

Western Washington University Associated Students Board of Directors Meeting

Friday, July 25th, 2014 8:15 a.m. VU 567

AS Board Officers: *Present:* Annika Wolters (President), Jaleesa Smiley (VP Academics), Giselle Alcantar Soto (VP Activities), Chelsea Ghant (VP Business & Operations), Cristina Rodriguez (VP Diversity), Sarah Kohout (VP Governmental Affairs), and Zach Dugovich (VP Student Life)

Advisor(s): Lisa Rosenberg, Assistant Director of Student Activities

Guest(s): Jamie Hoover, KUGS Manager, Raquel Wilson, Finance Manager

Annika Wolters, AS President, called the meeting to order at 8:19 a.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA

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

IV. INFORMATION ITEMS - Guests*

A. KUGS & ASP Collaboration- Supplemental Funding (20 Minutes) Doc. 1 Alcantar Soto

Alcantar Soto said this year is the 40th year of KUGS birthday. Last year KUGS did a small celebration at the underground and it didn't have many attendants. This year KUGS would like to go a little bigger to kick off the year. KUGS has collaborating with Associated Student Productions (ASP) to get this proposal together. Any time the AS have collaboration or bigger events in the beginning of the year it draws more people to the event. KUGS and ASP are asking \$3,000 from Operating Enhancement fund to throw this birthday bash. Kohout asked how much is currently in the Operating Enhancement budget. Ghant responded \$10,000. Dugovich asked what kind of large scale performers are being looked at. Alcantar Soto said she remembers hearing the possibility of the bands Atmosphere and Phatogram. First they want to secure the funding in order to make a strong offer. Those are two possibilities. Hoover said historically KUGS doesn't have line items in their budget for events. The responsibilities that KUGS takes on as part of the contribution and collaboration is to pay for all large scale events services, the concert sound and security, and all promotions and hospitality. And all of the items that have line items are budgeting to KUGS then they can go ahead. The organization can go ahead and pay for those things that would be that contribution. For AS Pop it would be the performance fees. And then the revenue would go back to ASP. Hoover explained it is more about having the resources from the KUGS side to help pay for the administrative aspect of the event and the performance side would be the ASP side. It would be a real collaborative event and ASP would receive the revenue from it. She believes in the documents, there are two different revenue streams for the Multi-Purpose Room (MPR) and the Performing Arts Center (PAC). Alcantar Soto said there is one budget for the MPR that has a capacity of 800. Another is in the PAC that has a capacity of 1050 people. It depends on how much funding they get and the band they get. Hoover explained historically in the past for the 30th and the 35th anniversary, both have been sell-outs in the past because of two big offices working together. They are looking at early November to host this event. Ghant asked when looking at the budget the opening act is 1200 and 800 and wondered why there is a difference. Hoover said working with Carly Roberts, ASP Director, they came up with two different scenarios, one if it was a national band or a more local band. On the 35th anniversary the event had one opening act and for the 30th anniversary it had two opening acts. Alcantar Soto explained that Carly Roberts spoke about how any help would be wonderful, she would understand if the Board couldn't give ASP the amount of money they were requesting, ASP would take any funding they could get and would understand if ASP can't get any money. The Board wouldn't necessarily

have to give the full \$3,000 dollars. Wolters said the total cost is supposed to be \$3,460. On the request it says the request is for \$3,000 and then AS Pop Music will also contribute another \$10,000. Hoover said and KUGS is contributing somewhere between \$2,000 and \$2,500 for additional costs. Wolters said that in total it adds up to about \$15,000. Alcantar Soto said it says pop music is contributing \$8,000-\$10,000, so that number could change. Rosenberg suggested that the difference is what they are minimally expecting to get revenue, so if no one shows up at the event, then AS Pop Music's whole budget will be going toward it. When AS Pop Music is saying how much they can provide for funding is how much Pop Music can really allocate, but not necessarily need to make up out of the ticket revenue. The difference between the amounts from KUGS and Pop Music and whatever the Board can give would be in their best faith efforts of what they are expecting to get from the event. Hoover asked if that is an estimate of gain or loss. Rosenberg estimated gain or loss at the very bottom of the document is what the actual AS Pop Music subsidies would be in each of the two scenarios, so with the first scenarios at the highest amount revenue at the end of the event out of AS Pop Music's budget would be \$5,600 dollars. Kohout said when the Board of Directors got a training presentation from Carly Roberts about AS Productions, she said the office picked acts based on surveys done on Summerstart. Kohout asked how do they pick bands when they haven't done any surveys yet and she suggested following up with Roberts would be a good idea. Hoover said she thinks it has been a collaborative effort between KUGS and the Music Director and what has been popular on air and what the students are requesting. Who is going to be in the area, and time, and if they are already doing a tour from Portland to Seattle or if the band would just be coming here for that one show that would determine the cost as well. And they may be going back to the survey from last year. Alcantar Soto said: Roberts had texted her today and said she would have liked to be here today but she wasn't feeling well. Rosenberg wanted to explain the Operating Enhancement Fund Policy. The Operating Enhancement Fund guidelines is an operation account established by the AS Board for the purpose of funding but not limited to new projects or expansion of existing programs, resources, and services. Money may be given in the form of grant loan or underwrite. The project or expansion must fall within the objectives of the AS. Funds may not be allocated to the same project or expansion more than twice. The project or expansion must be presented by an AS Program or Club. Wolters asked if that meant more than twice a year. Rosenberg suggested that it may be considered more long term but that is up to the Board to be the interpreters. Kohout asked if this fund had been used in the past to fund birthday bash for KUGS, and was reassured it hadn't been. Wolters asked if there was any further questions. No further questions needed but the Board would like to know the difference between funding for the opening act. Ghant said Casey Hayden, the Student Activities Advisor, said if we have a more popular act, the opening performers aren't paid as much because they are happy to be playing with a popular act so she thinks \$1,000 dollars may be a little high but she would like to know more. Alcantar Soto said it's really difficult right now to know who is going to be there. It's going to be a fall event, they need to know the funding first in order to make a good offer. Right now they are trying to secure good funding in order to get a big named band in order to draw more people out.

Raquel Wilson entered.

Jamie Hoover Left.

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

VIII. INFORMATION ITEMS - Board*

A. Election Board Charge and Charter

(5 Minutes) Doc. 2 Kohout

Kohout suggested after asking Heather Hefflemire, the past Election Board Chair, suggested having the Election Board Chair hired a little earlier. Because previous year it has been a bit of a crunch to try and get the Election Board Chair hired because there was a special election, although one can't

plan for a special election. A lot of students applied and were on the committee and then either ran or were running a campaign. They saw a huge drop off in the committee right when the elections happened when they needed people. Hefflemire suggested to change it from eight (8) to twelve (12) people to give more room and opportunities to give people to apply. They had trouble scheduling grievances which they have to get to in a short amount of time and the more students they have the more likely they will be able to get quorum because quorum did stay the same. Alcantar Soto asked if Kohout had ran this proposal by the Personnel Office. Kohout said she hasn't but she will and it would be a good resource. Rosenberg suggested maybe saying by the first or second week of winter quarter and that the Personnel Office in the past has started advertising the position by mid fall quarter and sometimes it has been hired by the end of fall quarter or very beginning of winter quarter, and suggested maybe considering asking them. Kohout said she will run that by the Personnel Office. Wolters said so the only changes Kohout is suggesting to change is when the position get hired and the amount of students at large. Kohout confirmed that was the only two changes. Alcantar Soto said when the document said there are four (4) out of the eight (8) that will be needed for quorum, are we changing the amount of people to quorum as well? Kohout said no she is keeping it the same, so that four (4) people will create quorum but it insures a greater chance of quorum happening but all twelve (12) people can be there.

B. Election Code Review Charge and Charter (5 Minutes) Doc. 3 Kohout

Kohout said there have been no changes to this document. Wolters asked why not? Kohout said she talked to Nick Doherty the Elections Coordinator and he said no real changes needed. The committee ran very smoothly in the past and she didn't see any reason to make changes. Wolters said she looks forward to seeing the document in the future.

C. Election Appeals Panel Charge and Charter (5 Minutes) Doc. 4 Kohout

Kohout said she decided not to make any changes. This committee hasn't met yet and she couldn't ask anyone if they suggested any changes so she didn't see any reason to change this document. It's always the worst case scenario that it meets so hopefully it won't. Rosenberg pointed out that the advisors title needs to be changed.

D. Activities Council Charge and Charter (10 Minutes) Doc. 5 Alcantar Soto

Alcantar Soto said she removed establishing and enforcing policy because it is not the job of the Activities Council to create policy although it used to be in past years. It can establish its own rules of operations but not policy. It does enforce them but lower in the document it says providing guidance on proper adherence to proper policies and procedures so she took parts of the document out because of redundancy. Then she allocated funding for events and publications, she added publications because it's something they do every year. And the last change is combining the club conference funding and academic conference funding for easier use. In the past they were combined and it is better practice to just combine them from the beginning. Wolters asked if she could explain why they needed to combine these and whether it was for the purpose of completing two separate Expenditure Requests (ER's). Alcantar Soto said no there is no need to fill out two ER's. The purpose of this was that the committee wanted to make a distinction so that when someone came to the committee to ask for funding for academic clubs for academic conference and from the other clubs that travel to go to conferences. What would happen is that one of the funds would get drained and the council didn't see a good reason not to use the rest of the travel funding when it was a good use of the money. Most of the recreation clubs come in the spring, when most of the academic conferences have been going on throughout the year. When all of the academic conferences travel funding is gone, the committee doesn't have to deny the use of the other travel funding for clubs. Alcantar Soto said the document needs to make sure Casey Hayden's new position will need to be updated.

E. Personnel Committee Charge and Charter (10 Minutes) Doc. 6 Ghant

Ghant said she worked with Lisa Rosenberg and the Personnel Director to make some of these changes. The committee is removing the Assistant Personnel Director #1 to the committee. As it stands there is a membership of six (6) and the committee would like to keep it at five (5) to ensure there will be no ties. The committee agreed that they don't need two representatives from the same office. The committee will be working with very confidential information, it is good to have those key voices there but not more voices than is needed. Ghant would be Vice Chair. Ghant suggested to change representation to representative for Management Council in the document. Ghant said she made the change for the Vice President for Business and Operations be the person to select the representative for Management Council for summer only and fall winter and spring quarter management council will vote for the member. Ghant also made changes to the advisor section, she wanted to add the title as the Assistant Director of Student Activities. The next change is for bi-weekly meetings during the fall and then weekly during the winter and spring. And meetings will be held during summer if needed. Ghant. Ana Palma Gutierrez was selected the program support coordinator for the Ethnic Student Center to be the student representative for summer only. Ghant said Ana Palma Gutierrez is new to the organization and she will be great for input. Ghant said her next changes were to quorum during summer she removed that this council will meet for an additional council representative because she removed the assistant Personnel Director. Rosenberg added some context and said in the past the committee had usually been five (5) voting members but last year the decision made by the Board approved and added the Business Director. They thought it would be good for the business director to be involved in the beginning of some of the processes. At the end of the year the Board thought it was good for the business director to continue to be involved even though the Board of Directors at the time still worried about having six (6) members.

F. Management Council Charge and Charter (10 Minutes) Doc. 7 Ghant

Ghant said she added the Assessment Coordinator who this year is Matt Smith. She is proposing this change because in the past there has been a lack of communication and this allows open communication. He will also be in loop of what is going on, and attending these council meetings and being informed. He will be a non-voting member because he will be busy during the AS Structure and Program Advisory Committee (SPAC) process he won't be able to attend all of them however it still maintains the communication within the offices. Kohout said that Representation and Engagement Programs (REP) Director was changed from an associated director to a director position so she believes it is just a Director position. Ghant said another change is she added Program Support Coordinator and she added the wording of a student position because that position will always be a student. Wolters said The only thing she sees being changed is verifying the actual name of Ana's position and dropping Associated Director from the REP position. Ghant also added the Assessment Coordinator position.

G. ESC Presidents Council Charge and Charter (10 Minutes) Doc. 8 Rodriguez

Rodriguez said the changes she made were for the words Ethnic Student Center (ESC) should be spelled out the first time then placed in an acronym. She explained that the other change to the document would be switching the order that committee members were listed. She also changed the advisor's title which is now the ESC Coordinator's position. She also added the word "percent" because it was missing. Rosenberg said she would still keep the word "advisor" next to the ESC Coordinator's position because it is part of the template on all the charge and charters.

H. ESC Steering Committee Charge and Charter (10 Minutes) Doc. 9 Rodriguez

Rodriguez said she spelled out the full acronym. She also changed the ESC Coordinator. She could also leave in Activities Advisor but she was confused. Rosenberg said it used to be their full title, both the ESC Coordinator and Activities Advisor. Rodriguez said the other minor changes she made was a typo changing form to from and adding in the word percent under meetings where it is needed. Alcantar Soto said it looks like both the job titles of the ESC have changed, the ESC Support Coordinator and the Marketing and Outreach Coordinator position so those titles will have to be updated. Rodriguez said she will make those changes. Wolters said under the meeting section it says under 24 hour notice, it needs to be hyphenated.

Student Technology Fee Committee Charge and Charter (5 Minutes) Doc. 10 Smiley

I.

Smiley said she is not adding any changes. It is pretty solid in the core values. She had considered adding a Vice Chair but she believes in her absence John Larson would be able to take over it. Wolters said she really likes what Rodriguez mentioned about writing out all the acronyms and suggested doing that in all documents and minutes.

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

X. BOARD REPORTS

President

Wolters reported that she is learning about divestment issues at Western. She gave her first campus tour and she will be giving four (4) candidate tours on campus.

VP for Academic Affairs

Smiley reported that she has met with the Integrity Task Force and met with Charles Sylvester, head of the Physical Education, Health, and Recreation department. They discussed the future for integrity for this campus. He wants to make it more visible to all the students. She met with John Larson discussed a couple charge and charters and their roles together. She has had four (4) committee applicants so far.

VP for Activities

Alcantar Soto reported that she has met with KUGS, Casey Hayden, AS Productions, and Joe Garcia a professor at Western Washington University. She is looking forward to meeting with Steve Card head of the Athletics Department. She has gotten a raise from the bookstore donation by \$500 dollars for clubs. She is working with Danica Kilander, a Change Leader at Western Washington University who is working with ASHOKA to put on a Ted Talk that is going to happen in January and may bring a proposal to the Board about that. She talked about wanting to create a poster for the residence halls so the students can have a physical thing so they can post athletics and residence halls to decrease the cost. She is also part of a couple search committees.

VP for Business and Operations

Ghant reports that Morgan Burke, the AS Business Director, and she have been working quite frequently and they are updating the online budget center for everyone to access it for the 2014-2015 year. She had a meeting with Raquel Wilson, Morgan Burke, and herself for the budget training meeting so that everyone can get the information. Also Burke and Ghant talked about any business proposals to go through the business office first because there is no need for re-work. That keeps Burke informed and she works with these numbers on a day-to-day budget. Ghant has not met with Josie Ellison the AS Communication Director but she will check in with her soon. Ghant has also met with the Personnel Director and discussed the fall training and the meetings to plan fall training are Tuesday and Thursday 11-12pm in the Club Hub. They have selected a representative for

Management Council to meet with the Personnel Committee and will be meeting mid-august. Ghant has also met with the Assessment Director and has been looking at the SPAC timeline and process.

VP for Diversity

Rodriguez reported that she is meeting with the different people she should be like Nate Panelo the ESC Coordinator and Ana Palma Gutierrez and Samantha Goldblatt and mostly the charge and charter. She also has been talking about the ESC and how we are going to plan out Steering Committee and Presidents Council and there has been some feedback with last year and how it could go better. We were also talking about the ESC Conference that is going on in October. With the ROP director she meets once a week with Goldblatt and they are talking about what changes she is making with the Resource and Outreach Programs (ROP) as a whole and ideas such as how to facilitate publicity and the quotas and things we have problems with all year and things like gender neutral sign that goes out to everyone and the formatting to make it more up to date.

VP for Governmental Affairs

Kohout reported that she got the Legislation Affairs Council fund secured. There may be some documents after they go through the Legislation Affairs Council that will be presented to the Board. There are two (2) conferences coming up that the Board will be attending United States Student Association (USSA) and Washington Student Associate (WSA). The Washington Bus, which is a group that likes to register voters and give educational talks will be coming to campus. It's an all-day training, but you are more than welcome to just stop in for a couple minutes. The Representation and Engagement Programs (REP) is in the process of hiring the committee coordinator and have registered nine (9) voters already. The REP are in the process of planning GOT event. She is currently putting together a job description for Viking Lobby day. Kohout reported rental safety has an update from City Council. City Council decided they didn't like any of the options for inspection which is really what Belling-Home, REP and Western Votes! are fighting for because right now it's a complaint based system instead of an inspection system. Those groups are fighting for registration right now. In the fall those groups will be organizing more around that topic.

VP for Student Life

Dugovich reported that he attended his first Green Energy Fee (GEF) committee. There was a lot of discussion between pilot projects or expanding previous piloted projects,. The GEF didn't make a definite decision on that yet though. The committee also discussed raising the small grant which as of right now is \$500 to \$2,000. The committee is thinking about raising it from to \$5,000. They have two proposals in already for the GEF. Dugovich is working on the late night shuttle and showed the proposal for the new proposed route. He is going to meet with the Happy Valley Neighborhood Advisory and give them a presentation on the proposal. He is also on a search committee.

XIII. OTHER BUSINESS

The meeting was adjourned by acclamation at 9:12 a.m.