

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

Wednesday, September 28<sup>th</sup>, 2016 VU 567

**AS Board Officers:** *Present:* Stephanie Cheng (President), Alex LaVallee (VP Activities), Erick Yanzon (VP Academic Affairs), Mary Moeller (VP for Business and Operations), Aleyda Cervantes (VP for Diversity), Bryce Hammer (VP Governmental Affairs), and Wayne Rocque (VP for Student Life).

**Guest(s):** Maddi Stuart with the Western Front

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

**MOTIONS**

**ASB-16-F-1** Approval of August 16<sup>th</sup> 2016 and July 29<sup>th</sup> 2016 AS Board of Directors Minutes. *Passed.*

**ASB-16-F-2** Approval of the ESP Marketing Coordinator Job Description with Amendment. *Passed.*

**ASB-16-F-3** Approval of the ESP Environmental Justice Job Description with Amendments. *Passed.*

**ASB-16-F-4** Approval of Committee Appointments with Additions. *Passed.*

*Stephanie Cheng, AS President, called the meeting to order at 5:37 p.m.*

**I. APPROVAL OF MINUTES**

Cheng asked if everyone had read the meetings and if there was approval on the last two meetings.

**MOTION:** *ASB-16-F-1* by Hammer

Approval of August 16<sup>th</sup> 2016 and July 29<sup>th</sup> 2016 AS Board of Directors Minutes.

Second: Cervantes Vote: 7-0-0 Action: Passed.

**II. REVISIONS TO THE AGENDA**

**III. PUBLIC FORUM**

**IV. INFORMATION ITEMS- GUESTS**

**IV. ACTION ITEMS - Guests\***

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

**A. ESP Marketing Coordinator Job Description**

Moeller said that there were several job descriptions to be revised. Alexander suggested that they go through each job description to make any necessary changes. Moeller asked if the

for this description if there was concern for planning events with other offices, and then concluded that it was and said that she made changes to that. Moeller said that there were added skills to the job ESP Marketing Coordinator such as social media and interpersonal skills. Cervantes said that the reason the changes were made were because the job description was too similar to another job; she said this was in order to make sure that the responsibilities were not too similar to the responsibilities of the director and to make sure that the director is still the one who oversees the majority of programming. She asked if anyone had any questions. No one had questions.

**MOTION: ASB-16-F-2** by Hammer

Approval of the ESP Marketing Coordinator Job Description with Amendments.

Second: Rocque Vote: 7-0-0 Action: Passed.

## **B. ESP Environmental Justice Job Description**

Moeller said that the revisions to this job description were in order to reflect the Western community more closely, rather than the Bellingham community. Cervantes inserted that the paycheck amount was originally incorrect but that it has since been fixed and is now the correct pay amount. Moeller said that there was a concern about how many events they had to plan and whether or not they had to coordinate events with other office as well as on their own. Cervantes said that there were programing changes with the ESC and the justice coordinator because Bellingham community could be overwhelming and that she wants there to be more of a relation between the job and the Bellingham ESP.

**MOTION: ASB-16-F-3** by Hammer

Approval of the ESP Environmental Justice Job Description with Amendments.

Second: Cervantes Vote: 7-0-0 Action: Passed.

## **C. AS Board Assistant for Internal Committees Job Description**

Moeller said that they removed pleasant telephone manner because it is teachable and not quantifiable. She said that this would welcome more people into the AS. She knowledge of the AS resources because it is something that is taught in the position. Cervantes said that they made a change to the wording of one of the preferred qualifications because it sounded awkward. Houck said that she wanted the changes to reflect that there would be frequent evening work. Cervantes said to change it a preferred qualification of weekly evening work. Hammer said that she wanted to take knowledge of minutes out of the preferred qualification because she said that she thinks that most who understand what minutes are come from a place of privilege and that it is a teachable skill. Moeller said that she wanted that particular description to stay the same but that it could possible moved from preferred qualification to another section of the job description. She said that because it is a preferred qualification and that it gives a future employer a good understanding about what the position will entail. Houck said that it is a good addition to the job description because if applicants know what minutes are then it is a good way to differentiate between potential candidates. Hammer said that she wanted the description to say that an applicant should be familiar with the minute's procedure but not that they needed to be experienced. Cervantes suggested that the

description should say that they should familiarity with parliamentary procedure should be taken out of preferred qualifications and rather put into the job description. Hammer said that one of the listed things should be that it is expectant that candidates become familiar with parliamentary procedure.

#### **D. AS Board Assistant for Club Committees Job Description**

Moeller said that there would be similar changes to the previous job description. She said that she wanted to make the same addendum and then see it next week. Rocque asked if there would also be someone taking minutes for the AS Executive Committee and then asked if it was necessary to include in the job description that someone should be taking minutes. Cervantes said that it was a sub-committee and so even though it comes from the ESC it is more of an internal committee. Houck said that they don't have to have it in the job description before someone is able to take minutes, but if they do then they should immediately include it in the job description afterwards. Cervantes added that it is not going to be a committee that meets weekly but rather sporadically during the quarter, so taking minutes should not be included in the job description.

#### **E. AS Board Assistant for Representation Committees Job Description**

Hammer said she liked the changes made. The biggest positional change that she noted was that they added the AS Structural Review Committee and that it made sense. Cheng said that they would see it next week.

#### **F. AS Board Assistant for Academic Shared Governance Job Description**

Cheng asked if there were any comments or questions. Houck said that the amendments were made so that all four of the Board Assistant jobs look the same. Hammer asked what Houck would be doing at the meetings in the future and Houck responded that she would not be taking minutes because that responsibility is moving to the board assistants, but that she would be at meetings to focus on tasks that the board wants her to keep track of. She also added that she would still be reviewing all of the minutes for the board meetings.

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

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

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

Moeller said that she wants to change who the chair is because previously it had been the VP for Business Operations in a kind of permanent way and that it had caused some problems when deadlines were not being met with making sure that the AS budgeting process was completed in time to send it to the (Services and Activities) S&A Fee Committee. She said that this year she is going to be the chair in order to make sure that the timelines are in alignment. Hammer asked why there is a direct correlation between business and the process being slow. Moeller said that Tina said that last year was the worst year for S&A in all the twenty years that she's been at Western. Moeller said putting her as the nominal chair would provide allowance for the budget committee's schedule to better coordinate with the S&A because she would have the authority to make changes. Hammer

asked if Moeller is going to be overwhelmed with budgeting since job descriptions are being passed at the same time that the budget will need to be passed. Moeller said that she knew it wasn't going to be easy and she knows she's making it harder for herself but she thinks that it's necessary. Cheng asked if Moeller was thinking about the future VP's in Moeller's position. Moeller responded that in the future they might come back to this after the structural review and after they have a budget procedure with a timeline set to it. Rocque asked why they were talking about this issue now if they're going to be making changes at a later time. Moeller said that they need the changes because if they get the charge and charter done then they can get things working for this year. She said that as the nominal chair she can essentially delegate authority to the vice chair, giving them the ability to have their cake and eat it too. Cervantes asked if Moeller was creating more work for Marya, the business director, since she is the one who oversees all of the money and works specifically with the offices. Moeller responded that she is not creating any more work, but rather that it is a language change and that it will give her room for more coordination. Alexander said that historically there has been a budget problem in the AS in terms of getting a final budget process for the SNA fee committee. He said that by making a draft budget the process would be more efficient. He also said that he didn't know if there would be more work for the business director. He said that it would be a helpful division of labor. He also said that if they were going to move budgeting back to the winter then there would be more time in the Spring for budgeting. Moeller asked if it would be helpful to bring in Marya to ask her opinion on the reformation. Hammer said that she was concerned because she knows that job descriptions will be due at the same time and Moeller said that she appreciates that she wants to protect her time but that she doesn't think it will be an issue for her. Cervantes asked for more evidence of the benefits of the reformation to be brought to a future meeting.

### **B. Management Council Charge and Charter**

Moeller said that the big change in Management Council is putting in the Structure and Programs Assessment Committee (SPAC) provisions that allow SPAC to continue through management council without having a committee of its own just for this year. She said there are some changes because of the shuffling that's happening in the club's office and the ethnics student center. Yanzon asked why the Assessment Coordinator had no voting rights. Moeller responded that she did not know. Hammer asked if the members of management council would be responsible for the Management Council or if the members of management council would be personally responsible for the assessment process. Moeller said that the SPAC process would be slightly different this year but that she is still trying to figure out specifics. Moeller said that Lisa Rosenberg helped her work through the amendments and figure out what changes need to be made.

### **C. Underrepresented Student Employment Council**

Cervantes said that she wants to bring back the Underrepresentative Student Employment Committee. She said that one of the biggest challenges was the membership because she doesn't want to overwork the Resource and Outreach Programs (ROP) or the ESC while still making sure that there is enough representation. She said she wants to keep the REP and the ESE so that any AS employee can apply and come in. She said that another one of the issues was making sure that there was a working environment that is aware of social issues like inclusiveness of students with marginalized identities. She said that this is the

main reason why she is bringing the committee back. She said that she didn't want to have to run into the problem of whether or not issues like reverse racism is real. She wants there to be an office that is inclusive and diverse. She said that in the past the Personnel Director has been on the committee but she thinks it may be awkward if the Personnel Director was a part of the committee so she decided not to include them. Moeller and Hammer both said that the proposition looked great. Moeller said that the Women's Center changed its title and Cervantes responded that she they have not officially changed it but when they do then she will officially change it. Hammer commented that a lot of AS committees tend to be very white and that there needs to be equal representation on committees and that there should be work done with Octavia to make sure that this issue is addressed. Cervantes said that she wants to develop a plan so that they can give feedback to offices while still holding them accountable. Hammer suggested that there would be a way to bring in management council by letting them know the requests that the committees have made and what the expectations are. Cervantes said that the feedback would get back to management council. She said that she is going to have all the offices besides the ROP offices and then select two to three employees but she didn't know how the selection process will go yet. She mentioned again that she does not want to have to debate about whether or not the issues that the council represents are real. Alexander asked if Cervantes was thinking about implementing a possible liaison relationship with another council on campus. She said that she was thinking about it but she doesn't know which one. Alexander also asked if the student activity coordinator under the advising position should be the one who is advising the people on the committees because there is a different employee guide for full time employees versus student employees. He asked if Cervantes would want someone who is removed from direct advising to fill the roll. Cervantes said that she appointed the student activity coordinator because he is aware of the issues that happen on campus. Hammer asked if some of the offices were left out intentionally and Cervantes responded that some clubs were left out but not intentionally. Cervantes then said that all the membership is going to change and that originally she was just looking at the people who were with the advisors. She said she is going to create a change to delete all of the membership besides the ROP and ESC. She said she doesn't want it to be another management council but rather a small committee. She said she is going to open the committee up for employees at large. Rocque said that he would recommend that at least one Environmental and Sustainability Programs (ESP) student be on the council because of the importance of underrepresented students in that realm. Cervantes suggested that they should apply, but she doesn't want to single out one of the offices. Cervantes said that as long as they have one office then it is sufficient, for example, they would only need one representative from the Communication Office and the Publicity Center. Hammer said that she worries that if they take out offices that don't have a voice of social justice intrinsically built in to them then there will be a lack of communication between this committee and the other offices if there is not a designated representative. Cervantes said that she thinks they need to come up with a way to hold the committees accountable, but she is trying to be really careful to have constructive criticism and not be calling anyone out. She is still trying to figure out how the membership is going to work.

#### **D. ESC Steering Committee Charge and Charter**

Cervantes described what the club does and their responsibilities. They manage all of the money for the ESC. She said that the membership is one representative from each ESC

club and herself as the chair. She said that ESC business director is a non-voting attendant because the Presidents Council voted that they did not have voting rights. Cervantes said that there was a conflict of interest if the business director had a vote. She said that the only change was the title of the position.

#### **E. ESC President's Council Charge and Charter**

Cervantes said that the council includes all of the presidents and vice-presidents from the ESC clubs and that they make recommendations on the chair and the ESC coordinator sits on it. Yanzon said to make sure that the ESC is changed to cultural education and internal for the salary positions.

#### **F. ESC Executive Committee Charge and Charter**

Cervantes said that the committee is made up of the ESC internal coordinator, seven students, herself, the chair and the ESC Assistant Director. She said that this committee is not going to be meeting weekly but rather whenever the meetings are necessary. She said that this committee was created at the end of the year. Yanzon asked if the meetings are required to have an advisor. Cervantes said that she thinks there should be an advisor so that it is kept up to date so that they can make appropriate decisions and catch up on all of the ESC stuff. Alexander asked if they wanted (or designee) at the end of every description and Cervantes said yes, so revisions will be made.

#### **G. AS Legislative Affairs Council Charge and Charter**

Hammer said that everything is staying exactly the same except for that they're changing the date.

#### **H. AS Structural Review Committee Charge and Charter**

Hammer said that the new structure doesn't work with what they are doing this year so she made it a little more general so that there could be student body input within the new structure. She said that it is changing substantially. Last year they worked on something called phases and came up with the structure that was everyone became familiar with over the summer. She proposed this year's charge for the committee. She said that they will be consulting student body for input on the new structure. She said that this may look like running a referendum on the whole structure or just the senate.

#### **I. AS Elections Board Committee Charge and Charter**

Hammer said that for right now it is staying the same except for a date change. She then said that the quorum section was confusing because it is hard to find 4 students that are chosen. She said that since elections don't begin until spring, people's schedules change and decisions have changed. Hammer also said that the wording was unclear but that for now it would do, and that before voting gets started they will see this again. Yanzon asked what the elections chair coordinator does. Hammer explained that the coordinator is in charge of reviewing and revising and coordinating debates and informing potential future candidates about what the election process entails. For instance, the elections coordinator last year offered alternative options to collecting signatures for the people who wanted to run. Hammer said that the three committees are the Elections Committee, the elections board and the Elections Appeals Committee.

She then described the responsibilities of all of these positions. She described the elections appeals committee as the current members who choose not to run for office next year.

**J. AS Election Advisory Committee Charge and Charter**

Hammer said that the only change is the date.

**K. AS Elections Appeals Committee Charge and Charter**

Hammer said that the only change is the date.

**L. Activities Council Charge and Charter**

Lavallee said that the changes occurring are that there are no longer an AS club coordinator so now one of the AS club event facilitators will be sitting on activities council and one will be sitting on management council. Lavallee then said he had submitted this charge and charter thinking that he wanted to reduce the number of members within the club but that he has sense changed his mind. The date was also changed.

**M. Student Trustee Selection Charge and Charter**

Cheng said the only change is the date.

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

**A. Committee Appointments**

**Activities Council**

George Vadino	Senior	Political Science and Sociology
Walter Lutsch	Senior	English and Creative Writing
Corey Godfrey	Senior	Accounting and Finance
Anujin Ganbat	Sophomore	Chinese Culture & Language; International Bus. Admin.
Isabel Lin	Freshman	Behavioral Neuroscience

**Academic Coordinating Commission**

Rachel Heggie	Senior	Humanities
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**Departmentally Related Activities Committee**

George Vadino	Senior	Political Science and Sociology
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**University Judicial Appeals Board**

Leanna Sauerlender	Junior	Political Science
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**Student Rights and Responsibility Code Review Committee**

Leanna Sauerlender	Junior	Political Science
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**Legislative Affairs Council**

Leanna Sauerlender	Junior	Political Science
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**AS Elections Board**

Leanna Sauerlender	Junior	Political Science
Hannah Van Amen	Junior	Community Health
Celine Ho	Freshman	SPED and GED
Phaolan Class	Junior	Human Services and Biology

**AS Structural Review Committee**

Hannah Van Amen	Junior	Community Health
William Martin	Sophomore	Political Science

**Alternative Transportation Fee Committee**

Henry Haro	Junior	Geography
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**Campus Dining Committee**

Terra Short	Senior	Philosophy
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**Counseling, Health, and Wellness Services Committee**

Phaolan Class	Junior	Human Services and Honors
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**Disability Advisory Committee**

Phaolan Class	Junior	Human Services and Honors
Madeline Henry	Junior	Communication Sciences and Disorders

**Food Systems Working Group**

Rosa Rice-Pelepko ( <i>Co-Chair</i> )	Sophomore	Geography
Emma Bigongiari (SSF Rep.)	Sophomore	Law, Diversity, and Justice

**Parking Appeals Board**

Phaolan Class	Junior	Human Services and Honors
Yunxue Shen	Sophomore	Accounting

**Sehome Hill Arboretum Board**

Anya Henning	Junior	Environmental Studies
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**Sustainable Action Fund Committee**

Kristen Tarr	Sophomore	Environmental Policy
Izzy Juell	Sophomore	Environmental Studies
Hannah van Amen	Junior	Community Health

**University Judicial Appeals Board**

Terrah Short	Senior	Philosophy
Yunxue Shen	Sophomore	Accounting

**University Sustainability Advisory Committee**

Izzy Juell	Sophomore	Environmental Studies
Henry Haro	Junior	Geography

Yanzon said that Octavia wanted to get the appointments approved so that they can be notified and start to attend their committees. He passed around the approval list.

Alex said that he wanted to discuss one of the members on the AS elections board, Leanna Sauerlender, and that he felt there may be a conflict of interest if the member ends up running. Hammer replied that she would be removed if the time came and that she wanted to run for board office. Hammer said that she didn't think that she could prevent Leanna from running the committee because she might run, because she feels that she is only aware of that information because she works with Leanna and she doesn't know how she would develop a screen process for all of the members of the committee to figure out who is going to run. Hammer mentioned that they could talk about revising the committee in mid-winter when they could ask people if they are thinking about running for the elections board. Alexander suggested the job duties of the chair would be to recruit membership. Cheng said that there would not be any changes to Leanna being in this committee. Yanzon opened the committee approval list for the AS Board of Directors. Hammer asked if she needs to approve the Legislative Affairs Council member. Lavelle asked if someone is not currently on the document that will be a part of a committee if he can present them in the next meeting. Yanzon said that he did not want to approve the people that have been approved for Graduate council because he has not yet reviewed all of the people who have applied.

**MOTION: ASB-16-F-2** by Yanzon

Approval of Committee appointments with additional committee appointments.

Second: Cervantes Vote: 7-0-0 Action: Passed.

## IX. BOARD REPORTS

**Stephanie Cheng, AS President** reported that she is working the President's Office to find listening sessions for Sabah and the students. She also said that there will be a meeting with the Board of Trustees and that she is working on with Sabah and Sue Sharp.

**Eric Yanzon, VP for Academic Affairs** reported that he is still working on the charge and charter for the student senate trial. He also said that he is meeting with Greg Smith about the Students Free Committee. Also said that the ACC met yesterday and wants to move forward with some sort of GUR reform proposal at the end of the quarter. He said that there was a lack of feedback from students on this issue so they are still deciding what to do.

**Bryce Hammer, VP for Governmental Affairs** reported that for the Washington Student Association (WSA) Board of Directors retreat in August six people went to Cheney to talk about initiative 1433 about raising the minimum wage. WSA chose not to endorse the campaign, nor endorse the anti-campaign, so they remained neutral. They voted in a new VP of finance, Benjamin Huff, from Evergreen University. They started working on writing more legislative proposals the WSA including decoupling services and activities. She said that last weekend they had a meeting in Seattle and talked about Opportunity for Olympia, which would be a local initiative that would take the tax of the top income earners, over 200,000\$, and using it to provide a free year of community college for high school graduates in Olympia. They stated neutral on that. She said there was an update from the Sexual Assault prevention task force from the state. She said they established five WSA committees—finance, diversity, sexual assault, open source textbooks and international students. The committees are open to all WA State Associated students. United States Student Association (USSA) of congress happened online. There is a need to form a link with USSA. They are currently at 1260 registered voters. She said that Eileen Coughlin asked everyone to participate in the online challenge which she is working on coordinating. She said that the REP is doing an all call voter registration in large classes or politically motivated classes. She said that they will be going down to Olympia on January 15<sup>th</sup>.

She also mentioned the Secretary of State's office will be visiting tomorrow and that WWU might be pictured in the Seattle Times article.

**Mary Moeller, VP for Business and Operations** reported that she has been working really hard to make sure that there is an agenda for budget planning. She said that her and Rocque would hopefully be meeting with Chantel to talk about ways that they can help with the homeless community on campus. Hammer said that she wanted to be included in the emails for the purposes of the homeless community and Moeller said that she would CC her in the emails.

**Aleyda Cervantes, VP for Diversity** reported she had a meeting with steering that went great. She said that ESC president's council on Tuesday is attempting to change to a different type of programming because a lot of members have said that they overbook their board. She also said that they are trying to get an agenda going (ESC lobby date) and that they are trying to make sure that there is more collaboration between clubs. She said that the ESC conference from the 14-16<sup>th</sup> and that the theme is SUCCESS which stands for Students Uniting Communities of Color Empowering Strength and Solidarity. She said that before the school year started she had breakfast with different groups across campus to make sure that when they speak on diversity they are all speaking the same language when speaking about diversity, inclusion and equity and that there is collaboration in programming.

**Alex LaVallee, VP for Activities** reported that there will be WWU upkeep that will be a KVIK show that he will be the executive producer of to serve as the vehicle of communication with students for updates on the board, events or other things on campus. He said that the first meeting of activities is coming up next Monday.

**Wayne Rocque, VP for Student Life** reported that he is working on a resolution for the outback and the ESP programming plan and that he will bring to the next board meeting. It is a resolution on what the Board generally provides to students with disabilities.

## **XI. OTHER BUSINESS**

Alexander said that Sabrina Houck shared that given that they are meeting Wednesday evenings, there are a couple of dates that they should consider whether or not they want to meet. He said that there doesn't need to be an immediate decision. Moeller said that she doesn't want the meeting. Houck said that she also wants to remove the meeting during finals week. Alexander said that historically the board has not met during finals week. Hammer said that she wants to have the Legislative action plan before November 2<sup>nd</sup> or 9<sup>th</sup> so that she has time to prepare for Viking lobby day. Moeller said that she thinks it's important that the Board meets during Thanksgiving week and during finals week. Cheng suggested that Board meetings be moved to Wednesdays at 5:00pm and everyone agreed.

*Stephanie Cheng, AS President, adjourned the meeting at 7:22 p.m.*