

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

Friday, November 8, 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):** Joseph Levy, AS Local Liaison

**MOTIONS**

- ASB-13-F-29** Approve the minutes of October 25, 2013. *Passed*
- ASB-13-F-30** Approve the minutes of November 1, 2013. *Passed*
- ASB-13-F-31** Approve the Legislative Affairs Council Charge & Charter with the stipulation that the addition of the graduate student will be assessed at the end of the year. *Passed*
- ASB-13-F-32** Amend ASB-13-SUM-13 increasing the funding amount to \$5,000 for two years, allowing the AS Local Liaison to work an average of 14 hours per week, with the stipulation that the status of this position as an hourly position is revisited by the second meeting of winter quarter 2014. *Failed*
- ASB-13-F-33** Amend Board motion ASB-13-SUM-13 increasing the funding amount to \$5,000 per year for two years, allowing the AS Local Liaison to work an average of 14 hours per week with the stipulation that the Board charges Personnel Committee with reviewing this position's responsibilities in accordance with the existing position classifications with the intent that they create a recommendation with a salaried model of this position. *Passed*
- ASB-13-F-34** Approve Consent Item A adding Patrick Eckroth to Student Tech Fee Committee and to Departmental Related Activity Committee add Tessa Woods and Mark Broyles. *Passed*

**Carly Roberts, AS President, called the meeting to order at 3:20 p.m.**

**I. APPROVAL OF MINUTES**

*MOTION ASB-13-F-29 by Galloway*

Approve the minutes of October 25, 2013.

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

*MOTION ASB-13-F-30 by Guizar*

Approve the minutes of November 1, 2013.

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

**II. REVISIONS TO THE AGENDA-** under committee appoints add Patrick Eckroth to Student Tech Fee Committee and to Departmental Related Activity Committee add Tessa Woods and Mark Broyles. Also move Information Items Guest A to Info Items- Board A.

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

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

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

A. AS Legislative Affairs Council CC

(10 minutes) Galloway Doc. 2

Kaylee Galloway, AS VP for Governmental Affairs, didn't bring any changes to this document since last week. There was a suggestion to have a representative from the Graduate Council. She would like to leave it a general graduate student for this year. The student who is serving

this year will also be on Graduate Council. She will follow-up with him at the end of the year to see if he felt that it was beneficial and should be required for the next year.

*MOTION ASB-13-F-31 by Le*

Approve the Legislative Affairs Council Charge & Charter with the stipulation that the addition of the graduate student will be assessed at the end of the year.

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

A. AS Local Liaison Hours

(10 minutes) Galloway Doc. 2

Joseph Levy is in his fourth week as AS Local Liaison. He has prepared an hourly breakdown of the work that he has completed so far. He has been unable to complete all of his duties. Even with a reduction in duties, he was still unable to stay within the 10 hours per week allotted. Kaylee Galloway, AS VP for Governmental Affairs, has included justifications for increasing the position to 14 hours average per week. This puts them right below what a 15 hour salaried position would be doing. Le suggested increasing the request to \$5,000 to compensate for the increase in minimum wage that will occur in January. Levy said that in week 3 he had to leave office hours early in order to try to stay below 10 hours. Carly Roberts, AS President, supports this increase, especially in light of what is happening at the university level with rental advocacy. Robby Eckroth, AS VP for Student Life will also need Levy's help with talking to the Neighborhood Associations about the expansion of the shuttle. Roberts thinks that increasing this position to 14 hours, makes them closer to a coordinator level. She wanted to make sure they were not doing something inequitable. Le asked for it to be 14 hours because he doesn't think this position has coordinator level responsibilities, such as supervision. He thinks that keeping it at an hourly rate but increasing the hours is the correct level. Galloway sees this position increasing in responsibility and importance until it is close to the level of the AS Legislative Liaison. Eckroth doesn't feel that many of the coordinator positions oversee students. Roberts thinks that the classifications don't necessarily make sense, and they should be examined later on. Kevin Majkut, Director of Student Activities, said it feels like they are assigning a lot of responsibilities and there are even more things coming up. It seems like this might be a really important year for local issues. He thinks that it could still be a pilot position as a Coordinator. Part of the way they look at positions is responsibilities and the other is how the hours are worked and controlled over time, and whether a position has different hourly demands per week. He thinks it is ok to approve this as an hourly position, but maybe after the first of the year they should consider moving it to salaried. He thinks it would be about \$1,000 more over the two years to have it as a salaried position. He thinks it might be hard for the liaison to keep track of the hours for this position because they are not always the same or in office hours. Levy thinks that right now they are asking for the 14 hours, but in his experience he thinks it would work better as a salaried position and it would make the job much easier. There are random meetings called often with this kind of position and planning out specific hours per week can be hard. Roberts thinks respectful of the position is to make it a salaried position. She thinks with the types of demands on this position and not having all of the hours in the office, it can be difficult to remember when to report hours worked. Also salaried positions have the security of a salary over breaks, etc. Roberts proposed a motion passing the request and revisiting it as a salaried position by the second meeting of spring quarter. Le thinks this is too short of a timeline of this position. He thinks that originally it had hourly responsibilities, now they are seeing that more obligations are happening. He feels they are arising because they have the position, rather than adding responsibilities because it is needed. Eckroth said that the position is needed. Before most of these issues came through the Campus Community Coalition and through the VP for Student Life, this bridge led to miscommunication. Galloway wasn't part of the drafting process of the original work study and positions are often different from how they look on paper. Sometimes it takes longer to do things that are in the job description than they could have estimated. Levy has shown that the

demands of the position warrant more hours. Josie Ellison, AS VP for Academic Affairs would like to move back the deadline a little because of its proximity to Viking Lobby Day. Mayra Guizar, AS VP for Diversity thinks it would be best to wait until the end of the year to assess how the hours worked. Roberts said that in a perfect world waiting until the end of the year would be desirable. She thinks that out of respect for the person, if they are putting them at 14 to keep them under the coordinator level, for the ease of the employee they should change over to a salaried position. She said if this was not a pilot position she would be uncomfortable in changing it. She thinks that the Personnel and Finance Offices would mostly be handling the changes to the job description. Majkut said it would go to Personnel Committee (PC) for them to make the assessment about what the appropriate level would be. The Finance Office would just cancel one job and create another. Le thinks that they might as well just change it to salaried now because there isn't that much time between now and the second week of winter quarter. Le would like to give enough time for Personnel Committee to have time to review it. Galloway would like to bring it to PC now. Eckroth is in strong favor of moving it to salary as fast as possible. Galloway and Ellison dittoed. Levy can say after a month of being in the position, he can say for certain that it is not fit for an hourly position.

*MOTION ASB-13-F-32 by Roberts*

Amend ASB-13-SUM-13 increasing the funding amount to \$5,000 for two years, allowing the AS Local Liaison to work an average of 14 hours per week, with the stipulation that the status of this position as an hourly position is revisited by the second meeting of winter quarter 2014. Second: Ellison Vote: 0 - 7 - 0 Action: Failed

Le thinks that it might not fit in to the normal position classification. Le had concerns about directing the PC. Roberts wondered if it was necessary to approve it for 14 hours at this point or if they should wait for it to come back from the PC. Le suggested waiting until it was reviewed by PC and just clarifying to the person approving the timesheet that it is acceptable to work up to 14 hours. Galloway said that if PC doesn't approve as salary then it would still be 10 hours per week. Le asked if the Board is able to charge the PC with something. Majkut said the Board has the authority to do this, but it's heavy handed. They could just have them consider it, and then the Board would still make the decision at the end Majkut said it could be appropriate sometimes to do this; he's not sure it's needed in this case. Roberts said this type of delegation is the exception in the organization, because most things to go from the subcommittees to the Board. Roberts reminded them that the PC already looked at it. Le feels it would be good to have an outside group review this. Roberts said that there are seven knowledgeable people who are familiar with staff structures making this decision. She doesn't feel that PC is that external since the members are all overseen by someone who sits on the Board. Le suggested just approving it as a salaried position and then have PC make the changes. Roberts would like to send it to PC because it will offer a little more review. She feels anything else would be too much process given that the majority of Board Members support it being a salaried position. She feels voting now would be too little process. Le said that the Board is knowledgeable, but this is PC's structure he would like them to decide if it meets the criteria and make the decision. Roberts thanked people for the robust conversation.

*MOTION ASB-13-F-33 by Roberts*

Amend Board motion ASB-13-SUM-13 increasing the funding amount to \$5,000 per year for two years, allowing the AS Local Liaison to work an average of 14 hours per week with the stipulation that the Board charges Personnel Committee with reviewing this position's responsibilities in accordance with the existing position classifications with the intent that they create a recommendation with a salaried model of this position.

Second: Eckroth                      Vote: 5 - 1 - 1                      Action: Passed

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

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

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

A. Academic Honesty Policy Review (10 minutes) Ellison Doc. 1  
 Josie Ellison, AS VP for Academic Affairs said that the university has been looking at updating the Academic Honesty Policy for at least two years. This was reviewed by Academic Coordinating Commission and the faculty Senate asked if the Board would review it before it was brought to the Board of Trustees. Carly Roberts, AS President would like to bring this as a two week Information Item to make sure that everyone has reviewed it thoroughly. Kaylee Galloway, AS VP for Governmental Affairs was hoping that Ellison could provide more information on what the current policy is. Ellison said that they do have an interim policy right now and this is a completely new document. Ellison will ask for a guest to come speak more about this at the next meeting. Kevin Majkut, Director of Student Activities has some concerns, in definitions under sanctions it says appropriate “punishment” for the violation. He doesn’t think “punishment” is a good word with the model that the university uses because they usually look towards development. Also, it isn’t clear who at the university can suspend someone. He wondered if the reporting instructor can also suspend someone. Ellison will look into this as well.

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

A. Committee Appointments

<u>AS Transportation Advisory Committee</u>		
Karen Izumoto	Urban Planning and Sustainable Development	Junior
<u>AS Activities Council</u>		
Edward G Cuevas	Business Marketing	Sophomore
<u>AS Structure &amp; Program Advisory Committee</u>		
Lauren Sallee	Kinesiology	Junior

*MOTION ASB-13-F-34 by Galloway*  
 Approve Consent Item A adding Patrick Eckroth to Student Tech Fee Committee and to Departmental Related Activity Committee add Tessa Woods and Mark Broyles.  
 Second: Tyson                      Vote: 7 - 0 - 0                      Action: Passed

**X. BOARD REPORTS**

**President**

Carly Roberts reported that Munroe Seminars were good events. Unfortunately the last three were canceled because the Governor called special session at the legislature. During the session community and technical colleges will be discussed and Western does not hold a stake in these decisions. However, as citizens of the state and informed students Roberts encourages the Board to continue reading up on these issues. The special session is primarily working to figure out ways to keep the production for the new Boeing aircraft in the state. It is an interesting case study that looks at how an education is connected to the economy. She has been having a small group meeting about rental safety and will be renewing a resolution with this Board to give it more teeth and include new information.

**VP for Academic Affairs**

Josie Ellison reported that Academic Coordinating Commission is working on creating a calendar committee to look at academic calendar related items. They are hesitantly looking at the possibility of moving to semesters. They are also more seriously looking at lining up the breaks at Western with the breaks at local high schools so that student parents can more easily figure out breaks. They are also evaluating online classes and the process they go through in

order to be approved. They are comparing to other universities to hear how the students and universities are paying for it.

### **VP for Activities**

Jarred Tyson reported that said that KVIK had a new student film festival premiere as a way to get new students to get connected with the AS. AS Productions double feature film was successful. He is happy seeing these events because they help provide students with alternatives on weekends. The Underground Coffee House has been packed on open mic nights. The VU Gallery just started showing called Lens photography from students. During the Departmental Related Activities Committee (DRAC) meeting, the first student chairperson, Glen Tokola, was elected. There will be revisions to how the Services & Activities will be divided out. DRAC is lacking a centralized means to provide information. This problem is being looked at so that members can share the information. Last year they were working on a website to share information with students, and are looking at how OrgSync might help. Activities Council recognized 1 new club and allocated money to other clubs. They started using the tablets approved for this year at the meetings and are finding it very helpful because they use OrgSync everything is on the page. He thanked Le for purchasing them. He has been talking to people in ATUS and there will be a link to org sync on My Western.

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

Hung Le reported that Divestment Committee met with a university professor about environmental economics. In the near future Le and the Business Director will bring a series of business proposals to help clarify some business processes. Kudos to Jesse Atkins, Veterans Outreach Center Coordinator, who put on an excellent event today to recognize our Veterans. The whole Board dittoed. Roberts said that Atkins is also doing a lot this year to outreach to the Veteran Community. She encourages the Board to collaborate with those efforts if possible, for example Galloway is working to include Veterans in Lobby Day and Atkins will be attending the Washington Student Association General Assembly.

### **VP for Diversity**

Mayra Guizar reported that there were no meetings this week because there was nothing on the agenda and she was out sick. Next week they will be looking at the Ethnic Student Center (ESC) bylaws. Steering is implementing a new funding request form. The ESC are looking to do charity work before the holidays and are brainstorming ideas of what they want to do. As of now they are thinking of doing a giving tree. The open call for the Vagina Memoirs was this past Monday-Wednesday. For those who were unable to make it, the Women's Center is offering the opportunity to come into the office to pick up a packet, which need to be submitted by November 15<sup>th</sup>. Derick Reinhardt, AS Queer Resource Center Coordinator is working with Guizar on the discussion about adding gender neutral restrooms to south campus. The Oregon Students of Color Conference paperwork is done. Guizar will be absent for the next Board meeting because she will be attending this conference. Monday Guizar had a meeting with administrators to discuss students who fall under HB1079. They talked about how to support students who are looking into working under the AS and how that would work. Washington State University model has a tab dedicated to HB1079 students. She is meeting with Laura Eckert from the Equal Opportunity Office to talk about demographics menu.

### **VP for Governmental Affairs**

Kaylee Galloway reported that Western had successful get out the vote efforts. The Vote Coordinator said they made about 2,000 phone calls, with help from students, campus folks and community members. The ballot box was so full no other ballots could fit in them at 2 pm. On Election Day. Legislative Affairs Council is closer to finalizing the issue proposals and she hopes to see them as information items on the 18<sup>th</sup> of November with a goal of having the Legislative Agenda passed by break. Galloway went to a City Council meeting on Monday she

thinks it is great to see what community members are doing. A lot of people have been looking at waterfront development. Senator Baumgardner is a strong ally for students. He said that looking forward at higher education means looking back at what worked, which was a subsidized education model. He's had some proposals the students haven't seen eye to eye with, but Galloway is still excited to work with him. The Munroe seminars were phenomenal she went to the first and third panel a great learning opportunity. Viking Lobby Day prep has begun she will be talking with Board Members about recruitment in classes, etc. The Representation & Engagement Programs office has been working hard, they are looking into developing an internship position. However, they are struggling to fill the work study position. Western Votes is looking at a teach-in or educational campaign about rental safety. There was a legislative meeting had reps from the administration and United Faculty of Western Washington, essentially representatives from all people who are on campus. It was a unique opportunity to see ways in which the legislative priorities might intersect this upcoming year, as well as to look at the ways to share research, knowledge, and communicate consistent messaging.

### **VP for Student Life**

Robby Eckroth reported that the Environmental Center had a mushroom walk in the Chuckanut Mountains, learning from the trip leader which were safe to eat. Green Energy Fee committee met today. Large grant applications were due Wednesday, but only three have been submitted. They are trying to decide if they should move the applications back to winter quarter. Renewable Energy Credits were also discussed, currently \$40,000 of the Green Energy Fee budget goes toward the credits. They need to decide if they wish to continue investing in them. There is a possibility to install a wind tower on south campus with that money, which was Majkut's idea. The Residence Hall Association met yesterday and are going over funding requests. Applications for the WWU Police Chief have opened. The Environmental Club Presidents Council met and began discussing what legislative agenda items they wanted to bring to LAC. They would like to bring an item discussing the remodel of the Carver Academic Complex being a lead platinum building. Tyson asked how new environmental clubs are integrated. Eckroth stated that they may need to change the charge and charter. Le asked whether the lack of large grant applications were due to a lack of interest or awareness. Eckroth thinks that one potential explanation is that a lot of good ideas have already come up and they might see repeats. Galloway stated that it may be simply due to the vastness of the proposals and that they are too time consuming to have a lot created.

### **XIII. OTHER BUSINESS**

- A. Please mark finals schedules in outlook so that a meeting time for finals week can be held if needed.
- B. Roberts clarified that Office Hours need to be held all through finals week, if someone has more than one final on a given day, that individual is excused from their office hours for that day. If members wish to leave before Friday of finals week, they need to inform the president.
- C. Le will be taking a vacation week in dead week because he did not take his summer vacation.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 4:42 P.M.**