

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

Wednesday, August 14, 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): Grant Marmion (AS Representation & Engagement Programs Associate Director)

MOTIONS

- ASB-13-SUM-12** Approve the minutes of July 17, 2013 and August 5, 2013. *Passed*
- ASB-13-SUM-13** Approve a two year pilot program for an hourly AS Local Liaison position with the expectation that there will be an assessment process at the end of the pilot, approve the AS Local Liaison Hourly Job Description, and approve \$3,500 per year for two year grant program from the AS Reserve Fund (FXXRES) for the AS Local Liaison position. *Passed*
- ASB-13-SUM-14** Approve the Western Votes Contract. *Passed*
- ASB-13-SUM-15** Approve the Structure & Program Advisory Committee Charge & Charter. *Passed*
- ASB-13-SUM-16** Approve the AS Program Standards. *Passed*
- ASB-13-SUM-17** Approve the purchase of three Zoom H2n's from the New Equipment Budget (FXXNEW) not to exceed \$800.
- ASB-13-SUM-18** Remove the time requirement on motion ASB-13-S-48, passed by the Board of Directors June 6th. [Table approval of the AS Branding Guide for the 2013-2014 AS Board to vote on ~~no later than the first meeting in September.~~] *Passed*

Carly Roberts, AS President, called the meeting to order at 3:04 p.m.

I. APPROVAL OF MINUTES

MOTION ASB-13-SUM-12 by Ellison

Approve the minutes of July 17, 2013 and August 5, 2013.

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

- II. REVISIONS TO THE AGENDA-** move Action Items Board B & C to Action Items Guests.
Move Info Items- Board C, D & E to Info Items-Guests.

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

V. ACTION ITEMS - Guests*

- A. AS Local Liaison Job Description *(10 minutes)* Galloway Doc. 2
Galloway said that there were no changes to the job description. She is now suggesting that this be funded as a pilot program through the reserve grant system. Le said the grant money would be withdrawn out of the reserves instead of transferring the funds into the operating budget. Galloway would like to implement an assessment process at the end of the two years. Le usually identifies things he hopes to accomplish with the program while it is happening to help with assessment at the end of the pilot. Roberts wanted to ensure that all of the grants are not ending at the same time and leaving one Board with \$90,000 extra needed in the operating budget. Eckroth doesn't feel that ten hours weekly is enough time to complete the job duties. He feels that this position is very important, especially after speaking with Ann Russell from the Campus Community Coalition this morning. It appears that there is some tension between Western students and the local community. He feels this position could help alleviate that friction. Roberts thinks that they could bring the position back later in the year if more than 10

hours per week are needed. She would like to figure this out before the hiring process for the next year begins. Le feels that this request is asking for a change from work study to an hourly position. Roberts feels that it is an average of 10 hours per week, and therefore might be more some weeks and less others. Galloway is concerned about making a misjudgment at this point and then being locked into this funding level. Roberts said that if the position was going to work over 15 hours then they might need to review the position because the salaried positions are 15 hours. Majkut said the hourly/salaried position differences are more about the responsibilities of the position than the actual hours worked. Eckroth suggested 12 hours per week. Galloway feels that there is certainly enough work for this position. Le didn't feel comfortable making this decision since Personnel Committee already reviewed this document.

MOTION ASB-13-SUM-13 by Eckroth

Approve a two year pilot program for an hourly AS Local Liaison position with the expectation that there will be an assessment process at the end of the pilot, approve the AS Local Liaison Hourly Job Description, and approve \$3,500 per year for two year grant program from the AS Reserve Fund (FXXRES) for the AS Local Liaison position.

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

- B. Western Votes Contract (20 minutes) Galloway Doc. 3
 Galloway made the changes recommended at the last meeting including making the purpose more clear and concise. She did consider changing "Get Out the Vote" efforts, but there wasn't another good way to describe getting students who register to turn in their ballots.

MOTION ASB-13-SUM-14 by Roberts

Approve the Western Votes Contract.

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

IV. INFORMATION ITEMS - Guests*

- A. AS Election Code Review Charge & Charter (3 minutes) Galloway Doc. 8
 There is only minor changes to the date and the removal of the Student Senate member where they were mentioned.
- B. AS Election Board Charge & Charter (3 minutes) Galloway Doc. 9
 There were no changes to this document but the date.
- C. AS Election Appeals Panel Charge & Charter (3 minutes) Galloway Doc. 10
 Majkut said the membership is all members who are not seeking election in the next year. It is unlikely that they would have less than three members, but they have no if there are less than 3 eligible Board members.

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

VII. ACTION ITEMS - Board*

- A. AS Structure & Program Advisory Charge & Charter (5 minutes) Le Doc. 1
 Le met with the new Assessment Coordinator last week to get their advice about not having a Student Senator. He feels that the language of a minimum of 4 students at-large allows for adding an additional student members if necessary. The number of at-large students is left up to the Assessment Coordinator's discretion based on the need of the process that year.

MOTION ASB-13-SUM-15 by Guizar

Approve the Structure & Program Advisory Committee Charge & Charter.

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

- D. Program Standards (10 minutes) Le Doc. 4

Le got some feedback about the language for the Assessment Process and added it back in to the document with the revised wording.

MOTION ASB-13-SUM-16 by Galloway

Approve the AS Program Standards.

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

- E. Audio Recorder Purchase (10 minutes) Le Doc. 5
 Le said there were no changes since last week.

MOTION ASB-13-SUM-17 by Ellison

Approve the purchase of three Zoom H2n's from the New Equipment Budget (FXXNEW) not to exceed \$800.

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

VIII. INFORMATION ITEMS - Board*

- A. Thank You Letter to Legislators (10 minutes) Roberts Doc. 6
 Roberts and Galloway drafted this letter to send to Washington State Legislators on behalf of Western Students. Roberts thinks that it is important to have people vet things that speak for all students, if possible. This will be reviewed by the Board of Trustees. It is short and to the point so that people will read it. Galloway complimented Roberts on her work on the letter. 3 people dittoed. Tyson likes the consistency in message by having both year's Board members sign it.
- B. AS Productions Volunteer Program (15 minutes) Tyson Doc. 7
 Tyson said AS Productions (ASP) volunteers are essential to this office. He thinks that volunteers can be intrinsically motivated instead of motivated by incentives. ASP has done a good job of keeping volunteers intrinsically involved in the organization, connected and taking pride in the success of programs. The funding (about \$1,000) used now is out of the Marketing & Promotions Budget and ASP would like to start a new budget line to support the volunteer program in ASP. Many AS Employees start as volunteers in this office. Tyson thinks this might help other offices create a standardized volunteer program. He said that AS Pop Music is going through SPAC this year which will help with assessment of this program. Tyson hopes to have more information about the number of ASP volunteers before the next meeting. Le felt this should go to the Board as a grant program, instead of being approved as part of the overall AS Budget. Majkut would like some more information about what they intend to use the funding for. Roberts worked in ASP, the issue is not obtaining volunteers. During Roberts time there they often had to turn people away. She feels that making this program more official makes it a bigger resume builder and legitimizing the program. Tyson dittoed. Ellison thinks this is in line with the Board goal of appreciating all of the AS Staff. Galloway asked that they clarify the motion a little bit so that it is clear if they are asking for \$2,000 of \$1,000.

IX. CONSENT ITEMS (subject to immediate action)

- A. AS Branding Guide (5 minutes) Roberts Doc. 11
 Roberts said there was a project last year to put together a Branding Guide with information to help ensure that the AS is putting out a consistent message. The project was not completed for a number of reasons. The VP for Activities provided oversight for the Communications Office last year and she now does it as President. Roberts said that Communications Committee only met a few times and there was not enough input into the document for it to be reviewed at the Board level. Last year's Board requested that it be brought at the first meeting of September. Roberts expressed many concerns about that timeline, but the motion was still passed. The hope was to complete the guide before AS Training so that employees could be trained on it. Roberts doesn't have the time nor the expertise to write a branding

guide by herself. Mason Luvera, Communications Director had summerstart to work on and the Communications Committee will start meeting at the beginning of fall. Luvera is committed to completing this project.

MOTION ASB-13-SUM-18 by Galloway

Remove the time requirement on motion ASB-13-S-48, passed by the Board of Directors June 6th. [Table approval of the AS Branding Guide for the 2013-2014 AS Board to vote on ~~no later than the first meeting in September~~. Passed]

Second: Ellison

Vote: 7 - 0 - 0

Action: Passed

X. BOARD REPORTS

President

Carly Roberts reported that fall training has been her main focus over the last week. They have been working on scheduling and trainings she will be facilitating. Roberts said she attended the WSA Retreat. She shared the thank you letter to legislators and connected with some of the other AS Presidents about ways that they can support each other in their positions. There is a lot of interest in how the AS runs their elections in terms of things like spending limits, relationships with facilities, etc. Roberts is excited to send out a welcome week letter to go out to the Residence Halls, this will have information about events etc. They will be funding this out of the Communications Office. She asked if it would be more beneficial to have the letter from the AS President or the Board as whole. Ellison thinks that it might be hard to get everyone together to write it. Le would like to connect it to the state of the AS video which will be from Roberts. Eckroth thinks that as a freshman he wouldn't know what the AS Board of Directors was, and AS President makes more sense.

VP for Academic Affairs

Josie Ellison reported that she has been prepping for the Festival of Scholarship. She will be writing a letter to Jay Inslee asking him to be involved. She is working with John Lawson about the Student Tech Fee Charge & Charter Updates. She is also meeting with the chairs of committees to make sure that she knows who she will be working with.

VP for Activities

Jarred Tyson reported that he has been reviewing Activities Council documents to see what needs updating. The Club Activities Office is in line to be in the SPAC Process so he has been talking about developing means of assessment for the club system. This is the office's fourth year of existence and he is hoping to help it grow. He has been looking at different programs other than orgsync, as the pilot program is over, to see if there is something that will better serve Western student and clubs.

VP for Business & Operations

Hung Le reported that the Divestment Committee will be meeting in early September. He will not be taking vacation the next two weeks because he has projects to work on with the Personnel and Business Director. He is hoping to move these to a dead week or finals week later in the year. He met with Assessment Coordinator for training.

VP for Diversity

Mayra Guizar reported that she met with the Equal Opportunity Office about the AS Demographics menu, the office is going to discuss it and get back to Guizar. Today she attended a webinar with Casey Hayden and Matt Smith, AS ROP Director to discuss how to support GLBT students. There were representatives from across the country to share about resources, events, etc. Western is doing a good job of this. Guizar will be working on the diversity section of Fall Staff Development.

VP for Governmental Affairs

Kaylee Galloway reported that Washington Student Association Board Retreat happened this weekend at Eastern. Western's delegation was 9 students, making them the largest campus delegation in attendance. There were 11 Associated Students organizations represented. Throughout the weekend there were workshops on WSA as an organization, voter registration, how to strengthen chapters on campus, etc. They set meeting dates for the first four months: September 7th UW Bothell, Oct 13- University of WA- Tacoma, Nov 16- Central, Dec 14-15- Retreat at Western. She feels that WSA should be accessible to all students. She encourages people to get involved. Voter Registration staff has been working Summerstarts. They currently have 114 voter registration forms. She will be working on the relationship between the Legislative Affairs Council and Western Votes. She is also working on giving the Legislative Action Funding more context to make this more accessible to students. At the Campus Community Coalition meeting she suggested a Presidents meeting with representatives from all of the colleges in the area together. She also suggested hosting campus visits for each college with a tour and discussion how the Associated Students works. She also would like to coordinate a lobby trip with students from all institutions to lobby on issues that are directly effecting our local area. She is also working on coordinating voting efforts.

VP for Student Life

Robby Eckroth reported that will be meeting with Leonard Jones about the process with Gender Inclusive Housing. A student is concerned that it is not rolling out as soon as they would like in Birnam Wood. He had a meeting today with Ann Russell from the Campus Community Coalition and Galloway. They would like to get all Bellingham colleges to create more collaboration. Some great ideas were brought up by Galloway. He will be meeting with Jim Schuster about bike rentals the first week of September. They have both been working on the same project and didn't realize it. Roberts and Eckroth met with Brenna Gilbert in the Counseling Center about Men's Resiliency. They are looking at creating some programming to get men to talk about what it means to be a man and suicide prevention. They will form a committee to come up with ideas.

XIII. OTHER BUSINESS

- A. Roberts encourages each board member to come to at least one WSA meeting. The general assembly would be interesting because the budget and legislative agenda will be passed at the same meeting. This is a unique opportunity to learn a lot about the WSA.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 4:18 P.M.