successful series of programs that have been hosted in the Coffeehouse. In terms of priorities there will be a bigger push to advertise more extensively. Attendance has been rather high or rather low in its first year. This is a relatively short report because of the amount of changes that went on last year outside of this process. Arvizu was interested as to why they cut the concert series completely. She felt that it was an important place for student performers and bands. Von Volkli said that attendance at Wednesday night concerts were really high and Friday night very low because there are a lot of 21+ local shows in town. There is now no designated programming for Friday through Sunday.
- C. AS EDGE SPAC Recommendations (20 minutes) Peters Doc. 3  
 Von Volkli said that they would like to have their own mission statement; they currently share one with the Outdoor Center. Charlie Hagen said that they based this request on how they meet client needs and run the program currently. Arvizu said that it was a very clear mission statement. Von Volkli handed out a policy that was over 20 years old. There are track changes in the document to help tell them about relevant positions and policies. Majkut said that this policy might be more under the realm of Facilities & Services. They are asking to change this

job description to reflect the way that the position has operated for the last few years. Currently the hourly structure doesn't really meet the needs of the program. Summer is the busiest season and so the work load is much heavier when the job begins. Hagen said the model has been that the current person or the person for the next year will work over the summer. They also would like to look at hiring a full-time Challenge Course Manager in the future. The theory is that it really strengthens the student position to have this staff person available. They would also like to expand the mobile EDGE program, and take the program out to the students instead of having students use the full ropes course as the first team building experience. They believe that there will be more interest in the course eventually as people become more comfortable with the program. Investment for this could be negotiable because it is not tied to a specific dollar amount. Currently there are two backpacks with minimal supplies to take to other areas. They would like to make their tools a little more extensive. They would also need to market and outreach this program. Another recommendation is to create a subsidy to allow departments to use the EDGE for training purposes. This would need to be coordinated between the Personnel Office and the EDGE. Peters has heard that there are offices interested in using the EDGE. Peters sees this as a possibility of increasing the development fund so that people know funds are available to use the EDGE, but not to tie up the money. Brockman said that in the past there were more department trainings, then the funding was put towards AS wide trainings, at that point they made the departmental development fund. It wasn't used and so wasn't funded at all this year. Maute-Gibson asked about off-campus use, she wondered if it would be good to work with the Bellingham school district for use. Hagen said that they don't allow people under the age of 13 to use the course. Hagen said that they have worked with many community organizations. Ellermeier would be interested in seeing the list of people who use the course. Majkut said that they tried to focus on having students use the course, but it ended up being a lot of community groups and bringing in outside facilitators. They moved back to making this student centered with students facilitating and students using the course. He thinks that internal marketing and asking offices how they could use the EDGE would be a good thing. Richards said that she took the EDGE facilitation class and she wondered if just students and their friends can do it without being part of a group or club. This is now available but not advertised extensively yet. The costs are \$8 for WWU AS, \$13 for non-profit groups, \$25 for anyone else and each group must pay facilitator wages.

- D. EDGE Coordinator Job Description (20 minutes) Peters Doc. 4
- Brockman said that they would like to make this hourly position salaried. Brockman said that from his understanding they work over 15 hours per week. The only positions that work over 15 hours are Associate Directors and Directors. They decided the position really didn't fall within this category. So they have increased the Coordinator's hours to 19 hours and 850 hours over 4 quarters. There are two hours listed, Brockman will fix this to be 19 hours. Brockman is concerned about hiring for start in the summer because this is the busiest time for this coordinator. He would like to change the position to start in the fall and end at the end of summer. Currently they are paid \$11 per hour, but this would be \$10.14 so a reduction in wage but an increase in overall salary. Currently they make \$5,500 per year and this would bump it up to \$8,300, this difference will come out of revenue. The budget includes revenue to cover costs and maintenance. Majkut said that concern about hiring in the fall is that if students graduate in June they cannot work over the summer. He has significant concerns about trying to modify the payroll system in different ways and thinks adjusting that can be problematic. He doesn't feel this is a coordinator position. He thinks that it might be possible to have an academic year position and a summer position with different hours. In the past they have given current position holder first right of the summer position. Hagen thinks that if they were to allow for the internship period to be longer in the spring and hire earlier, they could potentially make it work so that the position would be ready to take over during the summer. Brockman said this won't work for this year. He spoke with Ryan Brevick the past coordinator and he

seemed to agree with these changes. Brockman wondered if less hours in some quarters and more in others would work. Hagen said that fall, spring and summer they would be working 19 hours or more, but they could decrease during the winter. Peters was going to propose making this a unique position and coming up with a different title. Peters has a concern about this position being required to work during intersessions. While this is required of KUGS, they have a variable schedule because there is more than one position. Brockman said that they are asking to keep the fourth quarter positions at 45 weeks per year with seven weeks of vacation to be coordinated with the Outdoor Center Manager. This would allow for work during intersession if necessary. Hagen currently does billing, facilitator scheduling, customer services, etc. Washington State University has two 40 hour positions 3 12 hour positions and 2 coordinators, whereas Western has Hagen. Von Volkli thinks that they should keep the hours more consistent from quarter to quarter. He thinks that there are assumptions about workload, but this is not accurate. He has struggled with this in the first year of this position. Arvizu said that she doesn't think it is good to have different hours because it has different paychecks as well. Von Volkli said that having a different pay rate is better than having different hours each quarter. Hagen is the only person who gets paid to do administrative work. There are 10-15 EDGE facilitators. Majkut said that Fred Collins is the Manager, so he supervises the program. It feels like there are a lot of questions about the best way to meet the needs. He also wonders what the best way is to utilize the resources they have. He thinks that they can make a decision about the job for the next year and then they can assess and make adjustments as necessary in the future. Orallo-Molinario doesn't understand why Hagen is being burdened with the billing sections. Hagen said that it can be challenging but it isn't over burdensome. Peters said that the way some of the language is he questions use of accountability, because the supervisor is really Fred Collins. "Maintaining awareness of facilitator comfort and ability to lead EDGE safely". Hagen said that in the fall he lead a four day 14 hour training for facilitators. Also if there is an issue with safety he would go out to the site. He thinks that this is what they mean by accountable, more making sure that the facilitators have the knowledge necessary to complete the facilitation of the course for each specific run. Majkut said that Collins is still accountable at a higher level, but Hagen manages the facilitators and if there is an issue then he contacts Collins. Ellermeier feels that there are exceptions to this in other positions within the AS. She encourages people to address concerns with Hagen and Brockman.

*The Board took a short break and reconvened at 7:05 p.m.*

## **V. ACTION ITEMS - Guests\***

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

## **VII. ACTION ITEMS - Board\***

### **A. AS ESC PR Computer Request**

*(20 minutes) Duot Doc. 5*

Peters spoke with Bill Tootell and the reason that the AS VU Tech Fee Committee accepted the proposal was because it seemed feasible. Orallo-Molinario is thinking that short term Paguio can do his job, long term the PR person needs a computer long term. He feels that he can access the q drive from the student computers. Amanda Squires said that there is a computer available through ATUS and she is unsure if they can use things interdepartmentally. Peters said that he feels they should investigate the standards about how they purchase computers. Ellermeier said that they should develop standards and guidelines about computer use and the purchase of new computers with the AS VU Tech Committee. Majkut's sense is that it would be a few weeks before the end of the quarter until the position would have the computer. The administration would wait a while because there is a big bulk shipment and they are able to get a reduced price Arvizu wondered if they could repurpose a machine from the ones that was just purchased until the end of the year. She said that Paguio's laptop is on his desk every day. She doesn't know the longevity of Paguio's computer and is uncomfortable with him being required to use his personal computer when they are not going to fix it if

something happens. Arvizu said that students within the ESC are not used to the new computers yet and it wouldn't be a big deal to move it in the short term. Majkut said that the ESC could do research on need and if the computers available for students are being used. Ellermeier said that within this motion they will be searching for a long term solution to this. Peters thinks that this computer should be moved back at the end of the year. Peters feels that this is a temporary solution and will be looked into further. Peters thinks that the people who work there next year may not have as much trouble scheduling. Richards thinks that they need to set standards for buying new computers. Ellermeier asked if Peters could take the initiative and bring this to the AS VU Tech Committee for discussion. He thinks that this committee should work with the Board on this. Duot feels that the intent is important; Paguio said that he needs a computer to do his job and this is important.

*MOTION ASB-12-S-10 by Ellermeier*

Authorize the repurposing of one common ESC Computer for use by the ESC PR Coordinator for until the end of the Academic Year, with the understanding that the computer will be put back in the common area after the academic year has concluded.

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

**VIII. INFORMATION ITEMS - Board\***

A. AS Federal Agenda Resolutions *(20 minutes)* Maute-Gibson Doc. 6

Maute-Gibson had to leave the meeting because she was not feeling well. Ellermeier would rather people direct questions to Maute-Gibson via email. This item must be passed within the two week timeline because of the upcoming Federal Trip. Duot thinks that this is very important and she should be present to answer questions. This item will be given more time next week.

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

A. Committee Appointments

Carl H. Simpson Bridging Award

Becky Wood	Experimental Psychology	2 <sup>nd</sup> Year Grad (AHB, SAGB)
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Legislative Affairs Council

Eileen Pollet	Political Science	Junior
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Ronald Kleinecht Excellence in Teaching Award

Becky Wood	Experimental Psychology	2 <sup>nd</sup> Year Grad (AHB, SAGB)
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Student Academic Grievance Board

Brian Toews	English/Theatre Pre-Law	Senior
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Student Senate

Sharon Schultz	Undisclosed	Freshman
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*MOTION ASB-12-S-11 by Richards*

Approve Consent Item A.

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

**X. STUDENT SENATE REPORT-** due to the length of the meeting no report was given.

**XI. BOARD REPORTS**

VP for Diversity

Deng Duot submitted a written report that stated he worked with Queer Resource Center surveying restrooms around the campus reviewing the accessibility of restroom. He attended Western Preview. He had a good communication with freshmen who are going to come to school next year it was a good experience in seeing students very excited to come to Western. He had a lot of questions from students and parent as well. He is working with the ESC Search Committee for the new Coordinator. The hired coordinator will be announced soon. He was also on the ESC hiring panel with Fabiola Arvizu. It was really good and he wishes the ESC the best in applying for the AS jobs.

## **XII. OTHER BUSINESS**

- A. A Resolution from the Board of Directors that will not be voted on in Honor of Kevin Majkut's 1,000<sup>th</sup> Board Meeting.

### **A Resolution to honor Kevin Majkut's 1,000<sup>th</sup> Board Meeting.**

April 2012

**WHEREAS**, Kevin Majkut has worked for the students of Western Washington University for 35 years; and,

**WHEREAS**, Kevin has endured countless hours of discussion, bickering, grandstanding, etc. that are part of the process of student decision making; and,

**WHEREAS**, Board Meetings, for various reasons, have lasted three, four or even five hours; and,

**WHEREAS**, Kevin always has "two things... no wait three, or maybe four..." pieces of advice or observations to enhance the meeting; and,

**WHEREAS**, Kevin always has an answer for a "Kevin Question"; and,

**WHEREAS**, Kevin often misses the last bus home because he is talking to a Board Member after the meeting; and,

**WHEREAS**, the AS Board would be lost without Kevin, our fearless advisor; and,

**WHEREAS**, Kevin's calming presence and soothing voice has diffused many a tense situation; and,

**BE IT RESOLVED**, that the Board honors the countless missed dinners that Sally Majkut has endured due to Board Meetings.

**BE IT ALSO RESOLVED**, that Kevin Majkut has exhibited an amount of patience rarely exhibited by any individual in the course of human history.

**BE IT ALSO RESOLVED**, that the Board is forever grateful for the commitment and guidance shown by Kevin Majkut during these 1,000 meetings.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 7:28 P.M.**