

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

September 24, 2014, Wednesday 5:30pm

VU 567

AS Board Officers: *Present:* Annika Wolters (President), Jaleesa Smiley (VP Academics), Giselle Alcantar Soto (VP Activities), Chelsea Ghant (VP BusOps), Cristina Rodriguez (VP Diversity), Sarah Kohout (VP Governmental Affairs), and Zach Dugovich (VP Student Life)
Advisor(s): Eric Alexander (Advisor, Assistant Dean of Student Engagement/ Director of Viking Union Facilities)
Guest(s): Monica Griffin (Western Front Reporter), Casey Hayden (Student Activities Advisor)

MOTIONS

- ASB-14-F-1** Approval to change the LAC Charge and Charter to Action Item. *Passed*
- ASB-14-F-2** Approval to move Repurposing Funds Allocated to ASP Pop Music to Information with Guest *Passed*
- ASB-14-F-3** Approval of the AS Board Assistant for Viking Lobby Day Job Description with the amendment of saying approximately 50 hours and not exceed 60 hours. *Passed*
- ASB-14-F-4** Approval of the Student Technology Fee Renewal Charge and Charter *Passed*
- ASB-14-F-5** Approval of the Legislative Affairs Council Charge and Charter *Passed*
- ASB-14-F-6** Approval of consent items. *Passed*

Annika Wolters, AS President, called the meeting to order at 5:36 p.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA

Kohout wanted to change the LAC Charge and Charter to Action Item. She said we are only changing a minor change on who the advisor is going to be and it's already been brought to the board and approved in the last meeting September 11th 2014.

MOTION ASB-14-F-1 by Kohout

To change the LAC Charge and Charter to Action Item.

Seconds: Smiley Vote: 7-0-0 Action: Passed

Alcantar Soto said she wants to move information C to information Guests because she has a guest and she wants to respect his time.

MOTIONS ASB-14-F-2 by Alcantar Soto

To move Repurposing Funds Allocated to ASP Pop Music to Information with Guest

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

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

IV. INFORMATION ITEMS - Guests***A. . Repurposing Funds Allocated to ASP Pop Music (15 Minutes) Doc.5 Alcantar Soto**

Alcantar Soto said in years past there was the pop music industry conference, it's been successful. However it's come to a point where it's no longer a justifiable expense because prices have gone to high. The purpose of the event is to provide is to reach the gaps between the educational resources Western has to offer the students who are interested in the music industry. It is no longer a sustainable event. They are proposing they move these fund to the General Pop Music accounts, to create subsidies for other events or to bring in bigger events. They aren't going to take completely take out the event but with a smaller more justifiable event in order to still have the educational piece for the students. Kohout asked how much per event was the students paying. Hayden said the allocation was \$5,000. They had their best attendance was last year at about 100 students. Kohout asked was that price with admission. Hayden said is she was asking what the actual cost per student to attend? Kohout said no, the price to put on the event. Hayden said including the revenue and the cost was about \$150 per student to get in and the subsidy per student was about \$26 dollars per student. Kohout said there was alternative to bring students down Seattle would there be able to bring 100 students there seeing how that was the amount of students going to this event? Hayden said they hadn't thought about bringing down the same amount of people, it would probably bring less people down. Just based on interest and trying to get one bus, and trying to get the per student subsidies down because \$26 per students is pretty high. Alcantar Soto said she forgot to mention the reason to change the event is the amount of time it took for the AS Pop Coordinator to put on this event. They are hoping to see this come back in the future, and come back like the position like the Vagina Memoirs, a little less demanding and more planned. Ghant asked how much time did it take the coordinator to plan this event?

Hayden said he hasn't put an exact number of hours. The planning starts right away in fall quarter in order to get a keynote speaker. Once you get a committee together, they meet weekly, it's a volunteer committee. Sometimes the AS Pop Marketing Coordinator sat on the committee but there wasn't an assigned role for them it was if they wanted to be on the committee. As it gets closer and closer more meetings were added. Every Pop Coordinator talked about the load of this being difficult and it affected their classes and it would affect the event. Really helped when they got a co-chair made with the volunteers but the bigger than the monetary issue is the staff issue. Ghant said given the time constraint she looked into the admin budget which currently has \$83,517 and she is assuming that amount is all of the salaries compiled which totaled that would be \$59,508. Ghant said when that's all said it done, and she is sure there is gathering that happen and expenses that need to be on there as well, there is about \$24,009 left in the total admin budget of AS Productions. She was thinking about similar to Viking lobby day, they have someone coming for a certain amount of time to help assistant a program to help take the load off of it. It looks like they have money to tap into that would help create this guinea pig job. The pop conference is the \$5,000 so there would be no pop music conference if \$5,000 was removed. Which would be a detriment to the students who look forward to seeing this conference every year. Western has the performing art majors, communication majors, and business majors she suggests better marketing to get people to come to receive that revenue. For 5% of those majors it would be 201 people. So they can solidify this so the conference isn't completely gone. Hayden said he appreciate all that thought and energy to keep something going. One factor whenever you add a position, even with past positions being created, it should be looked at a piece of the subsidy for the event, if that's \$2,500 for a position so now instead of a budget of \$5,000 its \$7,500. It doesn't mean you can't create a better product and get more people. He thinks you could get more students, there is a limit to a way the event has been set up for a maximum of 250 students who can attend. They had hoped they would get past that 200 mark these past couple years. There is always growth that could happen. It's one of those

large subsidies per student going to the event. The AS doesn't have a particular line for the amount the AS can subsidize. Pop Music and AS Productions tries stretch the student dollar, get attractive looking prices, but not totally subsidized. It looks like a subsidized at \$10 maybe as high of \$15 per ticket per student. Across the board \$15 is really high. To see a subsidy closer to \$30 dollars is like saying we took \$30 out of the student fee to pay for a student to attend this conference. But based on the experience it isn't that bad, another option is they could have asked more students for money out of pocket. It's been done for five (5) years, the first year it was funded out of the () contract, it was \$11,000 dollars. It's been using the same format knowing they wouldn't be getting that same type of funding in the next years. It used to be a 2 day event, now it's a one day event. The first year they had about 30 speakers from Seattle. They had flown people in from Chicago to speak. At the time it was for 60-80 students. It kept scaling back after that. But the subsidies for the first couple years were even larger. He guessed, he thinks we can do these events in Seattle and get lots of students that experience and get those connections. Students could go before a panel of industry people and get advice. We can continue the spirit of it without having the huge burden of the staff. This is the response to the SPAC process and critically analyze this format. He thinks its plateau after five (5) years. It's amazing an event, put on super professionally, it's just a question of resource. They should be doing it? It hurt the pop music other events. They didn't meet program requirements because of constraint. Jaleesa asked if the concern was with money to put on the event and the burden for students and staff. Hayden said yes but the time intensive process that takes a lot of energy from the coordinator, as well as the subsidies issue. Jaleesa asked if it was voiced by the ASP staff Hayden said yes it has been a build up for the past two (2) years and now it is finally going to the board. There has been a lot of discussions on how to make this event sustainable. Jaleesa asked how many events are they suggested to put on a year. Hayden said four to six (4-6) regular size and two (2) others that are larger scale, eight (8) over all. Jaleesa asked what was the number put on last year? Hayden said they may have met six (6) but he has to check. Kohout said she had questions about the future plans to get it back. There was nothing set in stone on how was the thought of bringing this back was planned out. Hayden said there isn't a clear plan to bring it back right now, there isn't a strong want to have this event. It isn't typical for the AS to take a critical look at an event and say it shouldn't happen anymore and but if students want to do this event in the future, advisors will be there to tell them about how the AS had gone a similar great conference in the past. There is always a way to reconnect to the past. He doesn't feel a great need to have a real intentional plan, there should be a student demand for it or maybe another coordinator wants to bring it back and they can bring back the historic records. Kohout said so taking \$5,000 out of the budget is taking the entire budget for this conference. Why not leave some of it in there to plan? Because taking all of it out makes it seem like there is no thought for other ideas. Hayden said it's a sub-budget of pop music so the thought was that if they aren't doing the event they shouldn't have funds in that account. The funds would be accessible for whatever purpose was deemed worthy but it the main AS Pop Music budget. Wolters said she has two questions. What happens next year when budgets are allocated? Will there still be this \$5,000 budget allocated for this conference? Hayden said spring budget process pop music would either make a case on whether that \$5,000 dollars was spent right and whether they spent the money differently and what is best going forward with that. It would be part of the spring budget proposal. Wolters said a suggestion she has is when they see this document next week, she would like to see more alternative ideas. Kohout said she would like costs for potential events as well. Hayden said he is hearing what they said but the proposal was for plan A was to roll the funds in with the main AS Pop Music budget and there wasn't necessarily a want for a Plan B. Hayden asked if the board want to see something else? Do they need to see one or more the alternatives? Because one potential alternative is that there is no conference, there is no trip to Seattle this year. It would be nice

to have weigh in on what the board wants or do they want to leave it up to the department. Kohout said she would want an approximate of how much these things would cost not a definite cost. Alcantar Soto said she liked the alternative provided and that she definitely doesn't want to see nothing happen. She wants something to happen. Smiley said she wants to see more concrete alternative opportunity. Wolters said thanked Hayden for taking all of their questions.

V. ACTION ITEMS - Guests*

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

VII. ACTION ITEMS - Board*

A. AS Board Assistant Job Description

(5 Minutes) Doc. 1 Ghant

Ghant said this document stands as is instead of approximately 50 hours, they added 10 hours in purpose to create the legacy document so 60 hours. Kohout said they are saying approximately 50 hours and no more than 60 hours, this gives that wiggle room. She will be taking this request to the Legislative Action Council (LAC) to get that approved. But the position should try and stay around 50 hours. Ghant said so the only changes would be not to exceed 60 hours. Wolters asked it says approximately 50 hours with a 10 hour buffer. Kohout said it would only say approximately 50 hours and LAC would have it budgeted for 60 hours so that if the position goes over the 50 hours excepted there is already that wiggle room built into the budget. She doesn't want to say 60 hours and have them expect to work 60 hours. Wolters asked if that 10 hours would be another proposal they will see in the future. Kohout said no because LAC approves the budget for the Legislative Action Fund which this position is paid out of. Smiley asked if these buffer hours are paid hours. Kohout said yes, it's to make sure they have time to create a legacy document because it is crucial to document this new position for the future years. Smiley asked why she can't add the legacy document there job description. Kohout said it currently is in the job description but her concern is that the 50 hours may not be enough to do everything because they may get caught up in making phone calls and stuffing binders. Smiley said the AS Board job descriptions say they have to write a legacy document and the Board is given a set approximate hours per week as well but they may have to work more than those hours. These are set aside paid hours for something that is in the job description. Kohout said yes it is in the job description but this is hourly job instead of salaried position and she is worried that it'll get to the end of the 50 hours and the person in this position wouldn't have enough time to get a legacy document done and then they would have to be rushed to get a funding request through LAC. Wolters said for clarification this is hourly position instead of salaried position. Alcantar Soto is the reason they are saying approximately 50 hours is so they don't think they are doing 60 but it is in the budget. Smiley said yes but if they do work 60 hours they do get paid for those additional ten (10) hours. Alcantar Soto said yes but that would mean they would have needed it. Smiley said that means they may have needed it. Kohout said it's something they can readjust for next year but because it's a new position they don't know how much time they would. Ghant said not to succeed 60 hours. It's just to have that transparency about the position. Kohout said yes but like Alcantar Soto said, she doesn't want applicants to think they can get 60 hours, they want them to try to only work 50 hours. Ghant said there is that potential to work over 50 hours. She is trying to make it as transparent as possible for the people applying to this job. Kohout said she wouldn't mind changing it to say approximately 50 hours and not to exceed 60 hours.

MOTION ASB-14-F-3 by Kohout

Approval of the AS Board Assistant for Viking Lobby Day Job Description with the amendment of saying approximately 50 hours and not exceed 60 hours.

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

B. Student Technology Fee Renewal Charge and Charter (5 Minutes) Doc. 2 Smiley

Smiley said the only changes she made were to the date, changing it to September and spelling out 25 percent. She also changed that they would report to the AS Board of Directors through the Vice President for Academic Affairs.

MOTION: ASB-14-F-4 by Kohout

Approval of the Student Technology Fee Renewal Charge and Charter

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

C. Legislative Affairs Council Charge and Charter (5 Minutes) Doc.3 Kohout

Kohout said after relooking over the Charge and Charter it said Director of Student Activities as the advisor. She wanted a set person who was the advisor. Alexander said with all these position with the realignment of divisions, they are going to have to manage our resources with advising. Wording it with his position or his designee allows that room for him to see who properly fits to advise it. Kohout said this makes it so someone is designating the advisor instead of her position.

MOTION ASB-14-F-5 by Alcantar Soto

Approval of the Legislative Affairs Council Charge and Charter

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

VIII. INFORMATION ITEMS - Board*

A. AS Structure Program Advising Committee Charge and Charter (10 Minutes) Doc.4 Ghant

Ghant said she changed advisor to correct advisor, adding the word "percent" and that it is.

B. Student Trustee Selection Committee Charge and Charter (5 Minutes) Doc.6 Wolters

Wolters said this committee is to select a student trustee. They are going to meet in the first week of spring quarter. There is some time to appoint these people. She has never attended the meeting in the past but she read online it's about a 10 hour total commitment. She added some minor changes. She changed the advisor to the assistant Dean of Student Engagement/ Director of Viking Union Facilities. Under reportage it will report through the as president, it didn't have a designated board member before. Smiley said under Chair Section vice chair it says the vice chair will be selected under the discretion of the committee. Smiley asked so once the committee membership is determined the vice chair is selected. Wolters said yes, they will nominate and vote on the vice chair at that time. Smiley asked if the vice chair will be included in the membership. Wolters said yes it can be added. Kohout said vice chair would be selected within the committee, it would change the membership with the students at large or one of the board members. If Wolters say Vice Chair in the membership section it makes it seem like there is additional members. Wolters asked if it would be helpful to add a vice chair and say they will be selected from the members already present. Alexander asked what is the purpose of vice chair was. Wolters said in case the chair is not there they would assume the role as the chair.

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

Committee appointments

Kohout would like to point out it's the Legislative Affairs Councils (LAC). Kohout wants to say griffin is doing such a great job.

MOTION ASB-14-F-6 by Kohout

Approval of consent items.

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

X. BOARD REPORTS**President**

Annika Wolters reported that good job with AS Info Fair especially Jarred Tyson the AS Information Fair Coordinator. She went to the Foundation Governing Board and they decided not to divest when the students wanted to do so. Many small wins in the seemingly larger loss. The students are support the AS Board they are working with students for renewable energy and anyone else who is passionate about this cause. We are working closely together to think of more productive and effective to make a different in our climate change. She was super nervous about giving the convocation speech for all the first year students and it was great.

VP for Business and Operations

Chelsea Ghant reported that Josie Ellison the AS Communications Director brought great swag for the info fair, it was amazing. The business director has been on vacation so Ghant hasn't met with her. She went to the Washington Student Association (WSA) meeting with Kohout, it was a wonderful time, it was really eye opening.

VP for Academic Affairs

Jaleesa Smiley reported that Friday presented to Faculty Senate Planning Retreat on the Inclusivity Resolution. They presented two (2) different ideas one for more evaluations and second for having student dialogue spaces. They really latched on to having more spaces for dialogue spaces and they will be working towards getting a really solid foundation for pushing these spaces for the rest of the school.

VP for Activities

Giselle Alcantar Soto reported that AS Production this Friday is VU late night, there will be cool stuff. They are also having the postal sale, there are tons of students coming and going there. High street music festival is happening this weekend, KUGS, Environmental center is all working on this. This Saturday is the Harrington field is opened this Saturday. Annika or her will be speaking. Activities council has been quite active over the summer. Info fair photo booth went well.

VP for Diversity

Cristina Rodriguez reported that on the September 20th there was the Ethnic Student Center Student Leadership training. She met with the people that would be on Steering Committee and Presidential councils and worked on what times to meet up and started committee guild lines

for the year. They did the challenge course. When she was talking to those two groups, she said to use personal gender pronouns and noticed some of the folks in the room were confused on what she was saying so she wants to talk about it before the meetings with those people. Two positions are available in the Resource and Outreach Programs (ROP) Womens Center, Social Issue Resource Center (SIRC). Nidia Hernandez the Outdoor Center Marketing Coordinator and she wants to work on a project with ESC students to get people more involved in the outdoor excursions.

VP for Governmental Affairs

Sarah Kohout reported that Griffin Crisp the AS Committee Coordinator started and was so excited and she wanted to thank everyone for listening to him and meeting with him. They have got about 2,000 people registered to vote so far. The most registered voters in one day at 700 people in one day, more than any college campus. Western will be having a USSA board meeting on campus on May 28th-31st. It's not a conference but there will be lots of meetings that they can sit on. Its really good to have staff members to come to campus. WSA meetings- she took Nine (9) people to Seattle for the meeting and learned to talk to conservatives. It's a didn't type of rhetoric for different type.

VP for Student Life

Zach Dugovich reported about the late night shuttle. In order to get this going along he is taking it to Alternative Transportation Committee to see about deciding getting the route implemented mid quarter or winter quarter and he is going to be pushing to get it done as soon as possible. The Environmental and Sustainable Programs (ESP) is working advertising on the Green Energy Fee because it is up for vote in Spring Quarter. The outback had their largest harvest in recent years, there goal was 2000 pounds and the met and exceeded that and donated all that food to the Ferndale food bank. Sue Sullivan the Director of Environmental Health Safety and Dugovich met and they dicussed westerns smoking policy and the referendum that was passed last year and they are focusing on electronic cigarettes.

XIII. OTHER BUSINESS

Alcantar Soto wanted to talk about her Event calendar. She is encountering many road blocks. The system they have right now, the AS program offices have their dates without much time in advance. She is really considering whether she wanted to launch this calendar this year. If she were to put it to a halt, she would work to get a system in place for more smooth process the next year. She wanted to know everyone's thoughts on whether she should push to get it out on October or not? Kohout asked how many hours she is spending on this calendar. Alcantar Soto said a few hours writing emails, speaking with folks, doing the pitch, it's a collaboration with funding, getting proposals together. Dugovich asked if there is anything they can do about the offices the VP's oversee. Alcantar Soto said she could go to management council, they are coming up on October. Dugovich said the offices should want to put there events on the calendar. Kohout asked if there is there a way to update the calendar. Alcantar Soto said it's a physical calendar that is printed and if it was online they could update it. Ghant asked if she is getting this printing this out. Kohout asked how the students getting the printed copies. Alcantar Soto said the Residence Halls said they will give it to the students. And she thanked everyone for listening. Ghant said she has everyone support.

The meeting was adjourned by acclamation at 6:46 p.m.