

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

Wednesday, May 6th, 2015 VU 567

AS Board Officers: *Present:* Annika Wolters (President), Giselle Alcántar Soto (VP Activities), Chelsea Ghant (VP BusOps), Cristina Rodríguez (VP Diversity), Sarah Kohout (VP Governmental Affairs), and Zach Dugovich (VP Student Life)

Advisor: Eric Alexander

Guest(s): Matt Smith (AS SPAC Coordinator), Greg McBride (Assistant Director of the Viking Union Facilities), Casey Hayden (AS Advisor), Camie Herk (AS Productions Director), Samantha Goldblatt (ASROP Director)

MOTIONS

- ASB-15-S-12** Approval of the Minutes. *Passed*
- ASB-15-S-13** Approve Move ESC SPAC Recommendations to Immediate Action. *Passed*
- ASB-15-S-14** Approve ESC SPAC Recommendations. *Passed*
- ASB-15-S-15** Approve Move SPAC Assessment Process Office Rotation Changes. *Passed*
- ASB-15-S-16** Approve SPAC Assessment Process Office Rotation Changes. *Passed*
- ASB-15-S-17** Approve Consent Items. *Passed*

Annika Wolters, AS President, called the meeting to order at 7:04 p.m.

I. APPROVAL OF MINUTES

ASB-15-S-12 by Kohout

Approval of outstanding minutes Annika Wolters has read.
Second: Dugovich Vote: 5-0-0 Action: Passed

II. REVISIONS TO THE AGENDA

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

IV. INFORMATION ITEMS - Guests*

A. Education Session on the Large Event Loan Policy

Alcántar Soto said wanted to give a brief overview of the reasons why they are here. First document is the Large Event Loan Policy. Some of the reasons why they wanted to make some changes are for AS Programs or clubs, they have found it's really inaccessible for clubs and offices. They only have one true office that can access it, because it is a loan which is AS Productions. Resources and Outreach Programs (ROP) don't usually ticket their events. The amount requested has to exceed \$5,000 and that could be too much for office's events. The Board needs to make all the decisions as well on the current policy. They found that might not be the best body

to vent it through. Herk said also about the Board, they don't want to show a specific artist unless it is in contract because it could make students upset if it doesn't work out. Goldblatt said the current Large Event Loan Policy doesn't define large event, but if they need \$5000 its really huge events. A lot of programs wouldn't ask for that much. They wanted to change it to define what a large event is. The number they chose to define is "150 students". From her perspective a large event is more than 150 attendees. Alcántar Soto said today is about educational and showing the time line and they won't see the new policy until the following week. Herk said they want to give the timeline for typical programming. It usually takes 8 weeks. The publicity center wants at least 6 weeks for the event to be publicized. One of the reasons why they want to use 6 weeks as a good timeline. Think about getting the money, contacting artist, enough time to publicize. She wanted to show them the budgeting sheet that breaks down how they spend their money. It breaks it down by how much money they have, how much they need for ticket, and how much subsidy comes out of the budget. \$10,000 is subsidized by other means other than special events. Goldblatt said the reason they are looking at the Large Event Loan Policy to hope to establish a more accessible fund. There used to be the Cold Beverage Fund (CBF), and it was established by the Cold Beverage Contract and it was dissolved when they decided to switch caterers. Now that is missing. The Supplemental Fund use to be a lot larger at \$15,000 and now it's down to \$3,000. Offices can't ask for the whole Supplemental Fund from one office when it is used for the whole year. Herk said the CBF added \$30,000-\$40,000 annually to the budget, it replenished itself. One use to be the pop music conference was fully funded by the CBF. Goldblatt said they can see which offices use to utilize this fund and it was a way for smaller offices to have access to funds for their events. Herk said this is some missed opportunities that offices have missed because coordinators needed more money. They are names students ask for frequently. The subsidies is for lowering the ticket price, now diminishing it. Goldblatt said she tried to talk to her offices about it, but most of the time they don't even look because they know they don't have access to the money. They were able to fund some of them but not enough to subsidize prices enough for students. Alcántar Soto showed the taste test survey results. Changing this policy could allow them to reach those wants from the students. The policy has in it \$65,000. According to Raquel Wilson, the Dean of Students Finance Manager, it hasn't been touched by 3 years. It may not be replenished every year, it is really meant to be a bonus. It is 4 out of 6 of residual dollars. It isn't because people didn't know about it, it's because the policy isn't accessible. They don't feel like it is necessary to have \$65,000. They were looking at \$45,000. \$20,000 would go back into general reserves and it could be allocated into something else. Goldblatt said to be clear, this is what would initially be the process. \$45,000 goes to the new fund. It wouldn't be coming back from the year, it would be from whatever is left from the year. Ghant said originally it was brought to her and it was to bring a fund that was accessible to all. They weren't aware they could use these funds. It was brought to Business Committee. They are trying to wrap their heads around this new policy. This coming Friday, it will be revisited again and some of the bigger questions can be brought there. What is a large event, what is a unique opportunity? For example the ROP doesn't draw 150 but it is a unique opportunity, could they still use it? Even the word large could be talked about too. Next week she will have a lot more input on this but she likes the general concept of it. Goldblatt said they have a lot of questions that they all came up with and trying to think about. "What constitutes a large event in terms of money and attendance? Which programs should have access to it? Should clubs have access to it? Co-sponsorship? What does the process to access it look like? Which body should manage the budget and process? It has been through Business Committee a few times, they are bigger questions that they thought the Board should have their two cents in it. Alcántar Soto said this is for everyone to be on the same page. Next week it will be a new policy and it will look a lot different. When they think of a college experience a lot of it is academic but a lot they will remember is activities and events. This will open up new doors. Goldblatt said Herk and her do programming every day. If they have any questions, they would love to encourage them to talk to them. Hayden said he wanted to echo everything, this does a lot of good. Advising AS Productions and trying to use the large event loan has been a struggle. It was really only designed to serve Pop Music. It was often that was the office that needed to over promise over its business. It is the only office that could really use it. The Board should look at it in a way of how those funds could be used. Now that he is advising ROP, he can see the struggles programs have had in that side. It is a different scale but is a constraint of the budget. They can't even think about it to begin with. They were talking about the missed opportunities about the people they

wanted to come. It's another way the Board could address the aftermath of the water bottle decision. Seeing lots of sides, he thinks it's very smart. He hopes to be here next week to provide more support. Alcántar Soto said this week is information item. Next week will also be information item and the following week would be action item. Wolters said don't be discouraged by the lack of question.

V. ACTION ITEMS - Guests*

A. SPAC ESC Recommendations

Smith said the Ethnic Student Center (ESC) space conversation sparked up some ideas. Also there is an additional recommendation that Rodríguez put in about inclusivity and making it educational. Rodriguez said number 2 was from Eric giving context about student involvement. Number 4 is given that context. She wanted to bring it up at the closed ESC meeting and see where they want to go from there. She felt uncomfortable including all that information.

Smith said this would be added to long term goals of the whole ESC SPAC recommendations.

Number 4 is added and #2 is addition to the current recommendations.

Alcántar Soto said thanks him for hearing what they have to say.

ASB-15-S-13 by Kohout

Approve to move to immediate action.

Second: Ghant Vote 6-0-0 Action: Passed

ASB-15-S-14 by Alcántar Soto

Approve ESC SPAC Recommendations

Second: Dugovich Vote: 6-0-0 Action: Passed

B. SPAC Rotation Change

Smith said basically they identified the needed change. Publicity center needed to go through SPAC twice. The Business Office was moved to next year, meaning 8 total offices would be seen. So the year after it would be 6 total offices. They decided to move an office to the following year so they were both 7 offices. To identify what office they identified AS Clubs twice. It would be three for each office. So basically they talked to Camie Herk and ASP films would best fit to move to 2016. Based off it would go with ASP Special Events and make the assessment easier. They could see how their assessment could be connected in some ways and it would have the least impact. Seven (7) offices is the reasonable work load for SPAC.

ASB-15-S-15 by Ghant

Approve to move SPAC Rotation Change to immediate action. Since they are done with SPAC and it would finish SPAC.

Second: Dugovich Vote: 6-0-0 Action: Passed

ASB-15-S-16 by Dugovich

Approve the SPAC Rotation Changes.

Second: Ghant Vote: 6-0-0 Action: Passed.

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

VII. ACTION ITEMS - Board*

VIII. INFORMATION ITEMS - Board*

A. Viking Union Fees, Rates and 2016

McBride said it starts with the mission as it currently is. Bolded text is the “Building Campus Community at WWU” and they are trying to look at things in new light. This is the Look Listen and Learn year. He’s going to talk about what the Viking Union Facilities and Services are. In the operating budget would include all the facilities in the Viking Union, Lakewood, Child Development Center, ViQueen. It also includes Services Event Services, Technical Services, custodial information desk, lost and found and to have more visual signage. He includes some of the statistics and the square footage break down. Biggest space in the VU is conference room and food services. Auxiliary funded spaces is wellness center and more. Another thing is providing spaces and always support student events. Largest portion of events are AS clubs and events. They also support business and financial affairs. It is broken out in two different ways by bookings and the number that actually use it. Then there is the revenue side. \$3 million on the operation side. Then they have the Services and Activities Fee and the Non-Academic Building Fee. They also have bonds that support that. The bond market got fairly good so they did some renegotiation. That has helped support operation of the VU. They do have the option to raise the Non-Academic Building Fee. Those are the two largest sources of income. There are the Lakewood rentals, Event Services with charge back for set up and rental. The Information desk has candy sales and also sells a lot of stamps. VU operations some agreements from banks and get revenue that way which is \$18,100. They also have some revenue from ViQueen. What drives the need for money is the upkeep of the building, heating and lighting the building, Human Resources, purchasing all departments payroll. Institutional loans from the bonds will be the payment for the new VU renovation. Kohout asked about 2014 and 2016 differences. McBride said equally take that cut regardless. They have to keep that money for rebasing. They have to plan to have the money available if those dollars that they want to be accessed. Alexander said it isn’t under their control, it is in central services domain. They could take the money at any time. The building fee is different than the Services and Activities fee. McBride said they also moved some salaries around with the organizations to see how much it really costs. He showed how everything is by expenditure types. There is a 3% cost of living increase of staff which is \$21,131. Re-organized salaries, not including benefits is \$51,285. Lakewood and ViQueen operations, new student positions to help and including security and maintenance. Viking Union budget is like Kurt Willis coming to talk about his budget, it is a vote of acknowledgement. It is approved by the Board of Trustees. Part of the due diligence is explaining the situation and getting feedback. Last time they had an increase was 2011. They try to absorb it as much as possible. They try to be careful about increases. The Mandatory fee would increase by \$2.50. Chargeback rates are still from 2009. Lakewood has some increases as well. Total it would be 3 dollars for students. He said that any extra dollars would go to replacing carpet, helping support the engaging spaces project around how they make it more welcoming to students. They are looking at how they can make it more relevant to students. It would also go to replacing window treatments. They have to have 5% must stay \$418,750. If an emergency came up like an elevator or fire, that would go towards that. The goal is to start construction for the renovation by the end of spring quarter. Ghant said Facilities and Services council saw this last night, they voted in favor in the increase. They are paying a \$3 increase, what will they see. Renovate the common space at Lakewood. Dugovich said think would impact every student. McBride said those who are taking 6 or 7 credits or lower may pay a different amount. Alcántar Soto said they don’t want to do any fee increases. Is they were to vote no on the recommendation what happens? McBride said they understand not raising fees, it would go through the Housing and Dining. They would still continue to go forward with it, and

the vote would go with the document and the Board of Trustees. Alcántar Soto said what is BOT doesn't approve it? McBride said they would cut off reserves. They would be right at the not generating any reserves. It's pretty crippling. Kohout asked how much is in the VU reserves. McBride said \$1.3million but just over \$400,000 can't be touched. They could spend it on a number of ways. It could support larger projects. If an elevator to catch on fire that would cost \$250,000 to replace. Alcántar Soto said on the Lakewood piece, it's mainly used by students, have they looked at increasing it just for outsiders? McBride, said it really has been Jeff Davis and Fred Collins leading that piece. They have concerns the market but they can look at getting more dollars from outside to support that. Wolters said no one likes to raise fees. BOT said that themselves. This is a student board. She has said before, she wouldn't vote any increase and that is not because of any one person or any one proposal. Ultimately it isn't up to them to decide this fee. The only one who have questioned that stance is not students. She believes no student wants to pay more to attend this university.

Information item Board.

B. TBD committee.

Kohout said this would be an assessment committee to evaluate the AS and provide a recommendation. They will be engaging in a lot of student decisions. This would be gathering the input and output, bring it to the board and they would provide an Initial recommendation. It could be done a couple years down the road. Really to hear about recommendation membership. Dugovich said the AS VP for Student Life should be on this. Kohout said it already has AS VP for Governmental Affairs, AS VP for Business and Operations, and the AS President. Wolters said RHA is on there. Alcántar Soto said it wouldn't good to have four (4) board members on it. It would make more sense to take out the president. Dugovich said he agrees. Wolters agrees. Kohout said should there be any folks included? Wolters said AS club representative maybe, but maybe ESC specific? Ghant said how often would this committee meet? Kohout said once a week. Ghant said it could be too frequent for a large group, could it be biweekly? Kohout said based off of student senate, and it was weekly. The Legislative Affairs Council (LAC) is weekly. It would only be an hour. Dugovich said he loves it. Kohout said an additional advisor. Alcántar Soto said who would be the advisor. He would create a good balance to include Eric. Casey was really interested in this committee. Lisa could also be the advisor. Ghant said the goal of this committee is for why students don't get involved. What is their objective? Kohout said there are a lot of leaders that aren't being utilized. Ghant would it include leadership development? Kohout said to increase opportunities for students to be part of the Board. Wolters said why voting would they have advisors? Kohout said they work with students. They wanted a RHA advisor too. Ghant said like the idea of having them on but not giving them a vote. For historical purposes it's better for them to stay neutral. Kohout said there wouldn't be an advisor, they are an advisor. Alcántar Soto said they aren't meant to be an advisor but they normally are seen advisors, it was to come to a vote, an advisors vote would influence students vote. She is uncomfortable with this person having a vote. Wolters said especially if they oversee offices that are on the committee. Rodrigues said students should vote. Ghant said she really likes this.

C. Viking Lobby Day Non-Discretionary Request

All budget moving from non-discretionary, and discretionary have to be seen by LAC. They wanted to move the Viking Lobby Day to non-discretionary. Because it was so successful, they believe the position was vital and it should be done every year. Work with Personnel Committee (PC) and put it in her legacy document. Dugovich said there are typos. Kohout said she would fix those by next week. Wolters asked if this would be institutionalized in the LAC budget. Kohout said yes.

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

A. Viking Lobby Day Job Description Changes

Ghant said Personnel Committee approved it. Minor changes. She took out reserving tables. Someone else does that in the Representation and Engagement Programs office. They also took out speaking to professors because the VP for Governmental Affairs does that.

B. Legislative Liaison Job Description Changes

Heather Heffilmeyer met with Ghant and PC and reflect some changes they felt needed to be done. They wanted to change this job to the Legislative Advocacy Coordinator. They left it better reflected the nature of the work they are doing. There was some improved wording. They added in a preferred qualification because it's important to know how government works this change would have no fiscal impact.

ASB-15-S-17 by Kohout

Approve the Consent Items.

Second: Ghant Vote: 6-0-0 Action Passed.

X. BOARD REPORTS

AS VP for Activities

Giselle Alcántar Soto reported that they look at the Activities Council (AC) budget last meeting and the Club events on campus. They approved two clubs. The Club Hub is having their club kickback. Sounds of the Underground round 2 is happening. The Task Force will finally meet tomorrow. It has taken a long time to get everyone able to meet. The students they chose not to include were notified and some students didn't take it well. They really want to have a better explanation on why they weren't selected for the committee. Why they feel that is a conflict of interest for that student. Wolters said they will give feedback one on one.

AS VP for Governmental Affairs

Sarah Kohout reported that elections are done. She is working on some polls they will see later on. She is focusing on Interning and finishing up her legacy document. She will also be starting the USSA Congress process for August.

AS VP for Student Life

Zach Dugovich reported that Sustainable Action Fund (SAF) passed 86%. Nate White and he started brainstorming on what they can do with this now. He's going to be gone next week. Met with dining services, to talk about the remodel with Carver, they are wanting a new restaurant next door.

AS VP for Diversity

Cristina Rodríguez reported that ROP is having there SIRC activism week. The ESC is having a heritage dinner. The event Culture Shock is happening. On Monday they will continue the discussion on student needs of ESC.

AS President

Annika Wolters reported that Saturday Kohout and herself and lots of others went to WSA at Central Washington University. Feels the effects of WSA candidates. She also wants the Board to reach out to the people or students who have had positive impacts on their education. She has been doing that to people who have positively affected her and she recommends it.

AS VP for Business and Operations

Chelsea Ghant reported that Services and Activities fee committee met and they looked at the Reserve Policy. They also went over questions and got a lot of information. It's looking like a \$7 increase in fees. She said she is not in favor of that increase. She is hoping it doesn't shape up to be that way. Facilities and Services voted so much yesterday. Working with McBride to get van. The AS Elections are over, and the AS hiring is almost done.

XIII. OTHER BUSINESS

Alexander said he wanted to let folks know to keep June 3rd free for an event. A group of advisors that have been getting together for training and one of the things they thought about is why there wasn't an annual public coronation for the Board. They are trying to acknowledge the outgoing and incoming Board. He wanted to ask memebers to be involved on helping start new tradition on campus.

The meeting was adjourned by acclamation at 9:04 p.m.