

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

Wednesday, February 12, 2014

VU 567

AS Board Officers: *Present:* Carly Roberts (President), Josie Ellison (VP Academics), Jarred Tyson (VP Activities), 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: Joseph Levy, Sarah Kohout; KVIK: Jamie Hoover; Resource & Outreach Programs: Samantha Goldblatt, Matt Smith; Assessment: Kacy Cunningham; Western Front: Lisa Hansen; AS Personnel: Nidia Hernandez; Student Labor Action Project of WWU: Patrick Stickney

MOTIONS

ASB-14-W-34 Certify the 2014 Special Election Results. *Passed*

ASB-14-W-35 Ratify Taylor Franks as the AS Business Director. *Passed*

ASB-14-W-36 Approve Consent Item C- Committee Appointments. *Passed*

Carly Roberts, AS President, called the meeting to order at 6:03 p.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA- Move Consent Items between Action Items and Information Items to accommodate the Personnel Director.

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

IV. INFORMATION ITEMS - Guests*

A. Community Welfare Proposal *(20 minutes)* Doc. 1 Galloway

Joseph levy, AS Local Liaison said this is part of the AS local agenda. They have already passed a Rental Safety Resolution. Mayor Linville has already stated that one of her biggest priorities is public safety. The students are also focusing on this asking for more lighting, panic buttons, sidewalks, etc. This proposal requests additional lighting, focusing on Laurel Park which was the scene of the riot that happened in October. They are also prioritizing the area around 21st and Donovan as well as between Buchanan Towers and Birnam Wood. They are hoping to get LED lighting. Roberts asked if there has been research into the numbers for how often the panic buttons are used. She has heard that most of the calls have been false alarms. Levy said that campus does in general seem safer than off campus and feels that it might be important to have them in areas that are immediately surrounding campus. The attacks that get reported are often from off campus. Eckroth thinks that lighting may be more effective than the panic buttons. Burke said that many times when people go off campus, they don't take their cell phones so it might be more of an incentive to have panic buttons off campus. Galloway asked if they could add things to this document under consent items for efficiency. This is not an all-inclusive document and small things might come up in the future. Tyson said that this is a great way to connect with the Bellingham Community and he is glad that they have the AS Local Liaison. Levy said that this is more of a guiding document for him, and will not be shown to legislators. Roberts said that the Board can give general direction to liaisons in consent items. She thinks that when it comes to lighting versus panic buttons the board is giving a general direction of using things that have been shown to be effective and maximize the returns. She thinks that it can be up to the AS Local Liaison and Legislative Affairs Council to implement the strategic direction in terms of what kinds of installations they would like to see. Eckroth thinks they should look at the proposal from the student perspective, as students who are actively engaged in this community. Roberts said that students exist within the context of the community and they should do their part to advocate within that context.

VIII. INFORMATION ITEMS - Board*- this item was while the Board waited for guests to arrive.

A. AS Board Parliamentary Procedures

(30 minutes)

Doc. 5 Ellison

Ellison would like to see a work session on this later in the year to discuss this item as a whole, but it seemed clear that this needed to be changed. Roberts said that her interpretation of this and conversations with Majkut she feels that this is less about being actively engaged, and more about being antagonistic. This would typically come up when someone has a lot of personal feelings or their bias is in questions. This is something that can happen to every Board member. Each Board members should maintain as much objectivity as possible in any situation, but they are human and these things can come up. It has been on the burden of the chair to notice when they should not facilitate. Ellison said that they also made #12 sound more authoritative. Ellison said that if there are only 7 people on the Board it is important for all of them to be able to actively participate without anyone feeling as though they are in the grey area of the ParliPro. Galloway said that traditionally the President or Chair of a committee doesn't vote unless there is a tie. She thinks that in their structure, it is hard because there are parts where the AS President is acting as a voting member and acting as a chair. Galloway said that there are ways in which a chair could sway a conversation. Roberts has felt comfortable in the current structure because there are other Roberts Rules to allow for overriding the chair. It made her confident as a Vice President and as the chair that discussion and decision making is managed well. Tyson thinks that it is easy for someone presenting documents to have biases. He is not sure how to address in this document. He thinks it is easy to be personally invested/biased. Majkut said there has been discussions over the years about whether Board Members should vote on items that they bring. But something is being brought from their area and it is often something they are passionate about, why wouldn't the Board member vote on it? It is within their portfolio of responsibilities. The difference with the chair is that the chair maintains authority to guide the flow of information. They have a responsibility to ensure equal access to speaking, he thinks that this role is different than a Board member bringing items forward, which is part of the responsibilities. It is part of the President's responsibility to try to maintain the process while actively engaging in the conversation and there can be challenges with this. Roberts said that the second part of the statement saying "personal investment" leaves too much room for interpretation because she is invested in every single thing that comes to the Board. Eckroth said that there are situations where real bias exists. For instance, his brother was up for an appointment that he was voting on, so he abstained. Galloway suggested changing the wording to bias or conflict of interest. Tyson said that it might be a conflict of interest, but it is still within their purview. Burke thinks that the difference is if there is a personal gain, if it is benefiting a group, which is different. Roberts said that this gets at how they are not a constituency based group. They are representing all of the students of Western within the context of their specific areas, such as Activities. Roberts would like to know what people think about having the Board vote to remove the President from their chairship. Ellison said that the chair might not always see a bias, but the Board might and this would allow for checks and balances. In guideline 6 there is precedence to overrule the chair. Roberts's concern is that she envisioned the implementation of this being a discussion about the bias in the meeting which might give personal information. Galloway feels this ensures that the Board is being maximized in their efficiency/effectiveness and that their needs as a body are being met. She feels this is a good precautionary clause if the chair won't be effective in facilitating a topic. Ellison doesn't feel that this would ever need to be used, because most people know when they have bias, but it creates a safeguard for a worst case scenario. Burke feels that it offers a place for a discussion on this, she doesn't feel that there has to be a vote. Roberts clarified that this would not remove the vote of the chair. They don't have the authority to remove the ability for a Board member to vote. She just wanted to make sure to that they envision this being used and make sure that their wording is clear .

B. Legislative Action Fund Restructure

(40 minutes)

Doc. 2 Galloway

Galloway said that a lot of care has gone into this document. She did her best to address any concerns that people might have about this topic. Guizar really appreciates the information on how the opt-out process will work and feels that it isn't difficult. Ellison dittoed. She had some concerns initially about how accessible the process was for students. Galloway said that the opt-out fee is unprecedented on this campus so this is just research she has done to try to make this the most accessible. Guizar noticed that the personnel opportunities include providing a stipend for the Western Votes President. She is wondering how this club is different from all of the other clubs. Galloway said that Western Votes is different than other clubs because they are contracted with the AS. The Western Votes President is not technically an employee of the Representation & Engagement Programs but they would benefit from treating this student like an employee. The University of Washington offers a stipend to their Washington Student Lobby representative and they do serve under the Governmental Relations Office. Sarah Kohout (current Western Votes President) said that this would hold the president more accountable to the tasks outlined in the contract. Stickney said that this came out of conversations last year. They originally looked at making them the Western Votes President a full-time AS employee. But the stipend would offer more flexibility to the contracted position. In the current system there is a burden on the other staff people in the Representation & Engagement Programs (REP) in terms of logistics such as ERs and room reservations. This helps increase the ability in organizing as a whole. Roberts said that by approving this language, they wouldn't be approving all of the individual proposed expenditures, the board should be looking at the fee holistically in terms of whether the funds are needed. Roberts said that ESC Clubs put on large scale events and if they are moving in a direction to stipend Western Votes, then they may need to look at this for other clubs with similar duties. Guizar said that a lot of work goes into events like the heritage dinners and involve doing ERS, room reservations, working with catering, etc. Majkut said that there is no requirement for any ESC Club to put on any event, whereas Western Votes has a contractual relationship to perform certain duties. They are similar to a club but they have agreed to do certain things. Roberts said that from her conversations with students, while there is a less formal relationship with the ESC, students in leadership positions do feel a lot of pressure to provide services and put on the events that have become traditions. Guizar and Ellison dittoed. Galloway said that this could be a great precedence to make with a job description and more accountability. It may open it up to have the Western Votes President as a REP employee. She would love to see more employment opportunities for students and if the ESC Presidents want to create a contract with the AS, they might be eligible for a stipend. Galloway said this could possibly be funded through this fee in an effort to increase representation for students of all identities. This would be a good way to move the AS forward in student representation. Getting everyone job descriptions could increase accountability and availability of services for students. Roberts thinks that it is a bit of a jump to go from lobby trips to heritage dinners and if this referendum is going to have that wide of a scope it should be clear. Galloway said that, according to the language passed by the Board of Trustees, the only responsibility the fund has is to more directly represent Western Students in legislative matters. She thinks this could be broadened to include representing Western Students in general. Roberts said that this money would then be fulfilling the AS Mission and should come for Service & Activities Fee. She thinks that this referendum needs to "stay in its lane". This fund was started to fund the dues to the Washington Student Association (WSA). The fee was restructured to help control the money again to pay dues proportional to the student population instead of almost half of the funds for WSA. Ellison does like the precedence that this might set in this area.

Eckroth said that under the possibilities it would give students direct access to the United States Student Association (USSA). He wondered how this would affect the normal Western student because they will not all be able to go to Washington DC. Galloway said that the main benefit is more representation at the Federal level. For example when the President of the

USSA is sitting in the same room as the President of the United States showing them two priorities that were drafted at USSA Congress by two people that are sitting in this room; that is representing Western Students. Also, the AS and Western Students will have greater access to the West Coast field organizer to assist in campaigns. More access to Grass Roots Organizing Weekend (GROW) training. This can be applied to any student campaign. Stickney (a GROW trainer) said that the GROW sessions can be for 60-100 students. They send students from all over the country to train other students. This can help increase involvement in specific areas and offers a whole range of skills. This has been the core of the campaigns with legislators at Western and in the WSA as a whole. It is a certain way of thinking about issues and trying to get what they are looking for. Stickney said that this is a training that comes directly from people who have been doing community organizing since the 1970s. The USSA field organizer meets with students from diverse parts of campus to see what campus is like and help them come up with the best ways to improve things for students. These are the on campus benefits. Becoming USSA members is not mandatory, but is a possible option. USSA gives power projected on a national scale to allow for discussions with legislators from all over the US, instead of just the 4-5 Washington State representatives. Kouhout has been working with the West Coast Organizer and he is volunteering his time to help her directly at this point. Being direct members would be a benefit. Galloway dittoed. Roberts would like to hear some conversation about the referendum as a whole. Galloway has offered two opt-out fees one for \$1 and one for \$2. Central Washington currently has a \$1 fee. Galloway has also been looking at other ways to increase funding, such as going through the Services & Activities Fee committee to try to get more funding for representation. The biggest downside is that there are students concerned about the legislative activities they cannot opt out of those fees. She feels that it takes students' rights away. Majkut said that where it says voluntary it means that the students have to decide voluntarily to tax themselves, it doesn't mean as an individual. Stickney thought that due to the political activities there are court cases that restrict this. Majkut said that there are a lot of laws around union activities. If members are paying dues to be part of the Associated Students but if they don't agree then this creates more of an issue. There are some laws surrounding this, but he is not that familiar with these laws. Roberts gave some feedback from the Board of Trustees (BOT) meeting where she presented this as an information item. The last time it went through the BOT they were opposed to the opt-out fee. They said that they are not currently against opt-out fees in principle, but they provided caution. They have a lot of respect for student autonomy in levying fees on themselves but they provided caution that the Board knows that the LAF is for, they have benefited from it and directly engaged in using it. The majority of students don't know what it is. The caution is that the students need to clearly understand the value of this fee. They encouraged the Board to think about sustainability and other places that this funding can come from. The comment was that they never get complaints about an opt-in fee, but people do about an opt-out fee. She wants people to consider the consequences of adding another fee. Galloway said this is not adding another fee, this is restructuring a fee. In talking with the students at Central Washington University they are not upset about the fee because it is only a dollar. Galloway thinks they shouldn't be concerned about people being upset about the fee when they learn what it is for. Stickney said that people might not understand why they have the Alternative Transportation Fee, but they understand getting home for free. They might not understand paying \$35 for the Student Tech Fee, but they understand being able to print on campus. They may not understand the value of the LAF but they understand lobbying on behalf of students to keep tuition prices down and represent their interests. Kouhout feels that Western Votes and the REP can continue education for more than one generation of students. Guizar doesn't want this to come from the S & A fee. She doesn't feel it is a difficult process to opt-out of the fee. Tyson keeps trying to think of the perspective of the general student. He would like to see a strong educational campaign. Not every student uses every fee, he is concerned about students seeing another fee on their bill. Ellison thinks that as a general

student she can see how having another line item on there would be, they aren't going to have as much problem with a \$2 fee verses the \$90 fee Rec Center Fee or \$35 Tech fee. Eckroth thinks that the students should have a say in this and it should go to a student vote. 4 dittoed. Roberts agreed that it should come to a student vote, she is not sure that this is the right time for this. \$2 per quarter is a very good return on investment, but looking at their current capacity with the funds that they have this may be more funds than what they know what to do with. She is concerned about the additional professional staffing needed to handle the additional administrative burdens within this fee. Ellison said that she agrees with not knowing if this is going to be the right amount. They could come back to the students if it is too much. Galloway thinks that \$1 might be a great place to start out. She thinks that the \$48,000 looks a lot more manageable to her as a good first step. This would still almost double the current revenue. If in 5 years they find out this is not enough funding then they could increase the fee by another dollar. Kohout said that at this point they can't sustain an increase to the WSA dues which will be coming in the future. Ellison thinks that approval of this fee should return to a vote of the student body on a regular basis. Galloway dittoed. Roberts is concerned because they can always find things to do with more money but she doesn't know that they have the luxury of getting funding and then figuring out what they will do with it if they don't have the infrastructure to support these activities. She would like to see this addressing needs. If they are able to accomplish their needs at \$.75 then they should go with that amount. No matter how small per person, they need to be respectful of students and using the funds correctly. Burke said that if a predetermined budget was laid out, it might justify asking for more funds. Roberts thinks that the rate of growth is there, but it is more linear than as exponential, and doesn't necessitate \$98,000 per year. Roberts wonders if the need justifies the gathering of funds. Stickney said, that from his perspective, if they identify ahead how things would be spent it provides constraints. People may have problems with the fee for different reasons. If someone has an issue with one line item they might vote against it as a whole. Galloway would like to find a compromise between not allocating all the funding and not allocating it at all, she came up with a more general budget for the funding this year. She can bring this kind of budget to the Board. Roberts said that they need to demonstrate the need, any area of the AS could be improved with more money. Galloway thinks that this year has shown a need for additional support. There is higher participation from students. Looking at the funding requests for this year there is a need. If they are making decisions now to set up for success they need to build in for a little bit of expansion. Ellison said that many of these potential items, were discussed during the work session about AS Board Job Descriptions as needs. Burke said that if the expenses this year are laid out to support the limitations they struggled with, that would be helpful. There could also be a general budget with big picture outlooks, but not specified line items. Roberts said that if they are looking at expanding this part of revenue then they should review what they are funding through S & A fees and they should see if there is anything that can be moved. Guizar is looking at the additional educational opportunities it could offer, she thinks it would be great to bring speakers to campus. Ellison thinks that this is very well thought out and she appreciates the time that went into this. Unanimous dittoes.

The Board took a break and reconvened at 7:26 p.m.

- C. Assessment Process Job Descriptions (15 minutes) Doc. 3 Eckroth
Kacy Cunningham, AS Assessment Coordinator said the Structure & Program Advisory Committee decided that there needed to be another person in the Legal Information Center (LIC). Samantha Goldblatt, AS Legal Information Center Coordinator said that the work study pool is not as large anymore and the work in the office is specialized requiring certain skills. They looked at the possibility of adding more interns, but due to the confidential nature of the office, they didn't feel that this was a good idea. The LIC needs to be doing more active outreach. This means social media and tabling and this is not feasible with one staff person and possibly a work study. The job description was passed by Personnel Committee is a 10 hour

per week hourly position. The hours would be on a trial basis, they feel that with more visibility there will be more work. Hernandez said that Personnel Committee was flexible with the 10 hours and they thought this was a good starting point. They would assess it after a year. They will maintain 8 posted office hours to peer advise but could use the other hours to go to meetings or work on projects. Roberts said that in AS Productions there are production assistants who help out all of the offices within that department, she wondered if this would be helpful in the Resource & Outreach Programs (ROP). Burke thinks this might help with part of the issue but they need the peer advisors. Guizar thinks that they need to be more knowledgeable about the offices that they are tabling for. Roberts said that she was an hourly production assistant and she was able to speak about every office in the AS (including the ROP) by about two months in to her position. She thinks it is possible. Maybe by having floater help would free up time for doing more specialized work. She thinks this might be a long term strategic direction. She thinks that this LIC position may be a good bandaid for now to help with this issue. Matt Smith, AS ROP Director said that it is a good summary of some of the issues they face. Smith thinks it might be good to have a centralized marketing person. But for now this addresses the issues of the LIC. Goldblatt said that the LIC would like to do more programming. She's not sure that a floating person would be able to create this specified programming. Tyson had trouble doing programming and support for clubs because it is very hard to be a one person office. Cunningham feels there is a great need in this area.

AS KVIK Assistant Coordinator: request to add an assistant coordinator position at 15 hours. There is currently only one student position that is working at 19 hours. Jamie Hoover, advisor said that in 2010 KVIK asked for an assistant coordinator. Instead the Board increased the coordinator to 19 hours and gave two weeks of planning time during the summer. The one position currently provides oversight to 50-100 volunteers, 4 executive producers, and interns. They are also liaison to the Publicity Center, attend all meetings, make reservations and attend all productions. They are not able to do marketing and assessment because there is not time with only one employee. As they were doing the Assessment process they realized they didn't have survey information. More importantly this new position would be able to work with the PC on marketing, facilitate surveys on the attendees and the volunteers who participate. KVIK continues to grow but they don't know why because they are not surveying the volunteers who participate. If this position was approved then the Coordinator would drop down to 15 hours. This has also gone through Personnel and was approved. Roberts is really supportive of this change. She worked across the hall from the KVIK Coordinator for 2 years and felt that they were consistently overloaded. KVIK events are well attended. Roberts feels they need to give the activity the support necessary to be a success. Tyson and Eckroth dittoed. Eckroth knew that they were working a lot of hours. Hoover said that the last coordinator had an additional 10-15 hours a week as an intern to do marketing. He was there for about 30-40 hours per week. But, there can't be an expectation that employees all do this. This proposal is to help alleviate the workload and allow for more focus on assessment. The preferred qualification have marketing experience listed. Roberts asked about space in the office. Hoover said there is an extra desk.

AS Personnel Assistant Director I: Hernandez said that it is recommended to increase this to a four quarter position. The amount of work in the office has grown drastically in the past few years and a lot of things happen during summer quarter. There is a committee that assists with planning fall training, but most of the work is done by the director. This position works with trainings throughout the year so this would be applicable experience. Currently, there is no time for the AS Personnel Director to take the required vacation time. The outgoing Personnel Director has to wrap up hiring in spring quarter and cannot plan ahead. The position works over intersession to plan summer staff training for the first day back for AS employees. Cunningham said that SPAC and Personnel Committee approved this proposal. Hernandez said that they would like to keep it as 15 hours and they will be starting the Monday before

summer classes begin. The only other addition was adding implementation and training on fall staff development. The board thinks the changes make sense.

Summary of fiscal impacts- Cunningham said that there might be a budget offset for the Personnel office changes. Some of the KVIK Coordinator expenses will be offset by moving the coordinator from 19 to 15 hours. These numbers are just to let the Board know what the numbers might look like for all Personnel Items. The other items will be coming in the future. The new proposed AS Salary Schedule will also be an increase. Roberts said that this is a big number to try to work around at this point. The Board must be very critical about their decisions. They need to prioritize and do due diligence. They need to think about where they are headed as an organization in services versus deliverables. A service would be helping connect students to resources but a deliverable is a concert or event. Hernandez said that they have been critical of things at Personnel Committee because they realize that they don't have unlimited funding. Galloway sees this year as seeing growth and expansion in the AS. If they want to see this, these are great ways to do this. She is supporting additional personnel opportunities to help students get through school. Self-care is promoted in this organization but they overload job descriptions. She thinks in an effort to support self-care they need to listen to their offices. The reasons that they moved to results oriented was to help show what students are being asked to accomplish. They may need to look at the student need and think about where they draw the line between what is wanted and what is needed.

Cunningham said that for the three job descriptions that have gone through SPAC it has gone through the students at-large in a long term strategic plan. LIC it is apparent that students need support and don't know that it is out there. Roberts said they should think about growth and expansion in terms of what the returns are to students. Bigger is not necessarily better. Eckroth dittoed. Roberts said they looked at program saturation because they were doing so much programming that they were diminishing the return on the investment into those hours spent programming and the events. They are still not that far removed from that but she thinks that they shouldn't forget the progress in scaling back. Majkut said that he doesn't disagree with the positions and said that some of them are justice issues about being paid for the work they are doing. The AS has a strategic plan that talks about growth areas. He thinks that the comments about program saturation, what the returns to students are relevant and he encourages them to look at the strategic plan for areas to focus on growth. Majkut said that the secondary effect is in professional staff support necessary in this area. The staff is at maximum or beyond maximum. Each time positions are added this has a necessity in providing staff support. Those positions are fairly expensive in the \$50-60,000 area with cost and benefits. There needs to be support to help people achieve their goals. The AS process is a little backwards in that they set up the positions and then set the budgets afterwards. Majkut said that where possible they should think about approving the positions but not necessarily hiring them and wait until after the budget process is done. This would give them a better picture of the impacts and all the budget implications. Even though in concept they might approve the positions, if there isn't funding then it might not be able to happen. Majkut said that in the current budget situation, he doesn't anticipate an increase in money from the Services & Activities fee without increasing the fee and doesn't think they can move a lot of dollars around. He thinks that there will be a lot of pressure on the budget this year, student staff pressures, student pressures and programming dollars. Majkut thinks that dealing with the justice issue is important in making sure people are paid reasonably, in terms of the salary policy. Eckroth said they should also consider adding more events in terms of the impacts on service offices such as the Publicity Center, they are already bogged down trying to advertise for events. Hernandez said another thing to keep in mind is that office space can be an issue. There are currently 7 people in the Representation & Engagement Programs Office and it is a small space. Galloway said clarified that two positions are being added and the rest are expanding positions that already exist.

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

Guizar said that this went through Management Council and Personnel Committee. Burke said that they have included many details to the policy so that the salary could be figured out even without the tool. The policy drives the tool. In the past salary was based off of tuition and then it moved from there to minimum wage. State employee wages have been frozen for 5 years. They are now going with a 3.5% above minimum wage base pay. Assistant Directors used to be paid less than coordinators even though they were providing oversight for coordinators. The new percentage break downs helps with this issue. Wage levels are in the top left corner. The 30 hours of Fall Staff Development training has been broken out and will be paid in a lump sum. Hernandez consulted with Human Resources and they suggested that the fall training hours shouldn't be prorated. Burke said that they looked at the minimum wage changes over the past ten years, it doesn't stay in a consistent path so they want to create a buffer with the 3.5%. This will allow the AS Budget to remain the same even if the minimum wage increases in January. The percentage distribution numbers are now equal between coordinator and director and president. 3.5% is partially there because there was actually a decrease in pay for some positions with the new schedule and they didn't want to do this to employees. Hernandez said that some positions are not seeing large increases because their pay has been increasing as minimum wage increased. There was a compression issue because the proportional differences were not increasing. Galloway huge kudos to those involved in this. Unanimous dittoes. Burke said that the Assistant Coordinators provide oversight for hourly employees which are usually paid at minimum wage. But the base rate for the salary is above minimum wage. Majkut said that after reviewing many documents like this, he thinks that this is the most understandable one. He thinks that tying the base salary to the minimum wage makes the salaried employees pay increase when the hourly pay increases with the minimum wage. As the minimum wage increases, a good amount of money will be needed in budget each year to cover the increases and they need to be aware of this. The policy is structured in a way that if the wage freeze occurs the wages will freeze again, but the lowest salary will never get below minimum wage. Majkut said that there has been discussions at the state to increase the minimum wage significantly. It does pay attention to this issue. Hernandez said that the subcommittee discussed significant increases in minimum wage but it is able to be worked around. Hernandez gave kudos to Monger for her work on the policy and tool. Kudos to the Summer Personnel Committee for tackling this issue. Unanimous kudos. Burke gave credit to Le for starting the templates. Monger made a few changes from the template to ensure that everything the Personnel Office needs for paperwork and job descriptions are in the tool itself so they can be easily transferred to the necessary documents.

V. ACTION ITEMS - Guests*

VI. PERSONNEL ITEMS (subject to immediate action)

VII. ACTION ITEMS - Board*

IX. CONSENT ITEMS (subject to immediate action)

A. Certification of the Special Election Results (5 minutes) Doc. 6 Roberts

Nic Doherty prepared a report with the Election Results from the Special Elections to elect the new Vice President for Business & Operations.

MOTION ASB-14-W-34 by Ellison

Certify the 2014 Special Election Results.

Second: Tyson

Vote: 6 - 0 - 0

Action: Passed

B. Business Director Appointment

Morgan Burke resigned as Business Director after accepting the AS Vice President for Business

and Operations position. Roberts said that Personnel Committee recommended appointing Taylor Franks as the Business Director. The person who provides oversight for the position, Roberts, wrote a recommendation to appoint Taylor Franks. Herandez said that the motion passed 4-0-0 with that motion they passed a motion to allow Franks to begin informal interviews to help choose a candidate for appointment to the Assistant Business Director. This recommendation will look similar to the process for the Western Gives Back Logistics Coordinator. If this happened earlier in the year they would have the position up for applications, but to provide the smoothest transition for the students, they will be appointing..

MOTION ASB-14-W-35 by Galloway

Ratify Taylor Franks as the AS Business Director.

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

C. Committee Appointments

AS Activities Council

Giselle Alcantar Soto Spanish/French Junior

AS Disability Advisory Committee

Brandi Ball Speech-Language Pathology Grad Student

AS Legislative Affairs Council

Maia Hanson Biology/Math Junior

AS Election Board

Matthew Stidham Political Science and Economics Junior

MOTION ASB-14-W-36 by Eckroth

Approve Consent Item C- Committee Appointments.

Second: Guizar Vote: 6 - 0 - 0 Action: Passes

X. BOARD REPORTS

President

Roberts reported that there has been a date set for the release of the WWU app- April 1st. Roberts reported that she hoped Board members would consider attending Bellingham City Club on February 26th, the theme of this month's meeting is poverty in Whatcom county. Roberts reported that the Governor will be visiting campus on February 17th. She and Kaylee will be present as the representatives of student government. The Board of Trustees (BOT) meeting Roberts attended on Thursday and Friday provided excellent discussion about Western's role and presence in the Seattle area. The BOT approved a construction contract for Nash Hall Fire Sprinklers and interior improvements as well as a consultant contract for Ridgeway Kappa.

VP for Academic Affairs

Ellison reported that the Faculty Senate heard the motion from Academic Coordinating Commission to remove the SAT/ACT exemption from ENG 101 and after extended conversation moved it forward. Student Tech Fee will be finalizing the abstracts moving forward on February 13th. More updates would be provided at the next meeting. Academic Coordinating commission has been working hard to approve courses and programs before the catalog deadline, including the work with the new developments in Engineering at Western.

VP for Activities

Tyson reported that AS Productions Films will be showing Catching Fire on February 12th in AH 100 for free. The second annual Laser Tag, hosted by ASP Special Events, went really well, Kudos to the AS Special Events Coordinator. The VU Gallery will be hosting a show named Cabinet of Curiosity from February 2nd to the 20th. AS Pop Music will be having its annual Pop Music Industry on February 22nd where individuals interested in the music industry have a

chance to network. The Club Hub had its first successful week of AS Club Showcase on North Campus and will be continuing the following week on South Campus. The AS Activities Council recognized two clubs this week and discussed creating a publication to complete the “full circle” effect to help clubs showcase the things they do to the student body. The Athletic Director Search committee held its semifinalist interviews. Currently in process of choosing metrics to assess OrgSync to decide whether or not it should be institutionalized. He had discussion with the Student Activities Advisor and the Club Hub about having Viking Village moved to OrgSync.

VP for Diversity

Guizar reported that the BSU Heritage dinner last weekend was very successful. They sold out by noon the day of the dinner and were still turning people away. She said the ESC is having a Brown Paper bag discussion after showing the ESC Documentary on February 19, from 6-8:30 pm. They will also be having a discussion about President Bruce Shepard’s blog post and other topics such as why the ESC is so important. The ESC Program Support Coordinator and ESC Public Relations Coordinator job descriptions have been totally made over and are being seen at Personnel Committee next Monday. Personnel Committee meetings have been running longer because of all the job descriptions that are coming in, so start expecting to see those at the Board level soon. The ROP is working on solidifying their event series right now, more info to come as it gets closer to Spring quarter.

VP for Governmental Affairs

Galloway reported that LAC has passed funding for a 6th person to attend USSA LegCon as well as \$975 to reimburse the Operational Enhancement budget for WSA Lobby Day. She said that they are also working on the AS Federal Agenda and are drafting four proposals. She said that Western Votes held their General Assembly where they prepared for lobby day, endorsed the LAC proposals, and officially elected two executive board members. Lastly, Galloway reported that in addition to the Legislative Action Fund Restructure, she has been working on revising the AS Vote Coordinator job description and really hopes that the Board is able to review it at their next meeting.

VP for Student Life

Eckroth reported that the Green Energy Fee committee approved to grant an additional \$160,000 to the Western Solution’s Solar Thermal Project. The initial estimate did not account for everything required to construct the project, so the Green Energy Fee committee voted to fund the lack of funding. Eckroth reported that two representatives from Whatcom Transportation Authority met with a few members from the Alternative Transportation Fee committee to discuss the proposed Late Night Shuttle expansion into the Happy Valley Neighborhood. The WTA representatives had no concerns about the route and also proposed a few alterations in the route that could better serve Western students.

XIII. OTHER BUSINESS

- A. Deadline for docs for the next meeting is 2 p.m. Tuesday
- B. The Wednesday night Board meetings will begin at 6:15 p.m.

The meeting was adjourned by acclamation at 8:45 p.m.