

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

Friday, October 11, 2013

VU 567

**AS Board Officers:** *Present:* Carly Roberts (President), Josie Ellison (VP Academics), Jarred Tyson (VP Activities), Hung Le (VP Bus Ops), Mayra Guizar (VP Diversity), Kaylee Galloway (VP Governmental Affairs) and Robby Eckroth (VP Student Life)

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

**Guest(s):** Emily Frasier: Western Front

**MOTIONS**

- ASB-13-F-8** Approve the minutes of October 3, 2013. *Passed*
- ASB-13-F-9** Approve the Student Tech Fee Charge & Charter. *Passed*
- ASB-13-F-10** Approve the AS Ethnic Student Center President's Council Charge & Charter with the addition of "conducting" to the beginning of the second bullet point of the charge and with the stipulation that changes are reflected during the job description approval process in 2014. *Passed*
- ASB-13-F-11** Approve a total of not to exceed \$1,250 from the Operational Enhancement Budget [FXXENH] to fund three (3) AS employees to attend the Oregon Students of Color Conference. *Passed*
- ASB-13-F-12** Approve Consent Item A. Committee Appointments striking Glen Tokola from the Structure & Program Advisory Committee because he will not be able to attend the meetings. *Passed*

**Carly Roberts, AS President, called the meeting to order at 3:17 p.m.**

**I. APPROVAL OF MINUTES**

*MOTION ASB-13-F-8 by Ellison*

Approve the minutes of October 3, 2013.

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

**II. REVISIONS TO THE AGENDA**

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

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

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

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

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

A. Student Tech Fee Charge & Charter (5 minutes)                      Ellison Doc. 1

There are no changes since the last meeting.

*MOTION ASB-13-F-9 by Le*

Approve the Student Tech Fee Charge & Charter.

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

B. AS Ethnic Student Center President's Council Charge & Charter (5 minutes)                      Guizar Doc. 2

Guizar added the AS ESC Program Coordinator or the ESC Public Relations Coordinator to the membership. The attendee will be chosen based on availability. Guizar was thinking that they will decide what staff member would be most appropriate to attend and add it to the job descriptions during spring review.

*MOTION ASB-13-F-10 by Eckroth*

Approve the AS Ethnic Student Center President's Council Charge & Charter with the addition of "conducting" to the beginning of the second bullet point of the charge and with the stipulation that changes are reflected during the job description approval process in 2014.

Second: Ellison                      Vote: 7 - 0 - 0                      Action: Passed  
 C. Oregon Students of Color Conference Funding Request                      (15 minutes)                      Guizar Doc. 3  
 Guizar update the document to include the taxes for the hotel stay. Guizar is working on an application process to decide the other ESC student leaders who will be attending. She is thinking about having applicants use their W#s instead of names to try to cut down on bias. Guizar will be going through Steering to request funds for this trip. If she was to fund this trip out of the Diversity Initiative Fund, they would have no fund left for the year. Roberts recommends consulting with Majkut on the applications. Galloway is really excited about this opportunity. Eckroth dittoed.

*MOTION ASB-13-F-11 by Galloway*

Approve a total of not to exceed \$1,250 from the Operational Enhancement Budget [FXXENH] to fund three (3) AS employees to attend the Oregon Students of Color Conference.

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

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

- A. AS ESC Steering Committee Charge & Charter                      (5 minutes)                      Guizar Doc. 4  
 Guizar added ESC staff to this membership as well, again the person attending meetings will be chosen based on availability. Guizar will update the motion for next week. Galloway wondered if any responsibilities may need to be completed during the summer. Guizar said that clubs aren't normally active during the summer. Roberts thinks that this is different than Activities Council because the membership is set in that there is a representative on the committee from each club and they are elected. Activities Council has only 5 representatives out of the 230 clubs. During the summer the Vice President for Activities and the Student Activities Advisor can approve funding. There is also an executive approval process for anything under \$75, but Roberts doesn't feel this is necessary for Steering. Le would like to add the ASB budget code to the charter.
- B. AS Student Trustee Selection Committee Charge & Charter (5 minutes)                      Roberts Doc. 5  
 Roberts said that this is a pretty straightforward committee that selects 3-5 applicants for the Student Trustee position to be forwarded to the Governor. She has no changes.
- C. AS Activities Council Charge & Charter                      (10 minutes)                      Tyson Doc. 6  
 Tyson said that any advice or recommendations would be appreciated. Tyson would like to expand the first bullet point under the charge to: "authorizing name and statement or purpose changes." He will also be connecting the and second and third bullet points. The addition of the contracts and agreements section is part of the conference funding policy. Le would like to see which policies specifically and not include "requesting parties". Tyson feels that alignment with the Strategic Plan would be mostly done during training. Roberts would like to wordsmith this a little because she finds it hard to read. She also wants to ensure that the whole Strategic Plan document applies to the club system. Typically the club system has been pretty autonomous and she would like to make sure that the entirety of the Strategic Plan is applicable. Roberts feels that if they are going to make any policy applicable to the club system, they really need to look at it critically and make sure it is what is best for the club system and the AS as a whole. Tyson said that there are groups other than clubs that request from the Bookstore Fund. He was unsure how to word the requests area. Roberts feels that if the last bullet point in the charge, about contracts, applies to a specific situation it should be mentioned. Le said that under quorum he would like to change it to say "when not in academic session or during the summer" Majkut said that clubs have constitutional rights under freedom of speech and freedom of association. He doesn't think that it is problematic to put requirements on them, they just have to be careful to make sure that they don't cross the constitutional right boundaries. Tyson was thinking of this in terms of potential risk factors.
- D. AS Personnel Committee Charge & Charter                      (10 minutes)                      Le Doc. 7  
 Le said this was approved earlier in the summer. He felt that it was very useful to have

Personnel Committee meeting during the summer. They assigned the AS Business Director (BD) to fill in for the Assistant Personnel Director. This was felt to be very helpful because these Business and Personnel offices work together closely. Guizar dittoed. Le is asking that the BD be added as a voting member. This would make six voting members and create the possibility of a tie. In this case he would like to have the item forwarded to the AS Board. He doesn't feel this will happen often. He would like to try it for the year and then make a recommendation to the next AS VP for Business & Operations about the success of the six members. Roberts wondered if it would be a good idea to continue to meet during the summer even if they have new employees, she knows that this year there were special projects. She feels if they didn't have a high level of returning employees, she probably wouldn't recommend them meeting. During the summer there is not a second committee to vet things through because Management Council doesn't meet over the summer. Le still feels that there are things over the summer that come up for PC. Guizar felt that summertime gave time to get some training and context. Roberts's concern is that there are people on Management Council who are not four quarter employees. It would be important to think critically about this because it is cutting out a few people from the opportunity to serve on the committee. Roberts feels that it would have been possible to independently handle many of the situations that arouse over this summer. Many things could have been taken care of in consultation with other relevant employees. Le feels that it is helpful to get the advice and feedback of the committee. Galloway suggested to having two representatives from Management Council because it would create an odd number. Roberts feels that they should be careful about adding people to this committee because it deals with such confidential matters, she would like to keep the size small. Eckroth dittoed. Le does think it is crucial to have the BD at the meetings because all job descriptions carry with it the possibility of budgetary impacts. Roberts said that the decision of the funding for a position would always come to the Board. Le thinks it eliminates confusion to have the BD there from the beginning. Galloway suggested adding the BD, as "non-voting, as needed". Roberts likes this because if there is a personnel matter the BD would not need to attend. Le thinks they need to be a voting member. Roberts recognizes the benefit of having the BD at the meeting for budgetary items but she would like the position added as a non-voting member, as needed. Le's preference would be to remove someone else from the committee, because he sees the BD as critical. Roberts would be happy to discuss this with him over the week.

- E. AS Alternative Transportation Fee Charge & Charter (5 minutes) Eckroth Doc. 8  
Eckroth did not see any changes needed to this charter. Galloway asked if there was anything about meeting during the summer if needed. Eckroth said they did not meet during the summer this year. Roberts said the committee would have quorum over the summer with the staff members on the committee, they are only missing 2 student members. Eckroth said they have occasionally conducted votes via email. Roberts thinks they should revisit this committee in spring quarter to ensure that he has achieved his goals for the committee.
- F. AS Green Energy Fee Committee Charge & Charter (5 minutes) Eckroth Doc. 9  
Eckroth brought this to the committee today and they had no additional changes. Galloway asked if it would be worth it to add "big and small project proposals" to the charge. Eckroth thinks that keeping it just as project proposals would cover what is needed. The proposal process may change.

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

### A. Committee Appointments

#### AS Structure & Program Advisory Committee

Katrina Haffner	Anthropology Theatre	Junior
Anatasia George	Anthropology	Junior
Glen Tokola	English Literature	Senior
Ben Reh	Economics	Junior

#### AS Activities Council

Ashley Weyers	Sociology	Junior
Micaela Smith	Human Services	Junior
Kevin Yen	Sociology	Junior
<u>Schome Arboretum Board</u>		
Ellen Zocher	Biology	Sophomore
<u>Recruitment, Admissions, and Support Committee</u>		
Matt Smith	English	Junior
<u>Counseling, Health, &amp; Wellness Services Committee</u>		
Megan Schrupp	Sociology/English	Junior
<u>Academic Honesty Board</u>		
Riley Fraser	English Literature	Junior
<u>Outstanding Faculty Leadership Award</u>		
Ashley Weyers	Sociology	Junior
<u>AS Election Board Committee</u>		
Lily Jaquith	Journalism	Junior
<u>AS Transportation Advisory Committee</u>		
Sadie Normolye	Environmental Policy	Junior
<u>Campus Dining Committee</u>		
David Trapp	Fairhaven	Senior
<u>AS Student Technology Fee Committee</u>		
Daniel Thal	Sociology	Senior
<u>Parking Appeals Board</u>		
Nic Doherty	Economics	Senior
<u>AS Green Energy Fee</u>		
Ellen Zocher	Biology	Sophomore

Roberts reiterated her concerns that Board members need to be reaching out to a variety of students. Roberts gave kudos to Sarah Kohout on her work on recruitment. 5 dittoed.

*MOTION ASB-13-F-12 by Ellison*

Approve Consent Item A. Committee Appointments striking Glen Tokola from the Structure & Program Advisory Committee because he will not be able to attend the meetings.

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

## X. BOARD REPORTS

### President

Carly Roberts reported that she has been working on many projects with board members. The university received a grant for suicide prevention programs on campus. She got to help work on the application for this grant in spring and summer. She will be on the selection committee to hire a Grant Manager to monitor the funds, who is needed because federal grants are complicated. She is excited to see the role the AS can play in the different programs they are working on. The AS VOC Veterans Mentor Program will be prominently featured as a way that the AS will be involved. There were a lot of great things that happened at the Board of Trustees meeting, but she is not ready to give a report yet. A few work session topics might come out of this. Monger has included motion sheets in each notebook, Roberts encouraged people to write down the motions. This will help with clarity on exactly what people are voting on.

### VP for Academic Affairs

Josie Ellison gave kudos to Sarah Kohout for her work with committees. Ellison mentioned some internship opportunities through CBE partnering with local businesses and WWU students. There will be a document about the inclusivity question presented soon and she will be looking at how to get it through the university system. Committee on Undergraduate Education task force on GUR reform will be coming to faculty senate. She will be seeking input

on the concept about looking at GUR reform. Roberts recommends the Board finds some articles about humanities, liberal arts and general university requirements. She feels that this will be a big issue and wants the Board to be knowledgeable and the people share their findings.

### **VP for Activities**

Jarred Tyson reported that today he met with some individuals about Orgsync implementation. There was a lot of context given and there is a lot of technical work involved. Essentially they are looking at a system that will integrate the budgets the finance office works with to make them more available for clubs. They are also working on a calendar integration system that would connect the AS calendar, AS Club calendar and the master EMS calendar. They also discussed getting a button for Orgsync on mywestern. He will be having the first Activities Council meeting on Monday with a training right before.

### **VP for Business & Operations**

Hung Le reported that Management Council shared good feedback about the new structure for AS Fall Training. The council will be focusing on sharing what different offices are doing inside the AS. Next week will be the first meeting for the Structure & Program Advisory Committee. They created an Assessment Center to help office share information. Next Friday he will be at the Mayors Divestment Forum in Seattle. They have also scheduled a few faculty members to speak to the Divestment Study Group.

### **VP for Diversity**

Mayra Guizar reported that she chaired her first Presidents Council meeting on Monday and Steering on Tuesday. The meetings was mostly be introductions and group norms, etc. These meetings went really well. Wednesday she attended a workshop on working with undocumented students. It was put on by the Washington State Educational Access Coalition for House Bill1079 students. The goal of this bill is to obtain instate tuition for undocumented students. They gave technical info related to the house bill and personal experiences of students, what other institutions are doing and they shared the work of the coalition in WA State. She will be meeting with administrators about the work shop. The ESC Conference is the next weekend. She will be helping with the purchasing of snacks for the conference.

### **VP for Governmental Affairs**

Kaylee Galloway reported that voter registration officially ended and that it was a huge success for the entire Representation & Engagement Programs office. The final count was 2,749 students registered, which is more than all of the other participating campuses in Washington combined! Roberts had noted that the Board of Trustees was very excited about this number. Galloway also reported that the AS Local Liaison has been hired and they are just beginning training. She also said that she has been working with the AS Publicity Center to start Viking Lobby Day publicity and that she is impressed with how the Publicity Center has been on top of everything. She further said that the Washington Student Association meeting is this weekend and that she will update everyone at the next meeting. She has been working with Chirag Bhakta, the United States Student Association (USSA) West Coast National Field Associate, on the content branch of the USSA Teach-In Days that are currently being developed and planned She said that Teach-In Days are educational presentations by students for students discussing things like increasing cost of tuition and student debt and that they are a part of the USSA education campaign. She also said that Legislative Affairs Council is on Monday from 4-6pm and is really excited for the first meeting. Lastly, she and Matthew Bobbink, AS Legislative Liaison, had a phenomenal meeting with the Policy Manager of OneAmerica regarding the WA State DREAM Act. She is really excited to work on it this year and hopes to see it on the WSA Statewide Legislative Agenda. The Policy Manager had said that last year, WA State DREAM Act gained the most bipartisan support in the House of any bill of its type. They are hoping to get this through the Senate this next session.

**VP for Student Life**

Robby Eckroth reported that he attended his first Central Health and Safety Committee meeting. They discussed a lack of policy regarding cigarettes being used indoors on campus. During the next few meetings they will be amending the existing smoking policies to include a new policy that will ban on smoking cigarettes indoors. They also discussed smoking on campus in general, but decided not to address this issue right now. The Real Food Challenge met for the first time this week, unfortunately he was not informed of this meeting but he will attend future meetings. The Green Energy Fee Committee met earlier today and discussed goals, outcomes and the calendar for this year. The Environmental Club Presidents Committee met for the very first time. They discussed goals and a desire for more collaborative events. It is great that now all of the clubs will be using the calendar that exists for them. A Res Raps employee is excited to be attending these meetings to increase their knowledge of the environmental clubs on campus. So far this committee is very successful and he is excited.

**XIII. OTHER BUSINESS**

- A. Le would like to have the work session time on the 21<sup>st</sup> be about the Personnel Committee.
- B. One of Le's position responsibilities is the enforcement and interpretation of the AS Sunset Clause which requires all charge & charters to be reviewed by the third meeting of fall quarter or they will be dissolved. There is one committee that did not come before the Board and would be dissolved and that is the Communications Committee. Roberts said that committee is intended to be dissolved. Le feels that is a Board discussion to have. Roberts said that it is chaired by the Communications Director. It was mostly a one year committee assembled to work on the branding guide. It was decided that the committee wasn't needed since the branding guide was mostly completed. The Communications Office will use the members of the committed for a one time consultation this year. Le doesn't remember the committee being a one year committee. This committee was brand new last year, but there had been Promotions Committee which met at one point, but stopped meeting for years. Roberts said that she put a lot of work into this, but it didn't end up being an implementable committee. All of the things in the charge are being coordinated administratively through the Communications Office. In theory it is a good idea, but it is hard to coordinate this many people's schedules. If there is interest she would be willing to bring the charter back, if they feel it is a board level decision. Le said that they lifted the time constraint on the branding guide but 12 out of 15 members could have met this summer. Le is concerned about this procedurally. Roberts said that this is the first time she has heard concerns about this. The responsibility for the branding guide lies with the Communications Director who is also responsible for summerstart, transitions, and info fair. It was not possible to work on the branding guide over the summer. She also didn't bring the Cold Beverage Charge & Charter because there are no more funds to be allocated for that committee. Committees come and serve their purpose. Roberts said that the purpose of the Sunset Clause is to let committees dissolve if they are no longer needed. There is no reason that they could not bring a charter back later in the year, they just can't meet until it is passed. Roberts understanding is that the Sunset Clause was created to allow for things to remain relevant, ensure that student time, and funding is used responsibly. Le said that the second part of the Clause is about the addition of the communities. Guizar said the Underrepresented Student Employment Committee would also be dissolved and only brought back if it was found necessary. Eckroth would like this to be discussed again.
- C. Roberts asked the board to complete the summer part of their legacy document by their next talk time with her. This is just to help the board members keep on track in completing this document.
- D. Bios for the website are due by Wednesday at 5 p.m.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 4:43 P.M.**