

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

Friday, June 3rd, 2016 VU 567

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

Guest(s): Bill Martin (Student at Large), Osman Olivera (AS Business Director), Jennifer Cook (Student Activities Advisor), Raquel Wilson (DOS Business Manager)

Advisor: Eric Alexander (Associate Dean of Student Engagement and the Director of the Viking Union Facilities)

MOTIONS

- ASB-16-S-41** Approval to Move the AS Reserve Policy to an Action Item. *Passed.*
- ASB-16-S-42** Approve the Reserve Policy to Include Vote with Consent with the AS Board of Directors for Expenditures Over \$3,300 Under Section 1.H.3 Under the Viking Union Section. *Passed.*
- ASB-16-S-43** Approves the 2016-2017 AS Budget Recommendations with the Added Revisions. *Passed.*
- ASB-16-S-44** Approve the Structural Review Committee as a Recommendations to Continue in that Direction with the Amendments that the Charge and Charter will be Updated, the Diagram will be Updated, to Change the Executive Director of Business and Operations to be a Non-Voting Member on Executive Branch and a Voting Member and VU Board. *Passed.*
- ASB-16-S-45** Approve the Legislative Affairs Council Budget Policy. *Passed.*
- ASB-16-S-46** Approve the Rules of Operation for the Sustainable Action Fund to Move to an Action Item. *Passed.*
- ASB-16-S-47** Approve the Rules of Operation for the Sustainable Action Fund. *Passed.*
- ASB-16-S-48** Approve the Win Win Grant Carry Forward Request to an Action Item. *Passed.*
- ASB-16-S-49** Approve the Win Win Grant Carry Forward Request. *Passed.*

Belina Seare, AS President, called the meeting to order at 8:41 a.m.

I. APPROVAL OF MINUTES

II. PUBLIC FORUM

III. INFORMATION ITEMS- Guests*

A. AS Reserves Restructure

Eckroth said he would like to revisit the AS Reserves Restructure. There were some concerns brought up last week and they wanted to make sure they had those discussed. Olivera said when he first wrote his concerns he didn't see the FXXVU. He thought it was going to be sent outside the AS budgets into a separate VU budget but it won't be which that means it's going through the AS. The main concern is about the amount that the VU Director has. Also that there are no other students seeing those purchases other than the AS Business Director. It's a check and balance but it could also possibly be just the AS Business Director which is mostly an extension of the Finance Office. He thinks that other lenses would be good to have in there. It could go through another channel to alleviate that. They could have any big traveling or any big amounts going through Management Council but having other eyes on it would be good. Dove said there is vague terms in the language used such as "etc. and such" and he thinks that is too broad when they are talking about spending money. Palumbo said it's helpful to have that in there though so it doesn't lock people into anything. They looked into that for the Sustainable Action Fund and they want to leave it open for others to interpret because it is helpful. Eckroth said the difference there is a committee looking over it with student representation and with this they wouldn't have that. Palumbo said but they don't know what the reserves will be spent on, so it would be limiting on. Olivera said he would be okay with seeing the "etc" language if more students were involved and had their eyes on it. Brock said she thought about having it come to the Board or Management Council. Alexander hasn't spent anything yet. It wouldn't be over burdening the Board if over a certain amount. Palumbo said what about professional development? Alexander said they have some set aside already, but it's never enough to support the amount of people in the VU organization. It hasn't been a culture here to do professional development and there hasn't been professional development for a lot of staff. When they look at other institutions who do that, they aren't affective being advisors and they aren't affective making changes. He could see some using some for that. He is wearing too many hats currently though. One being the advisor to the Board and one being the Financial Fund Manager. In terms of amounts, that's a significant chunk of money. It mimics the amount from FXXVU is contributing into the administration costs. That's money that technically that position would have control over. It's very high because reserves are very high. He wouldn't set a dollar amount because if the reserves go down and the amount to the director would be too high. That is why they chose a percentage in the first place. The other role he plays is Director for VU organization staff. Sometimes they will have to hire people for projects. As a director and manager working in these, they engage with the Board and the Business Director along the way. If they know if its \$3,300 or travel it goes to the Business Office. If it is personnel base they would come to the Board. Fiscally it's good but he doesn't have a need for it right now. Brock said what does the Board think about possibly reducing the percentage amount? Olivera said would like to reiterate student representation into the process. Seare said could they be working with someone on the Board? Maybe her position because they technically would be the person who oversees the AS? Olivera said it won't be frequent. Management Council is all the Directors of the offices so there are lots of perspectives that could be brought up there. Brock said are their concerns about the percentage amount? Olivera said yes, but also student representation. Brock said she doesn't know how much they can get done in the next week with finals approaching. They could say that if it is over \$3,300 it has to go to the Board. Palumbo said she would rather it go through a position; it doesn't need to go through the Board. Dove said he likes the idea of it going to the Board because it goes out on the agenda and it is in public record. It would be transparent. Olivera said he would be happy if it goes through Management Council. Brock said 10% is a percentage that looks good for her and they talked about that in the past. Olivera said right now it

would be about \$85,000. Rios said concerns why they are making sure it's open for this particular fund, when all the others won't be. They could be spending a lot of money in other areas and that is not in public record. This is funds that we are entrusting in that position for responsibilities. They send students to conferences and then that student graduates. They can send a staff member to a conference and they can instill those changes overtime back into the organization. He isn't opposed to adding more student voices in the process. As for changing the percentage, he thinks that's fine. The reserves are so high which is why It's high right now. It's the amount in that funds that they already have access to. Olivera said for the ASA Vehicles for example, it's so specific but with language like "etc" there is a lot more wiggle room. It's so specific to cars it's not necessary to have all the voices involved. There is a lot more potential for others things to be spent on coming out of the reserves. Rios said this is an extension of other budgets. Olivera said yes but \$7,000 is different than \$245,000 budget. Rios said but it's a percentage of the budget. When the reserves drop, this amount would drop. Dove said is 10% too low? Palumbo said 10% may be too low. Olivera said as long as there is student representation there, he would be okay leaving the amount of 33% to compromise. Palumbo said they shouldn't vote on this. One of the concerns is this was being rushed and that is absolutely what they are doing right now. They don't have it written out. She doesn't want to vote on it today. Eckroth said they would be going through the vote second time. Palumbo said they voted on this twice though. Eckroth said they didn't, it came as a consent item which was different.

MOTION: ASB-16-S-41 by Eckroth

Approval to Move the AS Reserve Policy to an Action Item

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

Eckroth said in a way they rushed it, but they have seen it for a long time. They had a lot of discussion. They are tightening it up. He thinks it would be okay to have consent with the Board of Directors. It doesn't change the policy but that one specific area for more student representation. Ramos said the money needs to be student oriented. Rios said it should be open to student for transparency but this doesn't do that necessarily because it is one specific budget. Ramos said they should be going back to those budgets to make sure they are. Dove said it is a larger problem in the AS. Olivera said and the students usually start the funding request.

MOTION: ASB-16-S-42 by Eckroth

Approve the Reserve Policy to Include Vote with Consent with the AS Board of Directors for Expenditures Over \$3,300 Under Section 1.H.3 Under the Viking Union Section.

Second: Dove Vote: 4-2-1 Action: Passed

IV. ACTION ITEMS - Guests*

A. AS Budget Recommendations

Olivera said he typed up some of the consensus of what happened last meeting. Rios said he still does not want to approve reserve grants to supplement already existing operating budgets. They don't need to use grants out of reserves. Olivera said Activities Council wanted an extra \$3,000. They see the changes that clubs are being more active but they don't know if it will be sustained that way. That's why it was chosen to be a grant. Rios said these are already existing budget for them, that already shows that the need is there. Olivera said yes but they are new things. It's a trial period to see if that sustained need occurs. It's rare that a trail is just granted into the operating

budget. It's to not increase Services and Activities fee either. Rios said the Outdoor Center has to go to the Board, shouldn't they follow that same line? Olivera said the money was different and it was explained where the Outdoor Centers request was not explained. Rios said but he thinks they need to be consistent with their decisions. Alexander said all of those are great points. It's the second year of doing decision packages and they are figuring out how this organization wants to see those packages. This year there was \$220,000 worth of decision packages, but they don't want to keep raising the student fee. They need to have a better process on how they ask for and move through decision package process. Currently it is inconsistent. Martin said they are wanting additional club funding, but isn't there already club funding? Why didn't they just put it in the operating budget again? Olivera said because in the past, that specific fund wasn't as utilized. There is no trend that it will continue to be utilized like it was this year, so they recommended putting it as grant for two years to see if it does or not and then make the decision. Alexander said they could provide a recommendation to work with Business Director and VP for Business and Operations to create a structure and process for those decision package. Rios said that's only one concern of his but it should be put into the operation budget. Olivera said they are using the reserves, which they need to do because they are so high. In the Services and Activities Fee Committee they were called out for that and they aren't increasing student fees yet. Rios said in two years' students will have to pay more to not get more services because the services would already be there. Olivera said they are assuming everything else will be the same in two years. There are a lot of things that will happen in two years and for the Services and Activities fee that is a good thing. Rios said for the other budgets like the New York Times why wouldn't that be added as a grant? It seems like it is the same thing as running it as a deficit. Eckroth said main difference for him is that at a deficit is permanent and grants would be temporary.

MOTION: ASB-16-S-43 by Dove

Approves the 2016-2017 AS Budget Recommendations with the Added Revisions

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

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

VI. ACTION ITEMS - Board*

A. Structural Review Committee

Brock said she added in a preamble that is meant to prepped the reader for what to expect in the document. She put in the diagrams, the full qualtrics assessment report, and charge and charter for the committee. Rios said on page 25 it states "each AS program/service" and that should not be AS. Brock said she will fix that. Dove said he is still uncomfortable with the executive director being the chair and being hired. That is a lot of power. That is two areas of having power that a hired person would have. Rios said he is also worried about the work load of this position. Brock said idea was connection and communication between the both on the committees. Martin said he thinks the voting needs to go to the executive board. Rios said union board could choose someone to be on it. Alexander said the conversation about them being on which Board was decided by the committee before the conversation of hiring or electing this person came up. Hammer said they wanted to be on the executive business committee, it would be good to have them there. Also that person being more of an advisor was brought up. The committee didn't have complete consensus on that though. Dove said currently a hired person has a lot of power and he doesn't like that. Brock said definitely see the need to have that skill sets with the executive branch. They don't have to be a voting member, just bridging that gap. Having a vote on one or the other would be good though. They could switch it

where they are a voting member in the union board and a non-voting member on the executive board. Palumbo said yes.

MOTION: ASB-16-S-44 by Brock

Approve the Structural Review Committee as a Recommendations to Continue in that Direction with the Amendments that the Charge and Charter will be Updated, the Diagram will be Updated, to Change the Executive Director of Business and Operations to be a Non-Voting Member on Executive Branch and a Voting Member and VU Board

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

B. Program Standards

Brock said they have all seen this. They could have each individual office come through with changes but they thought it would be more efficient way to update the Program Standards. Each director was asked to bring back any changes they felt their office description needed. They read through word for word. Rios said did every event go through all the areas including event services? Rios asked about why on page 6 did they remove the Management Council section? Brock said it was redundant because below that they talked about Management Council. Rios asked about removing the Recycle Center? Alexander said part of VU and not the AS. Rios said should they use the word 'neutrality' instead of being non-partisan because not everything is partisan. University issues are not necessarily partisan. It's better to be neutral. Seare said neutrality is abstract and when Carly Roberts AS President in 2013-2014 brought a resolution about neutrality and then taking down by Annika Wolters the AS President in 2014-2015. That word in itself is political. Everything is a partisan issue, there are always opposing sides. Brock said they could get rid of both. Brock asked if they should table this item to make the changes for next week.

This Item Was Tabled.

C. Student Enhancement Fund

Seare said the job description was approved last week. The job description was 19 hours a week which would not exceed \$6,700 for the position. She is proposing a grant of \$70,000, to be divided over two years which is around \$35,000 per year out of FXXRES. She would want this position to start in August to start to understand their job and work on some of the materials. This position would be working with Raquel Wilson, and they will be here for fall training. Eckroth said does this budget include fall staff training? Alexander said are their summer hours? Seare said for this year, they would have 20 summer planning hours because it is a new position. Rios said there isn't a policy for this grant. Is a process where they will go through to receive this money? Seare said a committee would be deciding the grant allocation. Rios said that is not described in the document. Also shouldn't there be a policy around the grant like the Large Event Opportunity Fund? He wouldn't feel comfortable voting on this without seeing that. Seare suggested tabling this until next week and they can have all the information there.

This Item Was Tabled.

D. Legislative Affairs Council Budget Policy

Eckroth said this is the Legislative Affairs Council (LAC) Budget Policy. They made Discretionary changes to provide a little more discretion for smaller trips and it prevents the red tape. Rios said

have they talked about their membership with United States Student Association (USSA)? Eckroth said LAC had conversation about maintaining membership. It was good to have that conversation around it but the consensus was to hold onto it for this year and continue on with the evaluation for next year.

MOTION: ASB-16-S-45 by Brock

Approve the Legislative Affairs Council Budget Policy

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

E. Sustainable Action Fund Committee

Palumbo said this is the rules of the operation. The fee language was updated. They have their two tier system that is put into the rules of operation. They put in language around the contingency funding for each of the projects and a clause for conflict of interest. Attached the budgets that is reflecting the tier system and she wanted to have it as public information. They also included language around pulling funding without any progress because right now they have a lot of money that was set aside for projects where the students already graduated and aren't working on the projects anymore, but they don't have a way to pull the money back.

MOTION: ASB-16-S-46 by Dove

Approve the Rules of Operation for the Sustainable Action Fund to Move to an Action Item.

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

MOTION: ASB-16-S-47 by Brock

Approve the Rules of Operation for the Sustainable Action Fund.

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

F. Win Win Grant Carry Forward Request

Eckroth said they have had this since the 2013 election. They got a grant from Win-Win. The grant wasn't spent this year but it was last year. They have to be spent on voter education and get out the vote efforts which is required in receiving the grant, so it can't go into reserves.

MOTION: ASB-16-S-48 by Palumbo

Approve the Win Win Grant Carry Forward Request to an Action Item

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

MOTION: ASB-16-S-49 by Rios

Approve the Win Win Grant Carry Forward Request.

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

VII. INFORMATION ITEMS - Board*

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

IX. BOARD REPORTS

Belina Seare, AS President reported that it is national donut day.

Zach Dove, VP for Academic Affairs reported that he presented their resolution about student labor to Faculty Senate and they felt strongly that it is in their purview to do something. They want more information. They are going to continue working on that in summer and fall.

Patrick Eckroth, VP for Governmental Affairs reported that United States Student Association (USSA) national congress conference planning is happening. They have devised an elaborate scheme to keep the applications open longer in order to give students more time to apply. Right now the deadline is June 27th instead of June 6th. They will have a smaller committee that will be selecting applicants to go to the University of Massachusetts Amherst. They will be sending out email to AS Organization. There also is a Washington Student Association (WSA) Board of Directors meeting tomorrow at the University of Washington.

Hannah Brock, VP for Business and Operations reported that

Abby Ramos VP for Diversity reported that next week she will be bringing Solidarity Letters for the University of Washington and Seattle University and hopefully talking about the student group about the Sakuma Berries resolution.

Israel Ríos VP for Activities reported that AS Productions Event, Lawnstock is tomorrow. First 100 people to be there will get a denim Lawnstock hat and inflatable dolphins will be given away.

Emma Palumbo VP for Student Life reported that

XI. OTHER BUSINESS

Belina Seare, AS President, adjourned the meeting at 10:51 a.m.