

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

Wednesday, October 14th, 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):** Eric Alexander (Advisor)

**Guest(s):** Emma Opsal (AS Assessment Coordinator), Alzeta Davis (AS Challenge Course Coordinator), Stephen Magnuson (Outdoor Center Coordinator).

**MOTIONS**

- ASB-15-F-26** Approval of the October 7<sup>th</sup>, 2015 minutes with the written changes. *Passed.*
- ASB-15-F-27** Approve the AS Business Committee Charge and Charter. *Passed.*
- ASB-15-F-28** Approval of the AS Budget Committee Charge and Charter with the addition of the meeting section being back on. *Passed.*
- ASB-15-F-29** Approval of the Communications Committee Charge and Charter. *Passed.*
- ASB-15-F-30** Approval to table until they can bring John Larson in *Passed.*
- ASB-15-F-31** Approval of the Committee Appointments. *Passed.*
- ASB-15-F-32** Approval to go into Executive Session to decide the nominations for the Presidential Search Advisory Committee for one hour. *Passed.*
- ASB-15-F-33** Approval to move into executive session to decide the nominations for the Presidential Search Advisory Committee until 9:41pm. *Passed.*
- ASB-15-F-34** Approval to move into executive session to decide the nominations for the Presidential Search Advisory Committee for 15 minutes. *Passed.*
- ASB-15-F-35** Approval to move into executive session to decide the nominations for the Presidential Search Advisory Committee for 20 minutes. *Passed.*
- ASB-15-F-36** Approval to move into executive session to decide the nominations for the Presidential Search Advisory Committee for 10 minutes. *Passed.*

*Belina Seare, AS President, called the meeting to order at 6:09 p.m.*

**I. APPROVAL OF MINUTES**

**MOTION ASB-15-F-26** by Ríos

Approval of the October 7<sup>th</sup>, 2015 with written edits.

Second: Palumbo Vote: 6-0-1 Action: Passed

Ramos Abstained

**II. REVISIONS TO THE AGENDA**

Dove said he doesn't not have guests for his item this week.

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

### IV. INFORMATION ITEMS - Guests\*

#### A. SPAC information with the OC Excursions

Opsal thanked the Board for passing the change in SPAC rotation change for the Representation and Engagement Programs (REP) office and the AS Review as well as for the oversights in the charge and charters that were fixed. There is currently assessment going on of their assessment practices to help better gauge how students interact with assessment. She has met with all but one of the offices going through SPAC this year and she will be having the other meeting shortly. Not all of the Board members have direct roles with the assessment process but they all will be seeing the final recommendations from SPAC. The three that have offices going through SPAC this year are Brock, Rios and Ramos. Ramos has the Veterans Outreach Center and Women's Center. Brock has the AS Business Office and Outdoor Centers Challenge Course. Rios has KUGS, the Underground Coffee House and the Club Activities Office. There will be work group session for each of the offices going through SPAC. She wants the Board members to go to one of the work sessions to provide Board feedback and then they can bring recommendations to the Board through their Board Reports. For the Timeline, the first session is October 21<sup>st</sup>. The second is the first week of November but it depends on if they have enough people on the committee. The students on the committee will be primarily learning about the AS and the SPAC process. The first meeting that the Board will see SPAC is the middle of February. Alzeta Davis, the AS Challenge Course Coordinator came to inform the Board about the program. The Challenge Course is one of the programs going through SPAC this year. Davis explained what a challenge course is. Davis said they have two venues, Lakewood with high and low elements, they have WWU campus for field games, and other areas are very occasionally used. Their mission is first and foremost to meet the goals of the group that is coming. After that it is to instill confidence, work on consensus building, introduce a new approaches to problem solving, inspire leadership, generate effecting communications skills and enable goals setting steps for the group. Davis explained who they serve which is faculty and staff, athletic teams, clubs organizations, and students. They have a challenge by choice moto so folks don't have to participate if they don't want to. To help them meet their goals and expectations the facilitators have a tracking forms where the group states their goals and exactly what they want out of their services. They also spend a lot of time planning, debriefing and making sure they met the goals of the group. Davis distributed the waivers and contracts that they use for the Board to see. Davis stated what they want to see in the future. One of those new ideas is a covered space out at Lakewood where the volleyball nets are because they would like to still be able to do activities out there when it is raining. They would also like a new elements and office space at Lakewood. Having office space there would help them be able to process and prepare tasks at the location they work at the most. They are also working on marketing because they don't have a lot of programing going on with the weather getting worse. Davis mentioned that getting a new element can cost between \$2,000 and \$20,000 depending on the element and it is not in the budget to get new elements. Eckroth asked what an element is. Davis said it is the physical thing they are on to perform the challenge such as wobbly woozy, spider web, hole in space, walk of friends, or nitro crossing. Dove said he would like to see something on the sheet about preferred pronouns. Davis said that was a good idea and they will add it. Brock said what is the opt out process like? Davis said this is a case by case situation and each has a different response. They haven't been able to do it yet themselves but if they had, and they had someone who wasn't comfortable, Davis would find other ways for them to be involved. They don't have to go up in a high element but they could try to belay and be part of the support system. Brock said she is wanting to make sure they are learning from past experiences. In previous years people felt it wasn't challenge by choice and felt peer pressured to perform the challenges without wanting to. Alexander asked what is next for the Outdoor Centers Challenge Course group in the SPAC process. Opsal said they are part of group 1 and they will be meeting this Wednesday coming up and every week after that. They will be giving presentations like this one this for SPAC committee. Then they will begin work

on their recommendations after that. Brock can provide feedback at that time. They will be the first set of recommendations coming to the Board. If there is a budget or personnel request, it will go through those channels first by going to Personnel Committee or Budget Committee and then the Board.

## **B. Board Assistant for Academic Shared Governance**

Dove said there have been no changes to the documents they have. But he would like to make a couple changes after going to Personnel Committee. Worked with Brock to come up with maximum amount they would need for the year. Brock said she could help break the cost down. A typical Board Assistant makes \$9.80 per hour. They multiplied it by the amount of weeks left in fall quarter and working 15 hour per week for fall, and then 19 hours per week for both winter and spring quarter. They know they definitely need more help during winter, they aren't exactly sure if it will be 15 or 19 hours. Then multiplied by the amount of weeks. The minimum amount they came up with is 15 hours per week for spring just in case they felt they didn't need to have 19 hours for spring quarter. It is an hourly position so they can use less than the maximum amount that is okay, they get paid for what they work, but they just won't be working more than 19 hours. Dove said Personnel Committee wanted to talk about some of the language pertaining to this new position and their ability to sit on the committees and vote in Dove's absence. As the elected official, his position is meant to have that vote, and they should have language about Dove having an influence of how this new position votes. He wants help from the Board on how to shape that language. Ramos said when they do the hiring would they ask questions around that? Dove said yes they can do that, he has never been on a hiring committee but he can make sure it's asked. Brock said the Personnel Committee originally thought of this new position as a double of Dove's position. Because they are not elected position they need to make sure this person is working closely with Dove. They can't control their actions thought so they will have to have good language around it. They have to have really good communication about Dove's intentions and wants. They would have to bring a perspective back to Dove who makes the final decision. How would they word that? They don't know. Eckroth said they could use some of the language from the REP Legislative Advocacy Coordinators position where it states that position must "Consult the AS VP for Governmental Affairs before representing the ASWWU on any legislative concern during the Legislative Session." Dove said he will want those recommendations. He will be going back to Personnel Committee next Friday to work on it more.

## **X. BOARD REPORTS**

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

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

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

#### **A. AS Business Committee Charge and Charter**

Brock said there were no changes from last year. They do want to change the date to October 2015 instead of September 2015 as it is now October.

*ASB-15-F-27* by Brock

Approval the AS Business Committee Charge and Charter.

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

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

Brock said there are no changes to this document except she would like the section that says “meetings may also be called by any member with support of at least twenty five percent of the seated voting membership” to be put back on.

*ASB-15-F-28* by Brock

Approval of the AS Budget Committee Charge and Charter with the addition of the meeting section being back on.

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

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

Brock said Lisa Rosenberg, Chris Miller and herself discussed what was going to happen with the Lead Web Developer position and the Student Web Designer position on this committee. Lisa Rosenberg and Chris Miller wanted to make both non-voting. Eckroth said the wrong office was replaced with the Organizing and Outreach Coordinators position, it should be the Representation and Engagement Programs (REP) office instead of the Resource and Outreach Programs (ROP) office. Brock said ROP will still be included, the one that should be crossed out would be the REP. She also added an AS Review representative. The last change she did was changing the wording from “enforcement of the branding guide” to “upholding the branding guide” because she felt it was a better representation of what they will be doing.

*ASB-15-F-29* by Brock

Approval of the Communications Committee Charge and Charter with the ROP being put back on and crossing off the REP appointed position and putting the Organizing and Outreach Coordinator.

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

### **D. Student Technology Fee Charge and Charter**

Dove said he tried to make changes to this charge and charter but and that is not reflected here. He is not allowed to make the changes he wanted to make, so the only different is the date change. He will be meeting with John Larson to go over the process of how to change this. Alexander said this fee was brought through the Board of Trustees and set up through that. The AS was given direction to create the charge and charter with a specific set of people in the membership. Any changes to that have to be made at the Trustee level, even though it is an AS charge and Charter. It is still changeable, it's just a matter of a different area changing it. Ríos said in the amendments section said that the charter may be amended by a majority vote of the AS Board of Directors with ratification by the vice provost for information technology. Is it the ratified part that makes the Board not be able to change it? Alexander said it is a great question, it's a unique fee in how it is managed. It's a part of a larger fee. There is a number of component of that fee and this is only one part of the fee. In the end, this is a tricky one. There is no other one like this to compare it to. After looking at Board documents and talking to Dr. Coughlin, that's the conclusion they came up with. Eckroth said he is puzzled. Last year they were okay with losing their voting rights and making it more student friendly. Alexander said his understanding is Larson didn't know about the process either. It has to go through the Board of Trustees. Eckroth said if he has the power to ratify this, but then doesn't have the power to do that, why is it on the charge and charter? Alexander said this was done after the Board of Trustees. It was an internal AS document, instead of by the Board of Trustees. Ríos asked about the original document and if they have them? Dove said yes. Ríos asked if they could bring it to the next meeting. Dove said yes, but he was thinking because of the sunset clause, they should pass it tonight. Brock said why are they voting on it if they don't care? If this is a student imposed fee, why should they have power over it? She doesn't feel comfortable voting on it, if it doesn't matter either way. Ríos said can they all abstain? Brock said they can do whatever they want to do with it. She will be abstaining if they vote. Alexander said part of Roberts Rules of Order is that if they all abstained it means there is no vote. Palumbo said has the committee met yet? Dove said not yet, they meet once per fall quarter. Palumbo said they should table it until further discussion. Alexander said a recommendations is they should provide questions for Dove to get answers on. Dove said better yet, he will bring John Larson and those who know the rules.

*ASB-15-F-30* by Eckroth

Approval to table the Student Technology Fee Charge and Charter until they can bring John Larson in to discuss some of these items.

Second: Palumbo Vote: 6-0-1 Action: Passed

## VIII. INFORMATION ITEMS - Board\*

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

#### A. Committee Appointments

##### International Programs Advisory Committee

Danielle Seng	Undecided	First Year
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##### GUR Task Force

Jaleesa Smiley	American Cultural Studies	Senior
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##### Student Tech Fee Committee

Jaleesa Smiley	American Cultural Studies	Senior
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*ASB-15-F-31* by Dove

Approval of the Committee Appointments.

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

### X. BOARD REPORTS

**Zach Dove, VP for Academic Affairs** reported that he has been working with Christina Van Wingerden's 400 level Human Services class on the assessment project. The survey goes live on Monday which will have questions pertaining to the knowledge and awareness of committees and whether those committee experiences are positive or negative. They will be doing a focus group with committee members as well. Tomorrow they have a student caucus on Inclusivity and Campus climate in VU 464 for one hour. They will be going over the things that are happening in Faculty Senate. The GUR taskforce met for the first time, they have 5 students-at-large on it and they all showed up. They are trying to make headway with the GUR reform before the process begins in winter. At the end of winter, the committee will identify three options for improving the GUR system. The 1<sup>st</sup> options will be something with minor adjustments and the other two options are completely up for being designed. They will have to see how they can funnel feedback into that. There will be two opportunities to provide feedback, one will be after they draft the idea. The Grade Replacement Policy will be changed. As of right now, if a student takes a class again, it will be the average of those two grades. Now it will be only the last grade will be factored into the GPA. There is one issue they are trying to mitigate and that is they don't want seniors going back and filling up classes that are typically freshman and sophomores level classes. Ramos asked if that is going to effect next year. Dove said no, it's tricky. There would be half of the school who can't use it and half that can. It will be a multiyear phase in. He has been working on the online newsletter and he would like to have some surveys and feedback tools on the newsletter. It could change on a weekly basis.

**Patrick Eckroth, VP for Governmental Affairs** reported that next few weeks they should be thinking about the AS Elections Advisory Committee. In the membership there is one AS Board representative on it but it is not specified which one. If they want to be on it, they can. It should only be a few meetings in Fall Quarter. As for committee outreach, applications are becoming pretty stagnate. They should be doing outreach as well,

not just the AS Committee Coordinator. On October 19<sup>th</sup> the Center for Service Learning will be giving a presentation on the AS. The Legislative Affairs Committee had its first meeting on Thursday. They went through the big things like the Rules of Operation. They are also going over the budget policy which the Board already approved. They are noticing they should change a couple other things to that policy. They are wanting to create a reserve policy because the Legislative Action Fund is a mandatory fund. They should have a reserve fund and they are thinking about \$25,000. He will be starting Outreach for the USSA Legislative Conference and the National Student Conference. Washington Student Association (WSA) is having its meeting next month and they have nine votes as a campus. WSA has a meeting in November for the Directors Meeting and its in Wisconsin. They will be sending Rosa (Last name?) to that.

**Hannah Brock, VP for Business and Operations** reported that she was working with Kelly Mason, the AS Communications Director to create a speakers packets for when people come to perform, includes students at large, people putting on trainings, professors, internally and externally. This packet would include all things pertaining to inclusivity, food and beverage policy, strategic plan of the AS, pronouns and inclusive language. Everything about what they want them to know about presenting, before they present, so they are prepared. They will bring it to Management Council. The Board will get to see it too. The newsletter is exciting. They should be thinking about what kind of content they want. She talked to Chris Miller and he is going to help the Budget Center more because it needs a lot of updating.

**Belina Seare, AS President** reported that working on the Presidential Search Advisory Committee (PSAC). It is excited to see who will be potentially serving on that committee. The Board of Trustees will be meeting all the nominees and then they will select three to be on the committee. She is going to start moving forward with the AS Board priorities. They had the privilege to go out to ViQueen lodge. For those who don't know the AS owns it, and it's on Sinclair Island. They got to see one of the offered student services and it is inaccessible to most students. They sat down together while they were there to go over the Board priorities. She is hoping to facilitate a couple of those priorities. As for the Newsletter, she is working on that with Mason on that as well.

**Abby Ramos VP for Diversity** reported that currently she is working on the funding for the Oregon Student of Color Conference. For activity travel, they can't get funding for food. She is trying to find a way to fund per-diem for students. For the ESC students, the ESC is going to fund it not the ESC Steering Committee. She will be making a proposal to go into reserves for this proposal so it won't have to be cut up into three sections. Belina and her got an email from Bruce Shepard to have 2-3 students added to the President's Taskforce for Diversity and Inclusion. Next week they will be having a meeting with admin about closed caucus spaces. It's against the law and she personally think it's okay. She met with ESC Steering Committee about the ESC representative spots. They had concerns about only having one ESC representative. It is a disproportion with student at large on the committee. They want to increase the number of ESC representatives on the committees. Seare said that students at large can be any student. They still feel it necessary to have more ESC spots? Ramos said yes, the student's at large spots could be all white and they would be the only student of color on that committee. They are looking for one student of color to be on there.

**Israel Ríos VP for Activities** reported that first concert will be happening next Friday October 23<sup>rd</sup>. It will be 8 dollars for students. It will be Luke Christopher. Brock said is there a way for the Board to get in for free? Ríos said technically they can. Currently there is a drawing gym in the VU art gallery. AS Productions has been doing really good work. Club Hub has the Club Cup ceremony tomorrow. They had their first Activities Council (AC) meeting on Monday and they went 40 minutes over. They approved new clubs. Seare asked if the religious club are allowed to be clubs and if get funding from the AS? Ríos said yes they can become a club but they can't get fund through AS. They can do fundraising, reserve rooms and equipment like other AS Clubs though. It really is to raise awareness. AC got its largest request that they have ever had for \$6,800 out of the \$32,000 budget. They haven't made a decision on that yet. KVIK is doing a short film festival. They are trying to get more AS centered this year, so that could be a news outlet for the AS. He went to the Association of College Unions International (ACUI) conference this past weekend and they will be providing more information on that next week. It was a great conference.

**Emma Palumbo VP for Student Life** reported that went she to the ACUI conference as well. It was a really good experience. Next week Israel and herself will be giving a summary of the takeaways of the ACUI conference. She has been working on student initiatives for the Students for Sustainable Water. She will keep the Board updated. There is an active shooter drill is tomorrow. It's not a live drill but it is happening. One of offices doing the drill is the 5<sup>th</sup> administration floor. It will be happening at 9:40 am. Ríos asked if the ROP is doing it too. Alexander said the whole institution will be doing it, but there are areas across campus doing a pilot of the drill to get feedback first. Seare said she will put signs on the ROP just so they know why people are leaving.

## **XI. OTHER BUSINESS**

### **A. Presidential Search Advisory Committee Nominations**

Recess 7:20pm to 7:34pm

Seare said they will be moving into executive session because they will be going over personnel issues and picking the PSAC nominees. Ríos said He will be abstaining from the whole process because he applied. He will remove himself from the room when they go into executive session. Seare said they will announce the names after the Board of Trustees picks their three people.

***ASB-15-F-32*** by Palumbo

Approval to move into executive session for one hour.

Second: Dove Vote: 6-0-1 Action: Passed

Ríos abstained and left the room.

Out of Executive session at 8:35pm

***ASB-15-F-33*** by Palumbo

Approval to move into executive session until 9:41pm

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

Out of Executive session at 9:41 pm

***ASB-15-F-34*** by Palumbo

Approval to move into executive session for 15 minutes.

Second: Ramos Vote: 6-0-1 Action: Passed

Out of Executive session at 9:50pm

***ASB-15-F-35*** by Brock

Approval to move into executive session for 20 minutes.

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

Out of Executive session at 10:20pm

***ASB-15-F-36*** by Seare

Approval to move into executive session for 10 minutes.

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

Out of Executive session at 10:30pm

Seare said they have selected their students they will be nominating to the Board of Trustees. They engaged in a process that discussed the criteria of what the Board of Trustees wanted and what the AS Board of Directors thought students wanted to prioritize.

*Belina Seare, AS President, adjourned the meeting at 10:35 p.m.*

DRAFT