

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

Wednesday, May 23, 2012

VU 567

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

**Student Senate Representative:** Kendall Bull, Chair

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

**Guest(s):** AS Communications Office: Jamie Hoover, Natalie Eitel; Social Issues Resource Center: Saraswati Noel; Students: Patrick Stickney, Victor Celis, Ethan Glemaker, Ben Crowther, Andrew Taylor

**MOTIONS**

- ASB-12-S-43** Approve the minutes of Wednesday, May 2, 2012. *Passed*
- ASB-12-S-44** Approve the AS Marketing Plan and direct the AS Communications Director to prioritize the implementation of the 5 points outlined in the "Final Notes" section. *Passed*
- ASB-12-S-45** Direct the AS President and AS VP for Governmental Affairs to write a letter and send the Resolution Regarding Rental License Ordinance from June 2010 to relevant city officials with language in the letter similar to the be it resolved statements in the current resolution. *Passed*
- ASB-12-S-46** Approve the Voter Education and Registration Coordinator job description with the inclusion in the About the Position at the end of "The desired outcome of this position is to increase outreach of AS Civic Engagement efforts to a more diverse student audience" and amend term of position to read "This position is hired in even numbered years..." The first bullet under position responsibilities should read "Register and encourage students to vote". *Passed*
- ASB-12-S-47** Waive Section 6.011 of the Employment Policy to keep the Voter Education and Registration position open for one week. *Passed*

**Anna Ellermeier, AS President, called the meeting to order at 5:30 p.m.**

**I. APPROVAL OF MINUTES**

*MOTION ASB-12-S-43 by Maute-Gibson*  
Approve the minutes of May 2, 2012  
Second: Peters                      Vote: 5 - 0 - 1                      Action: Passed

**II. REVISIONS TO THE AGENDA**

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

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

- A. AS Bookstore Distribution Policy                      (10 minutes)                      Peters Doc. 1  
Peters said that they discussed this at a work session and asked if there were any other questions. Peg Godwin said that this is a two year policy and they need to renew it. The motion would be to approve this until June 30, 2012. The second proposal clarifies if the Bookstore Distribution doesn't equal the amount estimated in the budget then the Board can look at taking money from the Bookstore Reserve, this policy does not have a time limit on it.
- B. AS Employment Policy '12-'13                      (15 minutes)                      Peters Doc. 2  
Brockman said that there are a lot of responsibilities listed in this policy for the AS Personnel

Director. He is asking to make it so that other employees in the AS Personnel Office can be designated to cover an issue. Arvizu clarified that all office members receive the same training. Brockman suggests having the Personnel Office receive the Whatcom County Dispute Resolution Center training. He included the AS volunteer positions in this policy. Ellermeier thinks that they should look into having something in the policy about people who may be helping out with a onetime event. Maute-Gibson feels that interns can cause quite a bit of a burden on office and can increase programming. She isn't sure that they should be so integrated because the AS might not have the resources to extend to all volunteers. Brockman feels this could be fleshed out in the future. Peters feels that this might be more appropriate in the Program Standards. Brockman said that they cut out "in Bellingham" because people are really serving Western. They also clarified the difference between substantial and insubstantial changes to job descriptions. Brockman said that if students are going to be gone for more than 7 days their pay will be suspended. Ellermeier requested taking out "Huxley Spring Block" because giving one example looks like singling people out. Brockman said that this was the catalyst for the policy being included because students were gone for three weeks. Hourly positions can be rolled over from year to year by the supervisor's requesting hourly employees continue. Employment Eligibility is the language from the student employees website. Maute-Gibson asked why the weekly hours is 19 hours because employees must work 20 hours to be eligible for food stamps. Brockman said that there was a decision at the state level student employees can't work more than 19 hours per week. Brockman clarified what happens if people are suspended because of GPA or credit requirements. Arvizu thinks that they should encourage people to attend classes, but doesn't understand how this could be enforced. She suggested the word "encourage" instead of "expects." Maute-Gibson thinks that they should say what they mean and just say "the AS will not schedule meetings over class-times" because she feels that this fits the practice better. Brockman thinks they should expect students to attend class, it is not in the termination policy. Majkut has some suggestions and Peters will email out. There will be a Confidentiality Agreement passed by the Board and as well as consequences for not following it. They added speaking about reasonable accommodations. Crowther was concerned about mandated areas in the Legacy Document, encouraging people to read all Legacy Documents (LD). He suggests changing this to "all recent legacy documents". Updating the LD once per quarter, he thinks that they should do this at the end of the year but take notes throughout the year. Crowther is also concerned about mandating topics in the LD, he thinks that they are not all necessary for all positions. He feels that this is restricting rather than being helpful. Page 14: "Any AS Employee may not be a Voting Member for their current positions." Crowther feels that this has been a detriment and keeps the people most knowledgeable about that position from participating in hiring. He thinks they should be allowed to serve, but if this is not possible, he thinks that they should encourage the committees to talk to the current position holder. Brockman said on page 20: they are trying to make the Termination Policy clearer so that supervisors are more involved. The appeal process for personnel issues appeal to the 5 members of the Board not on Personnel Committee. The Suspension process is laid out more clearly. Page 24 lays out what happens if someone can't attend training. Brockman feels search committees need to pick the best candidate regardless of ability to attend training. They included more clarification about hiring grievances. Arvizu thinks that the 2 Board Members should not be the people reporting the issue to the 5 Board Members as well. Brockman said that Personnel Director can suspend someone with pay at any point, the Personnel Committee can suspend without pay. Arvizu thinks that he should clarify why they would suspend without pay. Majkut said that anytime a Member of the Board has their right to vote removed, it is very serious and they should really consider this. They are removing one of the responsibilities that the Board took on when they were elected. Brockman said page 27 they will delete the whole section hiring and employment grievances because it seemed redundant. The Code of Conduct used to say that the Personnel Director had the ultimate authority to change the Code, now that authority

belongs to the Board. Brockman thinks that people should have to read all legacy documents until there is a large amount of them. He also thinks that experts can serve as a non-voting member on the committee and this would include the current position holder, he also encouraged current position holders to submit questions, but no one did.

- C. AS Program Standards (15 minutes) Peters Doc. 3  
 Peters said the changes aren't as substantial as the Employment Policy (EP). Throughout the doc there is clarification about things required through the EP. After consulting with the Assessment Office they felt it would be a better process to move the SWOT to spring quarter to give the most informed answer. They change the title of the Tactical Assessment Process (TAP) to the Assessment process because some people were uncomfortable with TAP. The Communications Office has been shortened so "& Marketing" will be removed. The changes to the statement of purposes were changed because of the Inclusion and Diversity Training. Jim Schuster spoke to Peters and said that perhaps they should remove the Recycle Center from the standards because management has been moved to the VU administration. As they continue to define this relationship, Peters thinks that they could consider this. He would prefer to leave it in the document until the relationship is established. The Committee Coordinator has been included in the document. Under the Representation & Engagement Programs specific positions are described, this is different than other offices, but seems to work for this one. Changes to the Statements of Purpose's from changes during Assessment are included. 2.1.d. "Programmers are encouraged to produce at least one activity, event or service toward first year students." He would like to make this required in the next meeting. Maute-Gibson said that genetics is now covered under Equal Opportunity and she would like that to be added. She would also like to have a conversation about the Board of Director's role in taking stances. Arvizu will give Peters style notes over the week.

## V. ACTION ITEMS - Guests\*

- A. 11-12 Marketing Plan (15 minutes) Orallo-Molinero Doc. 4  
 Ellermeier took over as the document sponsor for Orallo-Molinero who was unable to attend the meeting. The Board saw this at a work session and the meeting next week. She thinks that it is important to think about what they want prioritize. Orallo-Molinero suggested "Approve the Marketing Plan and allow the Communications Director to set priorities." Eitel said that the five bullets in the final notes are the most important things in the document. Duot really likes the fourth bullet because it will help let incoming students know their resources. Arvizu wondered if a year is long enough to gauge if the efforts have been effective. She wonders if coming up with new efforts would be the best use of time. Eitel thinks that gathering data each year is very important. The survey this year wasn't the greatest survey, but there are recommendations for improvement included in her Legacy Document. Ellermeier clarified that the last five bullets are what the director should prioritize on next year. Maute-Gibson said that she likes the assessment bullet because it will be able to show gradual change over time. Eitel said that the survey has helped them identify weaknesses to improve on. Arvizu wondered about support and outreach to transfer and non-traditional students. Eitel thinks that they are a priority, but catching incoming students right away is a large group of very accessible students. As a non-traditional student Eitel, they made sure to include age ranges and many options for types of students. She thinks this should be a focus in the future. Maute-Gibson feels that they should share this with AS offices. Duot thinks that this is a great starting point. Majkut thinks that the survey might happen each year, but have a different focus such as representation, connection to the AS etc.

*MOTION ASB-12-S- by Peters*

Approve the AS Marketing Plan and direct the AS Communications Director to prioritize the implementation of the 5 points outlined in the "Final Notes" section.

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

- B. Rental Housing Safety Resolution (15 minutes)                      Arvizu Doc. 5  
 Bull said this is the same resolution as last week. He thinks it would be good to pass this with the new City Council and Mayor. Andrew Taylor feels that this resolution focuses more on safety. Maute-Gibson appreciates the email. She doesn't believe that this resolution is different than the past resolution on the same topic. She thinks that to strengthen this position the AS President and AS VP for Governmental Affairs should write a letter to the City Council. Brockman, speaking as an Economics student, said that any costs to get licensing then it would put the cost on the students. Ellermeier said that they already have a resolution that speaks of this; she thinks that passing another resolution about the same key issue dilutes the resolution process. Stickney said that as someone who has been working on this since last spring. The cost would be \$3 per month per unit. One of the reasons that there was a home fire in a student's house was because the electrical system was done by the landlord and was not up to code. He thinks that if there is a resolution and nothing has been done with the other resolution so, it didn't work. He thinks that because problems still continue it is worth passing another resolution to show that it is still on the mind of the Board. Taylor said that students don't know what they are looking for with safety. The cost is \$3 a month. If the Board would like more advocacy then they could make a whereas clause about having a Board Member work with City Council. Maute-Gibson agrees that the Board has not taken action on this, but re-passing a resolution negates all of the past resolutions. Maute-Gibson feels that this is a stance that the Board should take for a long period of time. She is concerned about voting this down. She encourages them to not vote or take an action on their last resolution. Bill Campbell understands the point on the resolution process, but understands that they need to be the change they wish to see in the world. In congress they pass resolutions every single year for things, including things like support for troops. This topic is very important to students. Elected Officials are not bound to all of the previous resolution. This is coming from a body of Student Senators who were aware of the past resolution and still felt that it was important enough to address. Ignoring this takes away power from the Senators. Duot doesn't know how this will help when they already have a resolution. He thinks they need to take different steps to see what has not been addressed. Arvizu said that when she votes she sees it as one Board that changes members every year. The past resolution she still stands by it because it was a Board decision. She also doesn't want to compare the AS to the Federal Government and the way that they pass resolutions are different. Stickney would be in support of this and feels that it should be emphasized as a safety issue. Brockman said that no one was hurt in the fires. Taylor said that this is a city and student issue. They should be able to live in a safe environment. Maute-Gibson said that there was tremendous amount of student support for rental licensing in the last election. Ellermeier will send a copy of the letter to Senate.

*MOTION ASB-12-S-                      by Maute-Gibson*

Direct the AS President and AS VP for Governmental Affairs to write a letter and send the Resolution Regarding Rental License Ordinance from June 2010 to relevant city officials with language in the letter similar to the be it resolved statements in the current resolution.

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

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

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

- A. Voter Education & Registration Coordinator (15 minutes)                      Peters Doc. 6  
 Peters said this is essentially the same document. Maute-Gibson has some amendments in order to change who the position will work with and the desired outcome of this position. Arvizu clarified this position is only hired during general election years. She asked what kind

of education happens in odd numbered years. Stickney said that in off election years it would come from the REP Associate Director. Majkut said that it should be in the motion that it will only be hired on general election years. Add "This position is hired in even numbered years for the General Election". Maute-Gibson spoke about Western Votes and the REP connection to education, they are still volunteers and expecting them to work over summer is not really feasible. It is not fair for Western Votes to be required to work on the REP Voter Registration Drive. The main benefit of this is to broaden the scope of the efforts to outreach to student clubs and reach out to a more diverse students and organizations instead of just focusing on the bus pass line. She hopes they can educate more on the importance of voting. These efforts were hindered this year because they weren't able to have an election event and they weren't able to concentrate on advertising that they have one of the six ballot boxes in Whatcom County on campus. Brockman asked that they waive the employment policy to one week so that they could hire the position by finals week.

*MOTION ASB-12-S- by Maute-Gibson*

Approve the Voter Education and Registration Coordinator job description with the inclusion in the About the Position at the end of "The desired outcome of this position is to increase outreach of AS Civic Engagement efforts to a more diverse student audience" and amend term of position to read "This position is hired in even numbered years..." The first bullet under position responsibilities should read "Register and encourage students to vote".

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

*MOTION ASB-12-S- by Maute-Gibson*

Waive Section 6.011 of the Employment Policy to keep the Voter Education and Registration position open for one week.

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

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

### **A. AS Budget 2012-2013**

*(5 minutes)*

Peters Doc. 7

Ellermeier said that this item only has 5 minutes so that questions could be directed at Peters during the work session. They have added items to the agenda for budget committee to address concerns brought by students. There are a few outstanding budgets that are being followed up on. Arvizu said that one of the reasons for a cut for an office is using co-sponsorships to fund the events. She wants to be careful with using co-sponsorships to cover a cut. Brockman said that they should reduce the surplus because students are paying for those services. Maute-Gibson said that they are working on the Federal Lobby Trip, the current funding is far below the funding needed for this trip. The hotel charged twice as much and she will be working with them on this. But it looks like the cost is \$4,500 for the trip. Duot said that ESC Administration needs the \$700. He is talking to the BC about the budget for ESC Steering because of the increased costs with Aramark catering. Maute-Gibson said that Angela Tsui, AS Business Director asked that people address their concerns at the work session. Ellermeier would like a brief overview of how the budget got to the Board at the work session.

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

## **X. STUDENT SENATE REPORT**

### **Student Senate Meeting Information**

Bull said the Senate hosted the Student Tech Fee Forum. Due to the nice weather there were not as many people as they had hoped. Tomorrow is the last meeting for Student Senate and they will be discussing reform measures.

## **XI. BOARD REPORTS**

### **VP for Academic Affairs**

Fabiola Arvizu reported that her time in the internship with Victor Celis has been amazing, he is a role model as to how people should participate in their internship and be prepared.

### **VP for Governmental Affairs**

Iris Maute-Gibson reported that last week Stickney, some members of Legislative Affairs Council and Ethan Glemaker, AS President-elect attended the last general assembly meeting of the Washington Student Association and there are some really important things happening with this in terms of their commitment to the United States Student Association. She would like to talk to Board Members about the impacts this might have on Western's WSA involvement.

### **VP for Student Life**

Sara Richards reported that there is an Alternative Transportation Fee celebration to thank everyone who was involved in helping to educate and ultimately pass the fee by 84%. There will be a recognition cake bus tomorrow at 1 p.m. and Ellermeier will be speaking.

## **XII. OTHER BUSINESS**

The Next Board meeting will be Thursday at 6:30 p.m.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 7:15 P.M.**