

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

Friday, May 27th, 2016 VU 567

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

Guest(s): Bill Martin (Student at Large), Casey Hayden (Student Activities Coordinator), Jenn Cook (Student Activities Advisor), Osman Olivera (AS Business Director), Wayne Rocque (SIRC), Alex Lavallee (ASP Special Events Coordinator), Greg McBride (Assistant Director of the Viking Union), Peg Goodwin (AS Bookstore Manager)

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

MOTIONS

- ASB-16-S-32** Move the Resource and Outreach Programs Carry Forward Proposal to an Action Item. *Passed.*
- ASB-16-S-33** Approve the Resource and Outreach Programs Carry Forward Proposal. *Passed.*
- ASB-16-S-34** Approve the AS Bookstore Proposal to an Action Item. *Passed.*
- ASB-16-S-35** Approve the AS Bookstore Proposal with the amendment that \$44,014 is out of the Bookstore Equipment Reserves. *Passed.*
- ASB-16-S-36** Approve \$11 Increase to the Counseling Center, Health and Wellness Fee. *Did Not Pass.*
- ASB-16-S-37** Approve \$6 Increase to the Counseling Center, Health and Wellness Fee as their recommendation. *Passed.*
- ASB-16-S-38** To Remove the Previous vote ASB-16-S-37 Due to Confusion and the AS Board Will Provide a Statement to the Board of Trustees. *Passed.*
- ASB-16-S-39** Approves the Personnel Agenda Items. *Passed.*
- ASB-16-S-40** Approve the Changes to the Structural Review Committee Charge and Charter. *Passed.*

Dove said strike inclusive communication. his endorsement is all they needed. Students have the access to opt out.

Hannah Brock, AS VP for Business and Operations, called the meeting to order at 8:38 a.m.

I. APPROVAL OF MINUTES

II. PUBLIC FORUM

III. INFORMATION ITEMS- Guests*

A. Structural Review Recommendations

Dove said these edits addressed his concerns from last week. Dove said he will email some additional changes he would like to make. Alexander said do they want to address what a proposed motion would look like? Brock said they wouldn't be approving the entire structure; would be recommending it? Alexander said the first part would be if they want to keep doing the review next year? Second part is, do they all endorse the direction that it is going? Danny said the AS Structural Review Committee is chartered for three years. This Board wouldn't approve a final form; it would be the following couple Board's. The motion this year would be similar to a red, yellow or green light. A yes motion would be that the current structure is endorsed and the next Board could see that they all thought it is going in the right direction. If it is a no, the next Board will have to relook at the structure. Danny said he was sitting on the Proposed Structure Subcommittee. They talked about the concerns addressed by the Board. The reasoning behind the design they chose wasn't clearly laid out in the proposal. They looked at what is not being done that they think should be done in the AS. They looked it at a way to represent the students better. They took the role of the Vice President for Academic Affairs and distributed it over a whole senate because they have one student speaking for all students. The senate is a great opportunity for university committees to collaborate and have the most diverse input. Dove said it may take more time to do this process than it is proposing in the document here. Brock said yes, this is ideal timeline. Dove said he is concerned with the Executive Director for Business being hired. Why do they have a voting on the Executive Board. To have a non-elected person on the Board with a vote seems weird. Palumbo said that's not unprecedented across the country. What that position would be offering would validate a vote. Dove said he is worried about that and still doesn't think they should be having a vote. Danny said the rational about not being elected is their role in the Viking Union and the knowledge they will need to have. They wanted the position to be more determined by the expertise and based on belief that they can serve in that role. Whether this position got a vote on the Executive Board was decided first and the not being an elected position came second. He felt okay with it because there is a huge check and balance between the Board and Senate. Ramos said creates a barrier to those who haven't had expertise and it also creates a hierarchy. All of the Board members didn't know what they were doing and they learned, she thinks this position could continue to do that.

B. Final Budget Recommendations

Olivera said he knows there were concerns with ASP and the Board budgets from the last meeting. The FXXAMP marketing and promotions budget and the volunteer program budgets were brought up. His understanding of FXXAVL came from him thinking that \$800 was going into the administration. They didn't want that and they can bring it back. Cook said they voluntarily decreased FXXASP. Olivera said as for the Pop Music Conference. They came to the Board last year and wanted to get rid of it. Falk said they had an expo last year from original entertainment businesses instead of the conference. He would like to combined event next year with the Battle of the Bands and this expo and make it a larger event. Originally they have \$2,700. They could do it would maybe \$1,800. He would like to see an allocation for that is possible. Brock said she worked

in the AS Productions (ASP) office on Pop Mic. What was the attendance for the expo? Falk said it was small, but it was the first year. Brock said they have heard in the past for two years, that they need to get rid of this idea for the conference because it's a great idea but it just hasn't been well attended. Olivera said the attendance was alarming and the proposal itself didn't have a solid explanation how to resolve that, ASP themselves wanted to get rid of it and the Board denied it last year, so that's why it was reallocated. Olivera said it could be a grant if the Board wants to because it is a different thing. Wilson said it is premature to start talking about it as grant. The Pop Music budget can handle this program if need be but there is program saturation and not enough student attendance. Between Battle of the Bands and the expo, they should be thinking about what the Pop Music Coordinator is able to produce. Is it just part of the job description or do they want quality programming. They wouldn't need to have allocations because they are putting two together. Cook said her understanding of it, the Board last year didn't deny the proposal to go away, but change for it to go to an expo which is a career services type of fair. They had one year to try it and yes it wasn't as successful but it was only a year of trying it. She doesn't feel comfortable with the Large Event Opportunity Fund, because it doesn't qualify as a large event. Maybe they could try it one more year with a different format. The campus doesn't provide that outlet for people to learn about the music and entertainment industries. It's a support and educational piece that they can provide. Brock said she wasn't thinking the Large Event Opportunity Fund. AS Pop Music budget could absorb this, and if they needed funding for other large events that Pop Music puts on, they could ask for the funding for that. Alexander said first goal would be to spend down the operating budget first and then they can go to grants after that. Cook said because of the Lawnstock event, it's hard to gauge how much they have left over in the budget. Alexander asked if they could rethink Lawnstock so they aren't put in that situation every time? Wilson said a reminder about Budget Committee, they are charged with going over the fiscal decisions and they don't make programmatic choices. The Board should look whether these employees can do what is expected of them in their job description. Is this really a pop event? Or would it be the advisors event? She goes back to job description and what they expect coordinators to be able to do is really hard and students are over worked. Olivera said for marketing and promotions, budget FXXASP there is enough revenue from the poster sale to cover the ASP marketing and promotions changes. Wilson said they get \$2,500 from the revenue from poster sale. The Budget Committee is not recommending a cut to this budget. The poster sale was being reflected \$5,000, but they are taking in \$6,500. Cook said they would need to transfer the money from ASP Marketing and Promotions because a lot of it is spent on Info Fair swag. The money would be spent before that money comes in so they would need to transfer. There are no guarantees they would get that amount of money from the poster sale either. Olivera said they were looking at money left over on the table. Wilson said the AS, has a large amount of money that is left over every year so they can go into the red if they don't get it all from the poster sale. They should at least get \$2,500 though. Falk said wouldn't want some going into ASP Administration budget and then some ASP Marketing and Promotions? So the administration budget would be starting out with less? Wilson said for budgets they will have \$2,500 revenue and \$2,500 able to spend. They can do a transfer but there is more paperwork involved doing it that way. Their alternative is collapse the marketing and promotions and have it go into the administration budget and same for the volunteer program. Cook asked if they want to keep doing the poster sale? There are complications with doing it and micromanaging the representation of campus community. Ríos said he is in favor of keeping it for a lot of reasons, especially for new students to decorate their dorm rooms. It also brings students onto the VU 5th floor. Eckroth said he wonders if there is a way to do it without a lot of the problems. Brock said she is also in favor of keeping it. Rocque asked about VU late night? How successful was it? It's a pretty large event isn't it? LaVallee said in the past that budget for special events was for two events. The VU Late Night event and another late night event around winter quarter. This year for VU Late Night, the final cost was around \$5,000-\$6,000 and there wasn't a second late night program.

They were going to do laser tag, but they allocated funds to Social Issues Resource Center (SIRC) for their late night art event. Both of his budgets are in the red and he has spent the money he was allocated. The VU Late Night event gets a lot of people in the VU throughout the whole building. It's hard to gauge how many people are attending the event. McBride said he thinks its over 1,800 maybe 2,000 people attended. It also provides an alternative for students to not go look for parties. Olivera said what does the Board think about the New York Times? Eckroth said he wanted to discuss it. He thinks they should consider keeping it as an operation budget part of the Representation and Engagement Programs (REP). it's so heavily used by students. It's very well established. Wilson said it would be beneficial to hear the intention of taking it over through the REP program. She agrees that students think of it, and they highly subsidized for the academic experience but why the REP? Eckroth said it is a split program with the university. The Vice Provost for Undergraduate Education brought the proposal around and they split it between Academic and Student Services. The REP is a nonpartisan resource and a source of information. Additional with their New York Times contract, they get a speaker to come to campus from New York Times, and the REP can put that on. About 1/3 of the cost comes out of AS and 2/3 of the cost comes from academic side. Olivera said last year Budget Committee voted for it and this year, they voted against it. Could they do a survey if students want that or not. Budget Committee wasn't totally against it. Ramos said if they are thinking about effectiveness, there are a lot of other things that are much less effective in the AS than this paper. Students are clearly using it. Eckroth said students can only use the online code which the amount they have tripled this year and doubled last year. Students are actually utilizing the services. Olivera said they just wanted to have that discussion. Brock said students at large have come into Budget Committee and brought it up. There is a lack of understanding about it. Alexander said they could keep it operationalized and run in a deficit. Olivera said now they can talk about the Board budgets. Alexander said they had talked about bringing the Board Discretionary and Summer funds down to \$2000 each and the additional \$1000 to the VP for Academic Affairs and the VP for Diversity. Dove said he still wants to keep his the same and let his position know they can use it next year. Palumbo said what about the Board discretionary though? That's the same point. Ríos said agrees with Palumbo. There was money available and they didn't use it. Eckroth said agrees. The Board Discretionary support of funds for that potion. They need more support for hosting events and with additional support it can do a lot and that's showing this year. He thinks they should have money for their specific positions. Palumbo said she is not saying to get rid of it. She is in favor of keeping it where it is. Ramos said still have discretionary, so if VP's need money they have the Board Discretionary. Wilson said so the Board is in favor of re-instate the VP for Diversity and VP for Academic Affairs and the New York Times budgets. Brock said they shouldn't run it deficits normally but it isn't much and it will be fine. Olivera said for the Outdoor Center (OC) budgets, they didn't feel comfortable talking about it this year, but they can always think about it for a grant for next year. Brock said they should have seen assessments and documents before this large of a funding request. Its important thing they need to fund, but maybe not this year. Palumbo said the OC budget needs to be adjust this year, safety is needed for any outdoor recreation. Dove said for that amount of money should go through the process. Brock said this really needs assessment. They could fund it for a year or two, and assess it and decide to operationalize it them but it's too much to run as a deficit. Palumbo said still think it's something they should have a conversation about. They are talking about student safety and it's a conversation that needs to be had because it's about physical safety. They will lose programming that is incredibly utilized by the student population. Brock said it is one of the most recognized programs in the survey they did. Eckroth said if all the restructure is \$50,000. It would need a lot more attention and they would need an idea of where they money goes towards but this doesn't show that. He has concerns about approving it and reviewing it after the fact. Ríos said suggested next Board look it over the summer. Stephan Magnuson could be prepping for it during the summer. Ramos said she personally doesn't understand it, but other

students on this campus like it. They do need to fund it. She would be fine with a grant or somewhere in between or they could fund it for a quarter and assess it throughout the year. Alexander said this would be a great opportunity for the next Board. The outdoor adventure world is dominated by white males for who gets access to that and the program Magnuson has proposed would be broadening that access to other groups. Ramos said white able bodied males. Alexander said yes, thank you for adding that. Palumbo said Magnuson asked if he needed to do a proposal or more information and they said no, are they changing their minds? Brock said doing this over the summer would be a good thing. Wilson said she is confused on why they are trying to rush to fund it now. They have two paid fulltime staff people who could prepare the documentation for summer and request this money out of the reserve. They can ask those two folks to clearly identify the line items and how it will increase diversity and why they need \$32,000 to do that. Don't rush into funding it. Brock said exact conversation that Business Committee had around this. Olivera said for the Personnel Budget they were asked for an additional \$2,000 for trainings. Brock said yes, it was for mid quarter training. Ramos said only way would be in favor, if they had clear guidelines on how it could be spent. The people who they bring needs to be around professionalism, communicating, and marketing, not for self-development. That way they can open it up to campus, it's student dollars and they use it just for the folks in the AS. Brock said she agrees, and they did fine without it when she was Personnel Director. They could do more with more money, but their budget went underspent. Ríos said if they are trying to bring someone that is more expensive than their budget, they can come to the Board and request for funding. Olivera said to get back to the Pop Music Conference Budget. Are they in favor of moving 800 back? They aren't getting rid of it, they are funding it through revenue of the poster sale. Ramos said she thinks they should have a conference, plan for it, and then if they need money for events they can go to Large Event Opportunity Fund or Board to fund it. Brock said or they could go to the Supplemental Fund. There are other sources of funding. She worked in ASP and that conference was devastating with the turn out and it being so low. Ríos said he is in favor of keeping it for a year to have the opportunity. They only had one example of it happening. Brock said they keep trying to make it happen though. It hasn't been successful in the past. Ríos said the conference was successful, they only have one example of the changes. Ríos said he is confused on why they would say they can get funding elsewhere, they can just put it in their budget. Olivera said because they leave money on the table. Brock said the Pop Music budget was for large events and the Underground Coffee House budget was smaller events. Ramos said they shouldn't be giving advice for what office should or shouldn't be doing. It is not their place. Brock said they are talking about funding. Cook said they cannot fund this, and it will be okay. They are talking \$1,800. It will be okay. Ríos said they should still partially fund it. Ríos said he is also confused on why they would be putting things into grants and underwrites. Why would they put it into grants and not operationalize? Olivera said they have reserves to spend down. It doesn't need to increase student fees. Ríos said it's just causing a problem in the future instead of dealing with it now. Eventually they will want to operationalize it and it will be increasing the student fees. Brock said budgets go in fluxuation and they don't always continually rise. Alexander said they are assuming that everything else will continue to increase where there may be something that gets cut. They should start with the idea of going backwards before going forwards. Wilson said Ríos is right on though they should be mindful they have a \$250,000 in reserves. It would be the year 2085 before it was a problem. It's a good reminder though and they are okay for the current cycle.

C. Resource and Outreach Programs Carry Forward Proposal

Hayden said this is not about kicking the fee down the road or asking for new money. This is about getting Board decision on keeping the money they already allocated in the same budget. They are asking to get \$2,000 for this fiscal year to pay for this position would be a temporary classified, no

more than 1050 hours working about 10 hours a week summer and fall. The term of position is flexible and it could be a student or non-student. There are more conversations to happen and the money is there.

MOTION: ASB-16-S-32 by Dove

Move the Resource and Outreach Programs Carry Forward Proposal to an Action Item.
Second: Palumbo Vote: 6-0-0 Action: Passed

MOTION: ASB-16-S-33 by Palumbo

Approve the Resource and Outreach Programs Carry Forward Proposal.
Second: Eckroth Vote: 6-0-0 Action: Passed

D. AS Bookstore Proposal

Peg Goodwin said essentially every year, the AS Bookstore has a certain amount of money left over and they share it with the AS. They keep \$25,000 and anything after that is 50/50 with the AS. Wilson said about \$50,000. Goodwin said last year was about \$58,000. Every year they do projects that the AS funds. Anything they fund, their bottom line is better and it comes back to the AS. Items that they are requesting, are usually big purchases. This year, they purchased seven new cash registers. They have touch screens, and allows the flexibility they need. They had it for the last ones for 15-20 years. The total amount on those were around \$18,000-\$19,000 and that is one of the requests. Typically, the software gets funded like their comparison component on their website. Students have the ability to look at the books and see the different prices. It helps them with the transparency. Then they have the ability to choose and sometimes it's not the AS Bookstore they choose. It also helps with communicating with faculty. It tells the faculty this is what they used last semester, and asks them what would they like to use this quarter. It is always difficult for faculty to get them that information. That upgrade is about \$12,000. Another is the reusable bags which have the AS Brand on the. That's \$7,800. They have old HP computers and they got new 7 dell desktop and two new tents for the graduation ceremony at civic field.

MOTION: ASB-16-S-34 by Rios

Approve the AS Bookstore Proposal to an Action Item.
Second: Palumbo Vote: 6-0-0 Action: Passed

Wilson said why isn't this coming out of the equipment reserve? Is there a policy about this? She isn't sure. There is enough funding in there for this request. She asked Goodwin why they set up it for equipment and a number of these items don't fit that description. Goodwin said the verba funding, which is not equipment, has been funded by the Board last 3 years and same thing with the bags. They were funded last year. She is not sure about the equipment piece. They make sure its relevant to the student population.

MOTION: ASB-16-S-35 by Rios

Approve the AS Bookstore Proposal with the amendment that \$44,014 is out of the Bookstore Equipment Reserves.
Second: Brock Vote: 6-0-0 Action: Passed

IV. ACTION ITEMS - Guests*

V. PERSONNEL ITEMS (subject to immediate action)

VI. ACTION ITEMS - Board*

A. Counseling Center, Health and Wellness Fee Proposal

Brock said can they send this out to students via email and get their feedback? Ramos said the Board of Trustees needs this for their meeting in June with all the other fees? Alexander said yes. Ríos said he is not fully convinced that an increase of this much is necessary. Brock said she was looking at their reserves and she also doesn't understand why they need to increase it that much. Martin said part of their proposal was to reduce fee for the class, but reducing that fee may not let people learn anything. Ramos said yes, it's odd that they want to help students with problem with substance but show it's okay. She also has a problem with the Student Health Center testing for Marijuana before prescribing medication. College students smoke and it's not illegal. Brock said agrees. They only need to be 18. She would be in favor of a \$6 increase. Eckroth said what about their reserves? Do they have some they could use? Palumbo said could they approve \$6? Or do they need just a yes or no from the Board? Alexander said they could provide recommendation with a summary of opinion. Hayden said it would be an advisory vote.

MOTION: ASB-16-S-36 by Dove

Approve \$11 Increase to the Counseling Center, Health and Wellness Fee.

Second: Palumbo Vote: 0-6-0 Action: Did Not Passed

MOTION: ASB-16-S-37 by Dove

Approve \$6 Increase to the Counseling Center, Health and Wellness Fee as their recommendation.

Second: Palumbo Vote: 5-0-1 Action: Passed

Alexander brought up the point that they may need all of the proposed increase just to cover services but he is unsure with the proposal. From a budget management perspective, he doesn't understand where the \$7 would cover because a \$7 would be a decrease in the fee and services. They would be sending a message that they wanted to cut services. Palumbo said she doesn't want to make a statement from the Board that they should cut services. Hayden asked if they need to have a vote or could they arrive with a statement? Dove said they don't have enough information to make the decision.

MOTION: ASB-16-S-38 by Dove

To Remove the Previous vote ASB-16-S-37 Due to Confusion and the AS Board Will Provide a Statement to the Board of Trustees.

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

(Eckroth left room)

B. Personnel Items

- A. Disability Outreach Coordinator Job Description
- B. Queer Resource Center Coordinator Job Description
- C. Queer Resource Center Asst. Coordinator- Education Job Description
- D. Queer Resource Center Asst. Coordinator- Community Job Description
- E. Student Enhancement Fund Facilitator Job Description

MOTION: ASB-16-S-39 by Palumbo

Approves the Personnel Agenda Items.
Second: Ramos Vote: 5-0-0 Action: Passed

(Eckroth entered room)

C. Structural Review Committee Charge and Charter

Dove said he would like to add consulting with Vice Presidents on their areas such as “will consult with affected parties when making decisions”. Ramos said she still wants to decrease a Board member in the membership section. Brock said it could be the VP for Diversity. Palumbo said they are really valuable. She understands the issue, but they are really valuable. Eckroth said they will have an AS employee and this year they didn’t have one on the committee. Brock said she is in favor for just having the two Board members. Palumbo said the work that goes on outside the meetings is extensive, not just in the meeting and asking two members to restructure the AS isn’t fair. Brock said they could keep it as is and have people swap out when needed by adding “or designee”. Ríos asked about representation what about athletics? Palumbo said it would be really valuable if they have been appointed. Alexander said athletics is hard because depending on the quarter, students can be more or less busy. Martin said he is in favor of keeping the way it is it and increase representation because they have missed that part. They need that chair filled. Brock said they can at least have that position on there and they can reach out and try again.

MOTION: ASB-16-S-40 by Eckroth

Approve the Changes to the Structural Review Committee Charge and Charter.
Second: Palumbo Vote: 5-1-0 Action: Passed

VII. INFORMATION ITEMS - Board*

A. Legislative Affairs Council Budget

Eckroth said this is a proposal for the Discretionary expenses for the Legislative Affairs Council below \$100 and expenses occurring during the summer or not when academic session that they can be approved in a different route. The full two-week process in the council wouldn’t help in some cases.

B. Reserve Restructure Policy

Eckroth said he is bringing this because it needs to be pass it twice. They just did see it as a consent item in Peabody format. He wanted to see if they need to have a further discussion. Olivera said he wasn’t aware of this. They crafted concerns last night and brought them to the Board. Brock said they did see it twice. Eckroth said he wanted to have discussion because he doesn’t believe they voted on it twice. Dove said he is concerned on this and how these have changed, he doesn’t understand it. Palumbo said they did vote on this twice but let’s talk about the concerns. Olivera said it’s a tremendous amount of money given to someone who isn’t a student. This wasn’t brought up to Business Committee. It was something that passed without going through the necessary channels. Brock said Business Committee did pass. Olivera said he must not have been there. Why are they giving that money to a non-student, non-elected person? The money is the student voice. They are shifting to personal. Olivera said what about a check in balance? Is that the direction they are looking for? Dove said they put in “etc.” into the policy and that provides a lot of leeway. Olivera said goes to VU account,

how will they know what it is being spent on? Palumbo said logic for this still stands, the VU needs money for professional development. And how they need to do that is entirely their decision. It would be supporting students, through development for staff. Olivera said why can't they decide on that? Brock said agrees. It's a lot of money. There does need to be some funding for advisors. There employees as well. Palumbo said do they want to see a proposal every time? Dove said how often has that happened? Palumbo said never, because they don't have it currently. They haven't had professional development. Dove said the Board would look fondly on those requests and he doesn't think it would be a burden. Eckroth said they don't need that amount for any type of professional development. Brock said they can spend it but report to the Board what they spent. Palumbo said she is not going to do much more today without looking their list of concerns fully because she needs to do that before having a full conversation. Also there are Board members missing from this conversation and they should be here to have this conversation. Eckroth said it is short notice but he wanted to give an introduction of this. Brock said its good it's coming back; they should have brought it back again. Palumbo said they need to have a full Board to have this discussion. They will be meeting during finals week. Olivera said think of what Services and Activities fee means. This is a huge change. He wants them to think about the students and representation of the students. They trust Alexander, but that doesn't ensure the future person in that position will do the right thing. Be mindful of that.

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

IX. BOARD REPORTS

No reports were given due to length of meeting.

XI. OTHER BUSINESS

Hannah Brock, AS Vice President of Business and Operations, adjourned the meeting at 11:24 a.m.