

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

Wednesday, October 7th, 2015

VU 567

**AS Board Officers:** *Present:* Belina Seare (President) Hannah Brock (VP BusOps), Zachary Dove (VP Academics), Israel Ríos (VP Activities), Abby Ramos (VP Diversity), Patrick Eckroth (VP Governmental Affairs), and Emma Palumbo (VP Student Life).

**Advisor(s):** Ted Pratt (Advisor)

**Guest(s):**

**MOTIONS**

- ASB-15-F-19** Approval of the September 30<sup>th</sup>, 2015 minutes with the written changes. *Passed.*
- ASB-15-F-20** Approve the Alternative Transportation Fee Committee Charge and Charter. *Passed.*
- ASB-15-F-21** Approval of the Transportation Advisory Committee Charge and Charter with the job title change to Local Issues Coordinator instead of Local Liaison. *Passed.*
- ASB-15-F-22** Approval of the SPAC Charge and Charter. *Passed.*
- ASB-15-F-23** Approval the Large Event Opportunity Fund to action item. *Passed.*
- ASB-15-F-24** Approval of the \$65,000 large event opportunity fund proposal with the amendment that it need to be reviewed each year. *Passed.*
- ASB-15-F-25** Approval of Committee Appointments. *Passed.*

*Belina Seare, AS President, called the meeting to order at 6:13 p.m.*

**I. APPROVAL OF MINUTES**

*MOTION ASB-15-F-1* by Eckroth

Approval of the September 30<sup>th</sup>, 2015 with written edits.

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

**II. REVISIONS TO THE AGENDA**

Dove said he doesn't not have guests so if anything else is pressing, he can move the first item on the agenda.

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

**IV. INFORMATION ITEMS - Guests\***

**A. Boars Assistant for Academic Shared Governance Proposal**

Dove said this is an information item and it will be next week as well. It needs to go to Personnel Committee first and he wants to just talk some of the information over with everyone. As they are aware his position is structurally over worked and under supported. At the beginning of the year, he learned he does not have a Board assistant, he thought it would be good to have one directly support himself and directly support other committee members. It's putting money and support into areas that have not been supported in the past. His position and the AS Committee Coordinator position are the only two that work with the internal academic university committees. He created a job

description for a Board Assistant. Right now they are calling it a board assistant and he thought it may be a coordinator but coordinators typically oversee offices. He isn't fixed on the title. He was wanting this to be a grant position for two years so next year his position won't have to go through this process, they will just get the support from when they start. He is hoping that the AS Structural Review process will help figure out the support needed for their positions and they can re-evaluate this position after that committees recommendations. There are three main areas that fall under the position responsibilities. One would be a voting member on the committees he can't attend. Reviewing committee materials and reporting to him about the committees they sat on. They will be planning and promoting special events. This position would help research issues and policies that are relevant to current issues and he is hoping they can serve as the secretary on the Student Technology Fee Committee. They would be gathering feedback on issues and actions through period polls and information surveys. They will be working with the AS Committee Coordinator and the other REP office employees to ensure that student at large positions on university committees are filled. This position will also work on implement equitable and inclusive governance practices by doing outreach and gathering feedback. Hopefully this new position will work with his position and the AS Structural Review Committee to give a recommendation on how to structure our representation. He wants feedback on all of it and is open to any changes. Brock said her suggestion is to work with her about the fiscal impacts and she is completely on board with this. Ríos asked if Dove has thought about the physical space and thinking about their office. Dove said he has been thinking about that, there are two desks and hopefully their schedules will work. He really wants this position to work out, so if there is not a space they can use his desk. Palumbo said she is very excited because this position is needed. Ramos ditto's. Dove said this will be an information item next week as well.

## **X. BOARD REPORTS**

### **V. ACTION ITEMS - Guests\***

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

### **VII. ACTION ITEMS - Board\***

#### **A. Alternative Transportation Fee Committee Charge and Charter**

Palumbo said there are minimal changes to this charge and charter. They added one more student at large position and that doesn't change quorum. Dove said under the "Reportage", is the VP for Business and Financial Affairs a Staff member or is that Hannah Brock? Brock said a staff member.

*ASB-15-F-20* by Palumbo

Approve the Alternative Transportation Fee Committee Charge and Charter.

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

#### **B. Transportation Advisory Committee Charge and Charter**

Palumbo said there are minimal changes to this. The ones that are on here where actually made last year. She needs to switch the job title to local issues coordinator. Ríos asked why they removed the Residence Hall Association (RHA) position last year. Eckroth said he doesn't know but he would recommend it. It is hard to get RHA representative. Last year he worked in the AS Representation and Engagement Programs (REP) office and he knows it required hard word to get committee members from Residence Hall Association (RHA).

*ASB-15-F-21* by Brock

Approval of the Transportation Advisory Committee Charge and Charter with the job title change from Local Liaison to Local Issues Coordinator.

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

### **C. Structure and Programs Advisory Committee (SPAC) Charge and Charter**

Brock said no changes from last week. No questions were asked.

*ASB-15-F-22* by Brock

Approval of the SPAC Charge and Charter.

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

## **VIII. INFORMATION ITEMS - Board\***

### **A. Facilities and Services Council Charge and Charter**

Brock said she was talking to Eric Alexander the Associate Dean of Student Engagement and the Director of the Viking Union and Greg McBride the Assistant Director of the Viking Union (VU) about the nature of this committee. It is more of an advisory committee in nature. It only has voting authority for requests over \$1,500 from the Repair and Replacement budget and the majority of it is advisory. It's a way to get input to Alexander and McBride about changes from the VU. It has issues in the past with the membership. It consisted of many people who are from outside the VU building. It was really difficult to have people attend. It was difficult to get quorum with people not showing up. It put things behind when Alexander and McBride needed input and they couldn't get it. The Recycle Center was removed because they are so far removed and Alexander's suggested that. It works independently but it is still part of the AS. She wanted to add Alexander's position because it wasn't on there before. She would like suggestions about the wording in the section "Voting" because they only need voting on amounts over \$1,500. Other than that, she wants the input. Palumbo said she was a little amazed that they took off the student representative from Recycle Center. From her experience last year, that person from recycle center came every time but it could be just be the specific person in that position. She likes the idea of changing it to advisory because that is more of what it is. Brock said maybe adding the Recycle Center representative back on? Especially if they are making it more optional. Eckroth asked about the voting section and the changes. Brock said the committee doesn't have much power with the voting, she would take things to the Board for approval. Alexander just suggested it to be more advisory. Eckroth said perhaps consensus voting? Dove asked if it operated as an advisory. Should it function as an advisory committee? Brock said she thinks they should have authority in voting on amounts over the \$1,500 and it is valuable to keep in place. There was a lot of offices wanting things replaced and it is good to get student input, but it mainly works as an advisory committee. She also changed quorum said "a majority of the membership present shall constitute a quorum. Eckroth said it sounds like whoever shows up is quorum, he thinks that should be changed. Ríos agrees.

### **B. Business Committee Charge and Charter**

Brock said there wasn't many changes to this charge and charter. Osman Olivera the AS Business Director made changes to this so it looks like many things changed but really they added the Club Business Director position and the Associate Dean for Student Engagement and the Director of the Viking Union position. Ríos asked if there was a secretary. Brock said no. it's an advisory committee to her and Olivera. The committee makes recommendations to the Budget Committee. Business Committee is a committee that helps develop recommendations and suggestions for Budget Committee.

### **C. Budget Committee Charge and Charter**

Brock said it is being changed a little bit. They changed the charge to "the purpose of the AS Budget Committee is to review the budget proposals and decision packages from the AS office and to establish the operating budget in the form of a recommendation for the next fiscal year". They also changed the

secretary position to clarify that person's job just in case the secretary changes. They have 3-5 students-at-large. They also crossed off "meetings may also be called by any member with support of at least twenty five percent of the seated voting membership" because it never is used. Eckroth recommended putting it back so it could show any member they can call the meeting. Ríos ditto. Brock said it can't happen without the chair being there. But they can add it back on.

#### **D. Communications Committee Charge and Charter**

Brock said they took off "program marketing" and put on "marketing for program office and brand management" in the charge section. Ramos makes a recommendation about KVIV which is optional, she recommends taking that position off and putting on the AS Review. Brock said she wants to keep KVIK but she can definitely add the AS Review position. She wanted to add Lead Web Developer and the Student Web Designer. She wanted to make them non-voting positions. She added the reportage through the Communications Director, and the AS VP for Activities. Pratt said they should think about whether the web designers should be voting or now because they would be on there for more than one year and it helps to have knowledge roll over. Palumbo said maybe as an advisory role. They could have the same impact without voting rights. Brock said she doesn't have a preference either way. It was Chris Miller's suggestion. Eckroth said instead of the Representation and Engagement Programs (REP) office appoint them, could it be the Organizing and Outreach Coordinator because it's part of their job? Brock said yes. Ríos said on the charge, it says "development and enforcement of the AS Branding Guide", how could they enforce it? Brock said if they spent all the time and money to have the branding guide, they should have something enforce it. She would be open to other wording choices. This would make sure it gets utilized properly. Ríos said it is a good conversation to have because he thinks that a lot of committees don't have good enforcement. Brock said her and Ríos could work together to think of language. She wants to push the use of the branding guide they created. Ramos said yes. Does the Communications Director have approval of the logos currently? Brock said yes. Ramos said the Publicity Center is on top of it, Jeff Bates the Publicity Center Coordinator is on top of making sure they use it. Dove asked what a sounding board is. Brock said kind of like an advisory board, they can come to them with questions. Dove said perhaps changing it to advisory committee. Brock said she can do that.

#### **E. Large Event Opportunity Fund Budget**

Ríos said he made a proposal from the discussion from last week. He is suggesting making it have \$65,000 in the pot. It would be nice to have it approved by the time Activities Council meets next Monday. Ramos said if the \$65,000 doesn't get used, would it get smaller? Ríos said at the end of the year they will be looking over the fund and looking at it. He thinks it should be more than one year before a review, because one year isn't really representing how the fund works. Ramos said perhaps adding something that says it has to be renewed every year? Ríos said yes.

*ASB-F-15-23* by Palumbo

Approval of the Large Event Opportunity Fund to be an action item.

Second: Eckroth Vote: 6-0-1

Dove abstained.

*ASB-15-F-24* by Ramos

Approval of the \$65,000 Large Event Opportunity Fund budget with the amendment that it need to be reviewed each year.

Second: Palumbo Vote: 6-0-1

Dove abstained.

## **F. Board Meeting Location Discussion**

Seare said after the great success of last week's Board meeting being in a different location, she wanted to continue the conversation about how to be more accessible to students and being creative with where they have their Board meetings. This would be going along with the Board priorities they made earlier, some priorities being transparency and creating access to the Board. It could be going out of their way to making it more accessible. She wanted everyone's thoughts? There was a couple ideas brought to her attention. Do they want to move the academic west sky bridge? Miller hall? Somewhere different? Just the VU 6<sup>th</sup> floor? There are good reasons to stay in the same spot for consistency reasons and having people know where to find them, but also good reasons to move, so they become more visible. There are pros and cons to both. Dove said his suggestion is that if they chose a busy public place to get microphones and speakers. It was difficult last time to hear and project their voices. Brock said she likes the idea of changing it, but every time would cost money to go to a different space. No matter where they go, it cost money. It's still student dollars to get there. Should they go every time? Could they save money by doing it once a month? Palumbo said they could make the first meeting of every month in a more neutral location then here. Seare said its \$56 for the set up, but around \$78 for microphones. Perhaps they could request money from the Operating and Enhancement Fund? Ramos said it was so successful, but they outreached a lot by telling all of their friends, Facebook, and they had food there. They could not move there and continue the energy throughout all Board meetings. She also thinks a lot of people attended because they were talking about the Presidential Search. They need to be conscious of student dollars because she thinks location has a small factor in it. Eckroth said it's not a lot of money compared to the amount they spend on pizza. It is a good use of money to be more accessible to students. Pratt asked if the Board could ask if other areas like the Communications Office to do some of that outreach. They should look to the offices already doing the work to help engage students. Ramos said another idea is they can go to the Publicity Center and get posters made like the Sustainable Action Fund (SAF). They have their posters hanging throughout the quarter and they stay up the whole time. Palumbo dittos. Eckroth said the REP office could help with that outreach, the Organizing and Outreach and the AS Election Coordinator positions could help as well because it is in their job description to do that type of work for the organization. Ríos said the biggest reason students attended the meeting was because it is a hot topic. It would cost about \$400 for 6 meetings. That's enough to send someone to a conference. Seare said her attention was to keep pushing towards transparency and accessibility. She thinks for them to be more public and more out there, it lets students know they actually have Board meetings. It was to bring the idea back up and just to have it in the Board members minds. Perhaps thinking about this during the AS Structural Review Committee as well? Brock said she would be in favor of changing locations when they foresee a hot topic, they could make themselves more visible. Charge and charters aren't as fun for students and they don't need to spend the money if no one will show up. If it is something where students are more interested in, she thinks it's worth it. Eckroth said he agrees with Palumbo and Brock. Making it more predictable helps students find them but also what Brock said about how they don't want to bore students. Seare said she liked what Ramos said about the SAF posters. Perhaps coming up with a list of important topics such as the Legislative Agenda and letting students know about them. Brock said they will want to make sure to move fast on that on that because the more time they have to prep the better. They can work with the Communication Office on getting the word out about where the Board meetings are.

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

### **A. Committee Appointments**

#### **Academic Coordinating Commission**

Josie Ellison

Political Science / Economics

Senior

### Activities Council

Nicole Carroll History/Social Studies Junior

### Academic Honesty Board

Levi Eckman Clinical Psychology/Political Science First Year

### AS Budget Committee

Nathan Nguyen Business Admin: Marketing Senior  
Chelsea Ghant Intl Business Senior

### Election Board

Levi Eckman Clinical Psychology/Political Science First Year  
William Martin Political Science First Year

### Legislative Affairs Council

Bridget Doyle Williams Political Science Junior

### GUR Task Force

Stacey Ejim Marketing Junior

### Recruitment, Admissions, Support Committee

A Blyth Marginalized Identities: Empowerment through Law and Education Junior  
Daniel Higgins-Sanchez Supply Chain Management First Year

### Student Academic Grievance Board

Lydia Weiso English Grad Student

### Student Technology Fee Committee

Josie Ellison Political Science / Economics Senior

### Sustainable Action Fund Committee

Shauna Bjornson Environmental Science Senior

### University Sustainability Advisory Committee

Bridget Doyle Williams Political Science Junior

*ASB-15-F-25* by consensus

Approval of the Committee Appointments.

Action: Passed

## **X. BOARD REPORTS**

**Zach Dove, VP for Academic Affairs** reported that he met with the 400 level Human Services class. They are doing an assessment project on the committee system. He is excited about that. It's being done by students. By the end of the quarter they will have their report. Committee on Undergraduate education was discussing an issue they had with writing proficiency (WP) points which three points are required to graduate Western. A small amount of students every year don't graduate because the only requirements they have left is WP points. There are no online WP classes and the students leave the state, they can't finish their degree. He will keep them updated on the progress on that. The GUR taskforce hasn't met yet. Academic Coordinating Commission is working on the Grade Replacement Policy. It could have room for improvements. He is also

working with Faculty Senate president Molly Wear on a seminar class that will basically be looking on the shared governance structure and hopefully they can identify some improvements.

**Patrick Eckroth, VP for Governmental Affairs** reported that said Washington Student Association (WSA) Board of Directors meeting got canceled. There wasn't much on the agenda so that saved money. The Legislative Affairs Council will have its first meeting tomorrow at 4pm. They will be having an overview of the council and the charge and charter. They will also give an overview and start their AS agenda setting process and looking at ways to do outreach. WSA will be starting their state wide agenda. They have General Assembly in November. He is trying to figure out how to calculate the remaining balance of the Legislative Action Fund (LAF) budget. There was \$9,715 spent total for summer.

**Hannah Brock, VP for Business and Operations** reported that her next project is the budget website. It is really messy. It has some useful information, there are only certain descriptions. She is going to get numbers in the reserves together for everyone for the next meeting. She will be updated reserve policy. They may change it to Peabody format first though. They are working to get a couple changes right now. She met with Cynthia Meeks and Osman Olivera on some of those changes. AS Business Committee will be meeting and talking about restructuring the ER form. They have to change of the budget author's and account numbers. She met with Peg Godwin the AS Bookstore Manager with the bookstore. She would like to work with them to make some of the issues. Godwin wanted to meet with Faculty Senate to talk to the professors about cheaper textbooks for students, and make the process easier for both the faculty and the student.

**Belina Seare, AS President** reported that they need to outreach more on the Presidential Search Advisory Committee because they only have two students who applied. The application closes on Monday. Tomorrow she will be sending out an email to departments to ask students to apply. She will be asking not only the Business and Political Science majors but all majors. She will also make a Facebook event. She has scheduled a meeting with Kelly Mason the AS Communications Director about following up with their Board reports in announcements and being on the AS website. Ríos suggested make a blog through the AS website. Eckroth said they could also do hand bills. Seare said she talked to Steve Card the Director of Athletics about the slogan that has upset campus and the Bellingham community. Eileen Coughlin the Vice President for the Enrollment and Student Services division said that Card takes full ownership of it regardless of his actual role in approving the slogan. Her impression is that they won't be handing out the t-shirts with that. Tomorrow is the Board of Trustees meeting and everyone should attend.

**Abby Ramos VP for Diversity** reported that she spoke with someone about the mascot. They are having a forum to discuss it, to see what they want to see as the Viking mascot. She will be working with Ríos to see what they can do about the mascot. There was a closed student caucus space on Monday. They have been working on what they can do to see how they can get the AS Bookstore as the Ethnic Student Center (ESC). The ESC conference is next weekend. Get the word out, there are still spots. She is working on the Oregon Students of Color Conference. She will be working on a proposal to create a fixed budget for this conference so her position doesn't have to figure out money each year.

**Israel Ríos VP for Activities** reported that he also spoke with Steve Card the Athletic Director about the issues around their posters. They aren't the only ones that have had the issues. Boys and girls club said they won't be hanging their fliers up either and rejected the poster. He did find out that the AS bookstore is on the back the shirts they printed because they are a huge supporter of Athletics. Seare asked if they had a final look before the shirts were printed. Ríos doesn't think so. He is looking at their process for approving these. There is shirts and hats and fliers and he believes they won't be using any of them. He talked to Clark Cripps about the concerns around the AS Info Fair and the women's rugby team's comments. As for clubs, the Activities Office is starting something new called the Club Cup. Its intentions are to be more open to students and to benefit the community as a whole. It does that by rewarding students with a point system but they are looking for input. He has been focusing his one on one's with those he supervises on reminding them they are students first and to monitor their hours so they aren't going over. He is also going to the Association of College Unions International (ACUI) conference.

**Emma Palumbo VP for Student Life** reported that Sustainable Action Fund (SAF) funded the electric bikes proposal for campus. For the Sustainable Action Fund Taskforce (SAFT) it looks like they can see an end to the process and they will hopefully have an outcome shortly. She met with Leonard Jones and talked about WWU's food and the real challenges the dining halls are facing. They are trying to provide sustainable food and she will be working with students on that. Lastly she will also be attending the ACUI conference and she is looking forward to that.

## **XI. OTHER BUSINESS**

*Belina Seare, AS President, adjourned the meeting at 7:44 p.m.*