

Western Washington University Associated Students Board of Directors Meeting

Friday, February 19, 2014

VU 567

AS Board Officers: *Present:* Carly Roberts (President), Josie Ellison (VP Academics), Jarred Tyson (VP Activities), Morgan Burke (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): Representation & Engagement Programs: Patrick Eckroth, Sarah Kohout; Assessment: Kacy Cunningham; AS Personnel: Nidia Hernandez; Student Labor Action Project of WWU: Patrick Stickney

MOTIONS

- ASB-14-W-37** Approve Consent Item A- AS Job Descriptions- Minor Changes. *Passed*
- ASB-14-W-38** Approve Consent Item B- Committee Appointments. *Passed*
- ASB-14-W-39** Approve the Legislative Action Fund Fee Restructure Referendum proposed language changing the amount to \$1 per quarter. *Passed*
- ASB-14-W-40** Approve the AS Personnel Assistant Director I Job Description changing from a 3 quarter to 4 quarter position. *Passed*
- ASB-14-W-41** Approve the new 3 quarter KVIK Assistant Coordinator pending budget committee recommendations. *Passed*
- ASB-14-W-42** Approve the new ROP Legal Information Center hourly position pending budget committee recommendations. *Passed*
- ASB-14-W-43** Approve Community Welfare as a priority in the AS Local Agenda. *Passed*
- ASB-14-W-44** Approve the AS Salary Determination Policy & Calculator Tool changing the policy to reflect the process for creating the tool. *Passed*
- ASB-14-W-45** Approve the AS Board Parliamentary Procedures as amended. *Passed*

Carly Roberts, AS President, called the meeting to order at 6:18 p.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA- Move Action Item B to before item A.

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

IV. INFORMATION ITEMS - Guests*

- A. Substantive AS Job Description Changes (20 minutes) Doc. 1 Roberts
- Nidia Hernandez, AS Personnel Director said that Personnel Committee has reviewed these job description and recommended these changes to the AS Board. The AS Productions Assistant Director is recommending decreasing the 4 quarter position to a 3 quarter position. There is ~~really~~ not enough work for this position to do during the summer and the AS Productions Director could handle many of these duties. Roberts said that prior to the creation of the AS Communications Office much of the Summerstart and Transitions responsibilities feel to ASP and that is why this position was needed during the summer.
- The Outdoor Center Challenge Course Work Study is recommended to focus on outreaching to students and staff to increase the people using the Challenge Course. The current Coordinator can't handle additional duties.
- The Personnel Work Study job description focused on projects in the past. It was created to implement an internship program and it was decided that there was too much work for the office to be able to implement this program. It has been updated to more accurately reflect what this position has been doing.
- They would like to change the AS Business Assistant Director to AS Club Director, however it would stay at the Assistant Director level. There is confusion about who people should contact about clubs and this would provide clarity. People often ask for the person in charge and therefor seek the Director. Assistant Business Director is still in the about the position. Majkut has some concerns about the changing of the name of this position. He hasn't had time to

Speak with the people involved. He is concerned because he thinks that there needs to be one Business Director, but understands there is a need to add clarification about clubs. He thinks that the new title may create confusion and not emphasize that the Business Director is supervisor. Eckroth suggested calling it the Club Business Coordinator. Burke had concerns that they would still ask for the director. She said that taking ~~away~~ the “assistant” part out of the ~~position-classification-title~~ is important for clarity. They are currently working on rewording the eforms to try to assist with clarification. Roberts likes the idea of staying within classifications, but feels usability for students is a priority. She feels some administrative confusion is worth it to have less confusion for the students. During Roberts’s time as VP for Activities she found that there was a lot confusion about who to speak with about club financial concerns. Tyson suggested Club Assistant Business Director. Burke said that there was concern that people would ask for the Club Director, many people want to go to the top and struggle with realizing this is their proper contact.

Majkut is supportive of the Personnel Director change because he understands that the person needs to work the week before training, but is concerned about the need for that position to take a break. Monger will add the seven weeks of arranged vacation language from the KUGS job descriptions to the Personnel Director job description.

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

A. AS Job Descriptions- Minor Changes passed by Personnel Committee *(10 min)* Doc. 7 Roberts
 Tyson said that the AS Club Coordinator Job position has needed some summer hours because it has responsibilities for getting clubs into the system right away and planning an opening event. Hernandez said that they have 30 planning hours. Roberts said that last year the Board saw this job description late and they were not able to add in the planning hours because hiring had begun. It became institutionalized automatically this year.

MOTION ASB-14-W-37 by Ellison

Approve Consent Item A- AS Job Descriptions- Minor Changes.

Second: Eckroth Vote: 6 - 0 - 1 Action: Passed

B. Committee Appointments

AS Election Board

Ericka Smith Computer Science Junior

Services and Activities Fee Committee

Alexandra Farley Kinesiology Grad Student

Academic Honesty Board

Alexandra Farley Kinesiology Grad Student

Student Academic Grievance Board

Alexandra Farley Kinesiology Grad Student

MOTION ASB-14-W-38 by Ellison

Approve Consent Item B- Committee Appointments.

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

V. ACTION ITEMS - Guests*

B. Legislative Action Fund Restructure *(25 minutes)* Doc. 3 Galloway

Galloway made several additions to this item since the last week. She made notes of anticipated expenses for some of the suggested expenses. She added that if it were to be passed as an opt-out they should review the current use of funds in the AS Operational Budget to see if anything could be shifted over to this fee. Galloway showed financial and personnel based needs. She also attached a budget to show how funds were allocated this year. They will be using about \$41,300 this current year. She doesn’t feel that a \$1 fee would allow for the funds that are needed for these activities. Roberts stated last week that she thought this should go to a student vote and she has come to question this over the last week. She wondered if the AS could handle the administrative load of the things that are included in this area. The proposed

list is full of excellent ideas, but she wants to make sure that they are setting people up for success. This includes increases that would impact student personnel and professional staff. She questions bringing in this much additional revenue in terms of structural support. Galloway said she wouldn't be bringing this if she didn't think it would be benefitting the AS and students at-large. She thinks that currently they might not have the infrastructure, but feels that some of the personnel additions proposed would help mitigate the overworking issues they are seeing in some positions. In terms of sustaining this, she thinks that if they want to see enhancement in their representation then they need to have the funds to support that. Ellison said that they have already seen a lot of growth in the last few years. Galloway dittoed. Eckroth said that there were about 70ish people attending Viking Lobby Day and wondered how much more that cost. Galloway said that she had to ask \$5,000 to bring the amount of students they wanted to bring, they needed \$1,300 for additional outreach. They were not able to fund a Human Services lobby trip this year that they were able to fund last year. Eckroth thinks that having a two dollar fee would be too much money and he doesn't think that the future VPs for Governmental Affairs will know how to handle this. He doesn't know if there will be a need like this every year. He thinks that the Board should review each request, as they have this year. Galloway clarified that Viking Lobby Day is funded out of the AS Operational Budget and not this fee. She feels that \$1 is not quite enough funding, but \$2 may be too much at this point. Eckroth asked if there were enough students who want to attend these lobby trips and meetings. Galloway said that there is an upward trend in the people who are interested in attending these types of meetings. The WSA Board retreat was attended by 6 students last year and 9 this year. Roberts is supportive of growth in student advocacy. She thinks that they need to make sure that they are looking forward into the long term and make sure they are not growing the organization in an uneven or unsustainable way. Roberts was thinking of the professional administrative staff who may be helping providing oversight in this area. The administrative staff is currently bursting at the seams and are at maximum capacity. She is looking at the long view and making sure that they are directing the growth in a way that is sustainable. In growing personnel, they need oversight and these lobby trips have additional paperwork needs. Galloway said that implementing a \$1 would be a good starting point. They could reassess in 5 years whether there is more need. Galloway said that the Vote Coordinator already exists and would just be increasing the time. The Western Votes President already exists and is worked with it would just be funding and institutionalizing that relationship. She thinks the benefits outweigh the potential costs. Stickney feels that the entire point of a referendum is to pass it on to the students for them to decide. By saying no to this it is saying that the Board doesn't think students are capable of making this decision and they don't want to modify representation to what students want. If the students vote yes then they are affirming that they want to increase representation after that the AS job is to utilize the funding in the best way possible. But the students have a right to ask to increase the student representation at the state and federal levels. Stickney said in terms of capacity, if the only reason that they have been able to see tuition stop increasing and see things like the DREAM Act pass is because of increased efforts at the legislative level, then dialing that back might mean tuition increases. Galloway and Ellison dittoed. Stickney feels that this money will increase the capacity of influence in terms of numbers of students, but also in developing skills so that students can be empowered and have a say in what happens to them. This will bring their voices forward behind-beyond just voting or committee meetings. Stickney feels this might place some attention on representative efforts, but to students having a tuition bill that has increased \$4,200 over the last five years is going to be more important, than whether they can attend an event. All the events and representation are important to enriching the student experience, but if students can't get in the door because tuition is too high then they are not growing the university and not representing students before they even get here. Tyson said that asked if they pass this how they would they educate the student body and what constitutes the correct percentage of the student body. Majkut said that the majority of students voting is what is

required to pass. There is no number requirement in the code in terms of how many students need to vote. Ellison said that it would most likely be similar to the Student Tech Fee last year there would be an educational campaign. Majkut does think that this would create a need for additional staffing support. There will be many changes in administrative staffing next year and they do not know how this ~~looks will look~~ right now. They might be able to reallocate funding by reallocating the funding that they currently have or might need additional resources in this growth area. There are implications from this in terms of what will happen if the fee passes. When things come on line might depend on staff support because there has to be some kind of a ratio of staff to student workers. Eckroth asked if there was a possibility to have funding towards a professional staff person. Majkut doesn't think this is necessarily good in a management sense to start splitting up the funding. Eckroth was thinking of this in terms of the Green Energy Fee staff person. Majkut thinks that it could be a whole \$1 more to do this and there would need to be more analysis on this. Majkut said that he is not there yet. Ellison said that perhaps they could fund part of an administrative person out of this fund. Galloway said that there has been demand for someone to handle trip planning and she wondered if there could be an admin person hired to handle this. Galloway said that this would be looking out into the future for these kinds of ideas. Galloway thinks that what would be smartest would be to make this \$1 per year and reassess in 5 years. She realizes that gradual growth, but also this is strong growth. Roberts said that students already choose every quarter whether they want to contribute to this fund or not. This would not be taking away a choice from students. When they put forward a referendum, The Board has decided that it is a sustainable option, that the infrastructure is in place and it is going to be good for students. Initiatives sometimes ~~it is are~~ different because the students come forward with something and then the Board has to figure out how to make it happen. Roberts thinks that they all agree these are good things, but she wants to make sure that they can really implement what ~~they are this would be~~ promising to students. Ellison thinks that a \$1 fee would be good, because a \$2 fee would have a lot of variables and would be harder to assess. Stickney said that the \$1 is the best option for a referendum because it limits the scope and the majority of the funds will be going to a specific use already. It also lowers the cost for people who are already paying in. This gets rid of some of the free rider problem, where some students are benefitting from the people who are willing to contribute. It is better to have students collectively contribute to something that will collectively benefit them. Galloway said that this is a difference of opinion as someone who has been involved in legislative affairs for years believes this is a benefit to students and is implementable. She said this year they will have successfully managed over \$41,000. This only increases the budget by \$6-7,000. The reason there was \$41,000 was because there was a larger reserve than normal and that is the only reason she was able to accomplish what happened this year. They will have about \$7,000 in reserves. Roberts congratulated Galloway she knows that she worked really hard on this referendum.

MOTION ASB-14-W-39 by Ellison

Approve the Legislative Action Fund Fee Restructure Referendum proposed language changing the amount to \$1 per quarter.

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

- D. Assessment Process Job Description Changes (20 minutes) Doc. 5 Eckroth
 Majkut asked to consider delaying the new position until after the budget process. Roberts suggested approving the job descriptions pending the budgeting process. This does have an administrative issue as far as getting those positions hired. Hernandez said that it ~~might be able to~~ ~~to~~ work if Personnel Assistant Director would help with the search committees. It is hard to reach out to students all students during the summer and applicant pools are smaller. Roberts said t~~T~~his hiring committee would add extra work to students who are here during the summer. Burke ~~said B~~thinks that Budget Committee should be involved in the decision about the implications of these increases. could make the end all be all of the committee. Hernandez said

that they couldn't post them until the budget committee approves it. Hernandez thinks that it will add a lot of work for the office to hire during the summer to the office. Majkut said that the AS Budget would need to be passed by the Board and this would be late May or early June. They would not be hired this academic year. Ellison said that they could warn the KVIK position with a warning that they might be decreasing the position. Hernandez clarified that the original job description for the KVIK Coordinator position will be posted with a note that the salary and hours may change.

MOTION ASB-14-W-40 by Galloway

Approve the AS Personnel Assistant Director I Job Description changing from a 3 quarter to 4 quarter position.

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

MOTION ASB-14-W-41 by Galloway

Approve the new 3 quarter KVIK Assistant Coordinator pending budget committee recommendations.

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

MOTION ASB-14-W-42 by Galloway

Approve the new ROP Legal Information Center hourly position pending budget committee recommendations.

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

The Board took a 5 minute break and reconvened at the meeting back to order at 7:33 p.m.

A. Community Welfare Proposal (5 minutes) Doc. 2 Galloway

Galloway said that she made changes to saying the top focus was more lighting. This is part one of the proposal. Eckroth and AS Transportation Advisory Committee will be working on the Transportation Master Plan and this will be implemented into this proposal. Guizar asked if anyone had contacted the police about the panic buttons to find out about their usage rates. Galloway said they had no new information on this. Roberts said last week they spoke about what is reasonable to prioritize. Roberts feels panic button efficiency would be difficult to quantify. Eckroth has a minor in disaster risk reduction and feels that lighting would be mitigating a potential problem and the panic button would be responding to an issue. Eckroth thinks it is good to focus on mitigating because most people have a cell phone and would be able to call for help. Roberts ~~said confirmed with that~~ the Board that they decided to would approve ~~with the strategic direction and~~ that the most efficient and effective way to mitigate problems be pursued. For example prioritizing lighting. The document will be called the "AS Local Agenda" because is not legislatively based.

MOTION ASB-14-W-43 By Eckroth

Approve Community Welfare as a priority in the AS Local Agenda.

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

C. Salary Determination Policy & Calculator (15 minutes) Doc. 4 Guizar

Hernandez said that they will develop a process to review the classifications. Roberts said that if they cut out the Associate Director then there will be a big gap between the other levels of 10.5%. Majkut said that the position would still exist there just wouldn't be anyone paid at that level. There is still the potential for a new position to be created in this classification in the future. Monger said that she made a few non-substantive changes to the Salary Tool based on suggestions from Raquel Wilson, Finance Manager. The policy will be changed to follow the process for the tool.

MOTION ASB-14-W-44 by Ellison

Approve the AS Salary Determination Policy & Calculator Tool changing the policy to reflect the process for creating the tool.

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

VI. PERSONNEL ITEMS *(subject to immediate action)***VII. ACTION ITEMS - Board***

- A. AS Board Parliamentary Procedures (20 minutes) Doc. 6 Ellison
 Ellison suggested “If the chair has a conflict of interest or bias towards an item on the agenda, the Vice Chair should take over for the facilitation of the item. If there is any dispute about the presence of a conflict of interest or bias the question will go...”. Also changing an affirmative vote to be signified by saying “aye”.

MOTION ASB-14-W-45 by Galloway

Approve the AS Board Parliamentary Procedures as amended.

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

VIII. INFORMATION ITEMS - Board***X. BOARD REPORTS****President:**

Carly Roberts had nothing to report.

VP for Academic Affairs: Josie Ellison had nothing to report.

VP for Activities

Jarred Tyson reported that AS Pop Music will hold the 5th Annual Music Industry Conference on February 22nd. The VU Gallery held its closing reception for Cabinet of Curiosity, a show that showcases some “intriguing, rare, and bizarre items the campus has to offer,” on February 19th. The AS Club Showcase, hosted by the Club Hub, has been going phenomenally with the change in event format done from the previous year. Props all of the above employees. AS Activities Council did not meet this week but we are expecting a large amount of requests due to having no meeting on the Monday before. The council has a new Vice Chair as we have a new AS Assistant Business Director, Kaleb Øde. Departmentally Related Activities Committee met on the 18th and discussed guidelines for S&A Fee spending. Discussed presentations process and format from the different parts of DRAC.

VP for Business and Operations: Morgan Burke had nothing to report, this is her first meeting

VP for Diversity

Mayra Guizar reported that the President's Taskforce for Equity, Inclusion, and Diversity met to talk about the climate on campus. Bruce Shepard requested that the Taskforce talk about cultural competency and possible changes that should be made to educate. Members threw around ideas on how to address it, and the conversation will continue at the next meeting. Guizar dittoed Galloway's Board report on the passing of the REAL Hope Act.

VP for Governmental Affairs

Kaylee Galloway reported that the Washington Student Association held a very successful Statewide Lobby Day with meetings, a rally, and workshops. She said there was also the WSA Board meeting on Saturday where they talked about the status of legislative session and the bills the organization is following. Lastly, Galloway was ecstatic to announce that SB 6523, the REAL Hope Act, passed the House on February 18th 75-22-1. She said that this is a very historic moment for Washington State students and is really proud of everyone who helped see this bill through.

VP for Student Life: Robby Eckroth had nothing to report.

XIII. OTHER BUSINESS

- A. AS scholarships: The Board works with a Director to review the scholarship applications before they are published and then they review the recipients after they are approved.
 B. Congratulations to Morgan Burke on her first Board Meeting! There was applause. This is the most female identified board of the last few years people ever to serve on the Board concurrently.

The meeting was adjourned by acclamation at 7:57 p.m.

DRAFT