

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

Thursday, September 5, 2013

VU 567

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

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

Guest(s): Nina Olivier, AS Environmental & Sustainability Programs; Nidia Hernandez, AS Personnel Office; Daley Smith, AS Productions; Casey Hayden, VU Admin

MOTIONS

- ASB-13-SUM-19** Grant the ASP Volunteer Program \$1,000 from AS Discretionary Reserve Funds [FXXRES] to be overseen by the Volunteer & Logistics Coordinator. *Passed*
- ASB-13-SUM-20** Approve the AS Election Code Review Committee Charge & Charter. *Passed*
- ASB-13-SUM-21** Approve the AS Election Board Charge & Charter. *Passed*
- ASB-13-SUM-22** Approve the AS Election Appeals Panel Charge & Charter. *Passed*

Carly Roberts, AS President, called the meeting to order at 3:11 p.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA- approval of the minutes is postponed to the next meeting.

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

IV. INFORMATION ITEMS - Guests*

- A. AS Student Employee Handbook *(15 minutes)* Le Doc. 1
Sara Richards began this project last year and Hernandez is introducing a rough draft of this handbook. The Personnel Office wanted to create a document with many relevant policies for all AS Employees, as many policies in the Employment Policy have processes that are not necessarily important for each employee to know. They would like to present this at AS training. Le will be working on the formatting. Roberts thinks this is a great tool and will make information more accessible. 3 dittoes. The last part of the opinion area directs employees to contact the Communications Office. She isn't sure the wording is clear and is open to suggestions. Roberts feels that this needs to be reviewed by the managers of the organization it's more of an approval vote by the Board, rather than an institutionalization.
- B. AS Environmental Club President's Council Charge & Charter *(3 minutes)* Eckroth Doc. 2
Eckroth said over the years there has been confusion because of lack of communication between the environmental clubs. Olivier is hoping to structure this as a discussion committee focusing on events, legislation, collaboration, connections, etc. She would like to add Surf Rider to the committee membership. They would like to also use this committee for suggesting items to include in the AS Legislative Agenda about environmental issues. Eckroth would like to remove the quorum requirement. There is a work-study position that is a club networker, they will be connecting with the larger clubs and the club officers, so she feels this position is still necessary. She feels that after a year they will be able to assess the success of the committee and the work study to see if both are necessary. Le wondered how they could keep club members accountable to attending committee meetings. Olivier said that in general they get really passionate people leading these clubs. Galloway suggested adding this responsibility in club constitutions. Roberts is concerned with referencing the Environmental Lobby Day when it hasn't been institutionalized within the AS. Le suggested adding bullet points in the charge. Majkut expressed concern over the name council because usually that is a higher level

committee. He clarified that the outside of the AS entities had been contacted. He suggested including “advisor, as needed”. Eckroth said that he would serve in this capacity. Majkut said that adding this as a responsibility to club constitutions could be a requirement of club recognition if this committee is successful. He also suggested adding “other environmental clubs as approved”. Eckroth clarified that they should change the name to “Committee” and to remove the subcommittee and funding sections. Galloway suggested broadening the lobbying definition instead of having specifics about the day. She also suggested having proxy voting in case a President can’t attend. Roberts suggested saying “discussing Environmental Policy”. Majkut clarified that a concern was the students accidentally representing themselves as speaking for Western. Le asked how this would connect with Club Summit. Olivier said that Club Summits are more like events, speakers and celebrations for all club members instead of a discussion group. She is hoping this committee will be a work group.

V. ACTION ITEMS - Guests*

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

VII. ACTION ITEMS - Board*

A. AS Productions Volunteer Program *(15 minutes)* Tyson Doc. 3

Tyson said that there are generally about 20-25 volunteers and about 15-20 attendees at the Ice Cream social. Daley Smith apologized for not being in attendance at the information meeting. Smith said that any money that goes to the volunteers is coming from the marketing budget. The \$1,000 budget is what they have been working with in the past few years. They are hoping to entice volunteers to be more committed. Le thinks that it is odd to have a position that is the Volunteer & Logistics Coordinator and provide them with no budget to accomplish these goals. Le said the Budget Committee decided that the Board should hear a new proposal like this; he had intended to bring it spring quarter. The approved marketing budget is actually less than it was last year. This request is for \$1,000 for two years. Roberts thinks that they should just fund it out of reserves for one year and then move it into this year’s budgeting process. Roberts suggested not drawing out the timeline if it is not needed. Four dittoes. Smith said it is not a new program; they have records from the past to show success. Majkut said that this feels more like a budget adjustment than a pilot program. Le needs time to think between weeks so he hopes in the future these types of changes to proposed motions be requested in between meetings. It sounds like a good idea now but without time to think about it he will abstain.

MOTION ASB-13-SUM-19 by Roberts

Grant the ASP Volunteer Program \$1,000 from AS Discretionary Reserve Funds [FXXRES] to be overseen by the Volunteer & Logistics Coordinator.

Second: Tyson Vote: 5 - 0 - 1 Action: Passed

B. AS Election Code Review Charge & Charter *(3 minutes)* Galloway Doc. 4

There were no changes to this document.

MOTION ASB-13-SUM-20 by Eckroth

Approve the AS Election Code Review Committee Charge & Charter.

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

C. AS Election Board Charge & Charter *(3 minutes)* Galloway Doc. 5

There were no changes to this document.

MOTION ASB-13-SUM-21 by Tyson

Approve the AS Election Board Charge & Charter.

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

- D. AS Election Appeals Panel Charge & Charter (3 minutes) Galloway Doc. 6
There were no changes to this document.

MOTION ASB-13-SUM-22 by Le

Approve the AS Election Appeals Panel Charge & Charter.

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

VIII. INFORMATION ITEMS - Board*

- A. AS Legislative Affairs Council Charge & Charter (20 minutes) Galloway Doc. 7
Galloway is excited to bring the proposed changes today. She added creating the Local Legislative Agenda to the charge. This will be possible due to the new Local Liaison position. She also clarified the wording about the Legislative Action Fund responsibilities. Galloway would like to give the AS Legislative Liaison a vote on the committee. She knows that there are potentially strong opinions on each side. Also she proposes to remove the flexible amount of committee members. It is difficult administratively and for the AS Committee Coordinator to have an unknown amount of members. She would like to increase the numbers to 6-8 members, especially with the removal of the Senator. Le suggested adding "academic" to the quorum section so it is clear what session is being discussed. Le doesn't believe that the word "consult" is strong enough language to protect the budget. Roberts suggests replacing "consult" with "in agreement with". Majkut doesn't see a Vice President allocating funding from their own budget as mistreatment. He thinks that there are already checks and balances for all funding expensed through the AS. Le suggested adding "making funding decisions" to the second to last bullet of the charge. Roberts suggested in the last bullet "approving" instead of "creating". Eckroth said the AS Legislative Liaison is in Olympia and he has concerns about them lobbying on behalf of their own personal agenda. Galloway clarified that the Liaison attends meetings via skype or conference calls. Galloway would like to add the Local Liaison to this committee, unfortunately this idea occurred to her after passing the job description. She would like to add them as "non-voting, as needed". Roberts is concerned it may be too much pressure to a 10 hour a week employee. Eckroth dittoed. Roberts feels that it is already hard enough to advocate on behalf of the students and not on their own beliefs. This might start blurring lines if they have a part of the decision making. Eckroth dittoed. Majkut said that the Legislative Liaison's role on this committee has changed over the years because it used to be more about being a resource and how things work. He thinks that in the past few years they are more actively a part of the discussion, they just don't vote. Majkut thinks that she did a great job laying out the issues and expressing why decisions were made. 4 dittoes.

IX. CONSENT ITEMS (subject to immediate action)

X. BOARD REPORTS

President

Carly Roberts reported that Sara Wilson from the Vice President's Office complimented the Board on their attendance and participation at the Nakama Conference. Roberts took the Thank You Letter to the Legislators to the Board of Trustees and they thought it was a great idea. There were no suggested changes. Roberts said there is a donor through the Alumni Association who would like to start a food pantry on campus, which would essentially be a food bank for students. This would help take pressure off the Bellingham Food Bank. She is unsure of the as Board's role in this. Eckroth said that Olivier thinks it might be possible to run this through the Outback. Roberts said that there was a recent student death over the summer involving handguns and substance abuse. She feels that the AS needs to think about their role in promoting healthy choices. There has also been a lot of work going into the Men's Resiliency project. They are still working on where the AS fits into this. She had a meeting with Paul

Cocke from the University Communications about the Viking Village support and future use. They are looking at if students are using it, and if it is the best forum.

VP for Academic Affairs

Josie Ellison reported that she has been meeting with Deans, chairs of committees and is looking at a joint meeting with Faculty Senate. Kudos to Le on his work on the budget, it has been fantastic and he has been working hard. She has started investigating adding a question to course evaluations regarding inclusivity. This will be a big process and is just beginning.

VP for Activities

Jarred Tyson reported that he has been working on an events calendar from Sept 22nd to mid-October. He is considering doing this quarterly and is looking into logistics. He is finishing up the Activities Council Charge & Charter. There are many clubs seeking recognition over the summer and he is working on this.

VP for Business & Operations

Hung Le reported that Jim Schuster said there will be the Associations of College Unions International conference in Idaho if anyone is interested in attending. Schuster is looking into making Viqueen managed by the VU instead of AS managed. Le said the Board Awareness project has been partially delegated to the Communications Office. Le has been working on the AS Budget Center. He thinks it will be a really helpful tool for AS Employees. Kudos to Nidia Hernandez, AS Personnel Director for her hard work and innovative ideas at AS Training. Le encourages people to make a good first impression and be a role model during training. He is very excited for the next two weeks.

VP for Governmental Affairs

Kaylee Galloway reported that they are currently hiring the vote staff for registration efforts. She had a good meeting with the Western Votes Presidents and they are working on the bylaws. Her biggest project has been working on the Legislative Action Fund project. She is hoping to create a process and document to help students understand where their student dollars go. She thanked Le for his help with this project. There was a productive meeting about an environmental lobby day. There is a possibility of collaboration with ESP and the REP. They are looking at combining this with the Washington Student Association state wide Lobby day on Presidents day.

VP for Student Life

Robby Eckroth reported that this morning there was a Western Student Transportation meeting with Airporter Shuttle. They discussed purchasing a smaller bus \$27,000 but there is an oil leak that might cost \$5,000 to repair. Purchasing this could lower fuel costs. It would be used on days of lower ridership. He has been assessing the Alternative Transportation Coordinator position to see if it should be based out of the transportation office as an hourly position instead of out of the AS with a Director level salary. This change may help clear up some of the confusion there has been about the position and free up a few thousand student dollars.

XIII. OTHER BUSINESS

- A. Majkut thinks that this Board is really prepared to enter the year. He thinks it will be a really great year based on conversations in the past few weeks.
- B. The Thank you Letter to Legislators just came to the Board for review and does not need to be officially approved.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 4:26 P.M.