

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

Tuesday, August 16th, 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), Bryce Hammer (VP Governmental Affairs), and Wayne Rocque (VP for Student Life).

Guest(s): Sue Emma J. Opsal (AS Assessment Coordinator), Anna Kemper (AS ESP Director), Tori Engstrom (AS Personnel Director),

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

MOTIONS

- ASB-16-SU-2** Approval of the Early Move In Funding Request to Move to an Action Item.
- ASB-16-SU-3** Approval of \$700 out of Discretionary Reserves for the Early Move in Program.
- ASB-16-SU-4** Approve Change the Terms of Position for the Coordinator and Assistant Coordinators Starting in Summer Quarter and Ending in Spring Quarter. *Passed.*
- ASB-16-SU-5** Approval of the ESP Community Outreach and Volunteer position with the title amendment. *Passed.*
- ASB-16-SU-6** Approval of the Environmental Center New Computer Request to Move to an Action Item. *Passed.*
- ASB-16-SU-7** Approval of the Environmental Center New Computer Request for \$1347.10 from Discretionary Reserves and \$270 annually put into the New Computer and Repair Reverse. *Passed.*
- ASB-16-SU-8** Approval of the Communications Committee Charge and Charter to Move to an Action Item.
- ASB-16-SU-9** Approval of the Communications Committee Charge and Charter. *Passed.*
- ASB-16-SU-10** Approval of Suspending SPAC for the 2016-2017 year. *Passed.*

Stephanie Cheng, AS President, called the meeting to order at 11:06 a.m.

I. APPROVAL OF MINUTES

The Board tabled the July 29th Board of Directors Meeting Minutes.

II. REVISIONS TO THE AGENDA

III. PUBLIC FORUM

IV. INFORMATION ITEMS- GUESTS*

A. Early Move in Funding Request

Engstrom said this is part of the Fall Staff Development Fund and every year they have part of the budget that helps students move in early to attend the Fall Staff Development training because it is mandatory for all salaried staff. Usually they only have two or three students who need it and this year they have seven students and they are directors and coordinators. It's important that they are there because Fall Staff Development is important for them to start those position. They have \$600 originally allocated for early move in but the rate for early moving in has increase and the number of people needing it has increased. They need \$2,300 to cover all the expenses and they have \$600. They have an extra \$1,000 to put towards it as well though. In the past they have done trips to Lakewood during the summer and hired Bellair shuttle to take them all out to Lakewood but this year they aren't doing that so they can put that money towards this. As of right now, they can put \$1,600 and that's why they are requesting \$700 for that left over. They may be able to cover it if they have left over money from the Fall Staff Development Fund but they won't know that until afterwards so this is just in case they need it. Moeller said this needs to happen before Fall Staff Development, she would like to move this to an action item because Fall Staff Development.

MOTION: ASB-16-SU-2 by Moeller

Approval of the Early Move In Funding Request to Move to an Action Item.

Second: LaVallee Vote: 6-0-0 Action: Passed.

MOTION: ASB-16-SU-3 by Hammer

Approval of \$700 out of Discretionary Reserves for the Early Move in Program.

Second: Yanzon Vote: 6-0-0 Action: Passed.

B. Structure and Programs Assessment Committee Review

Opsal said SPAC has grown a lot since its inception and not always in a positive way. It had a lot of the same documents and expectations such as a Structural Review. It relies heavily on volunteer work and it is not in their job descriptions. The benefits from SPAC have gone down. It was great in 2010-2012 but now they are finding fewer recruits and last year they had people quit SPAC. Others scheduled events at the same time as SPAC so they weren't able to make that time commitment anymore. The first half of the time is for teaching people about the offices and getting to know the people in the offices and after that is when they can actually look at recommendations. Hammer said Emma Opsal is the best person to do the job. She was confused why they were seeing her bring this to them again. She agrees with the suspension but what else are they voting on today? Opsal said there is a consent item with the suspension. LaVallee said it is a good time to do this and to test the water on a different way to do assessment. Opsal said half of her job description she wasn't able to do because she was working on the committee. Moeller said how will Management Council taking over? Opsal said in her documents, they would start the process in summer. The VP for Business and Operations, the Assessment Coordinator, and any other VP who looks over the office, and the coordinator and director will be working towards recommendations and strategic directions. Once all the documentation and recommendations have been put together. They will take it to Management Council as a discussion item. They will discuss it and they can choose to pass or not pass an item from what they, as directors and coordinators, who works

in the macro scale of the AS, think. There will be more eyes on the documents in this process than regular SPAC. Instead of having to teach the committee what the AS is, these individuals should know.

IV. ACTION ITEMS - Guests*

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

A. Outback Farm Terms of Position Changes

Engstrom said Personnel Committee approved to change the Outback Coordinator and Assistant Coordinators terms of positions. They want to change it back to the regular hiring process. Having the different term of positions clashes and make it complicated for that offices to work within the AS. Since the employees don't start until Winter Quarter they don't go to Fall Staff Development. They miss out on a lot of information. They attend Summer Staff Development but all of their information would have been important in the beginning of their term. The work study positions are hired in fall and then new coordinators and assistant coordinators change midway through the work study's term of position and the work studies have to help them catch up to speed. They were getting use to one type of management and then the work study position has to help the Coordinator and Assistant Coordinators understand their role. The Coordinator, who comes in winter quarter, have half of a budget to work with because the other half was spent from the previous Coordinator. This makes it hard to budget because it doesn't fall on the normal budget cycle. This is just to change the Coordinators and Assistant Coordinators term of position. Yanzon said why did it start in Winter quarter to begin with? Kemper said they did it for the harvest schedule. So they can get planting in the spring and then harvest in the fall, it hasn't been working out the way they were expecting it to be. LaVallee said are the current coordinators going to get an extension? Engstrom said this is the first part of the proposal and they will look into the other options in Fall and see what is the most affective first. Since they have until December to figure that out. LaVallee said he would like to know what will happen. Engstrom said the coordinator right now is willing and able to work till spring. One of the Assistant Coordinators can and one can't. They have a number of options to look at the Assistant Coordinators too. Moeller said they split it up because they know the hiring process needed to change and then they will look at who they will hire.

MOTION: ASB-16-SU-4 by Hammer

Approve Change the Terms of Position for the Coordinator and Assistant Coordinators Starting in Summer Quarter and Ending in Spring Quarter.

Second: Moeller Vote: 6-0-0 Action: Passed.

B. Environmental and Sustainability Programs (ESP) Community Outreach and Volunteer Coordinator Job Description

Kemper said they got a grant from the Sustainable Action Fund (SAF) and that helped create these job descriptions. They created three new positions last year with the first of those three positions. She is really excited about this one. It's the ESP Outreach and Volunteer

Coordinator position. This position would be a liaison position who will work on and off campus. They have established partnerships off campus and it would be great to work with those. This position will have service and learning opportunities for students on campus to work with people off campus. This position will create programming for people working off campus. The position would be 15 hours a week and four quarters. It's important to have this position during the summer. It's good to establish those connections during the summer and do planning for the school year. LaVallee said how soon would they be hired? Would it be before Fall Staff Development training has occurred? Kemper said if it gets approved they may be able to hire them right after Fall Staff Development training. Hammer said how long is the SAF going to fund this? Kemper said nothing has been defined, it's a trial position. The SAF has a funding to continue funding these position. Kemper said one amendment is that its title should be the Community Outreach and Volunteer Coordinator.

MOTION: ASB-16-SU-5 by Moeller

Approval of the ESP Community Outreach and Volunteer position with the title amendment.

Second: Rocque Vote: 6-0-0 Action: Passed.

VI. ACTION ITEMS - Board*

VII. INFORMATION ITEMS - Board*

A. Environmental Center New Computer Request

Kemper said this is her second year as her position. They have seven salaried employees; they will get three new employees through the Sustainability Action Fund. Currently they have three computers in the office. There has been contention in the past with who gets what computer. With seven salaried staff, work study positions, and three new position they need a new computer. She is requesting a new computer for the ESP from the Discretionary Reserves. She has talked to Chris Miller, IT Manager and Greg McBride, Assistant Director of the Viking Union. They said have the space and the capacity for their office to have another computer in there. She wouldn't be asking unless it's necessary, it uses a lot of energy and student dollars for it. Moeller said she thinks this is a good plan. For logistics, would the upkeep be coming from Discretionary Reserves annually? Rocque said there is no specific funds for new computers, the other funds would be for replacing it. Alexander said they have an annual new equipment reserves. They could use it out of that instead of the Discretionary Reserve. Rocque said as long as they get it he is okay with what budget they take it from. Alexander said it is under the Computer Repair and Replacement reserves. Rocque said would that be for a completely new computer though? Alexander said they have a budget for computer repair and replacement. Hammer said why are they requesting \$270 each year instead of new requesting in five years? Kemper said Miller said to make sure they are putting money away each year, so they know that they will be replacing it instead of wondering if it will be replaced. Alexander said it will be rolled into that 20%. Rocque said because it is important to have these especially at the start of Fall quarter, he wants to move it from an information item to action item.

MOTION: ASB-16-SU-6 by Hammer

Approval of the Environmental Center New Computer Request to Move to an Action Item.

Second: Rocque Vote: 6-0-0 Action: Passed.

MOTION: ASB-16-SU-7 by Rocque

Approval of the Environmental Center New Computer Request for \$1347.10 from Discretionary Reserves and \$270 annually put into the New Computer and Repair Reverse.

Second: Hammer Vote: 6-0-0 Action: Passed.

B. Communication Committee Charge and Charter

LaVallee said he wants to make some big changes on this committee. The committee meets to talk about the social marketing media stuff from the AS. Last year there was a problem with attendance. He went through and talked to Jeff Bates, the Publicity Center Manager, and the current Communications Director and took out all the unnecessary stuff such as the Lead Graphic Designer and Lead Web Developer. They could be called in if they needed to talk to them. There is a new marketing position for the ESC was added. Yanzon said is it in the job description? LaVallee said not explicitly. Alexander said do they want to see if they should be on this committee or not? LaVallee said yes. This is to get everyone together and talk about the events.

MOTION: ASB-16-SU-8 by LaVallee

Approval of the Communications Committee Charge and Charter to Move to an Action Item.

Second: Hammer Vote: 6-0-0 Action: Passed.

MOTION: ASB-16-SU-9 by LaVallee

Approval of the Communications Committee Charge and Charter.

Second: Moeller Vote: 6-0-0 Action: Passed.

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

A. Suspending SPAC

Moeller said they saw this earlier. Management Council will take over the traditional SPAC duties.

MOTION: ASB-16-SU-10 by Hammer

Approval of Suspending SPAC for the 2016-2017 year.

Second: Moeller Vote: 6-0-0 Action: Passed.

IX. BOARD REPORTS

Stephanie Cheng, AS President reported that there is meeting with Alumni Association first night of school that they should all go to. She has been looking at past documents and found that several AS Presidents have done ride-alongs with the Police and she will be doing a ride along. She encourages any of them to do a ride-along as well.

Erick Yanzon, VP for Academic Affairs did not give a report.

Bryce Hammer, VP for Governmental Affairs reported that she has started planning for the lobby days. Environmental Lobby Day and ESC Lobby Day. They will be changing Viking Lobby Day to Western Student Lobby Day or just Western Lobby Day. It won't affect anything in Olympia. Its more professional to not use their mascot, but their university name. Washington Student Association is this weekend and twelve of them will be going. Griffin Crisp, Western Votes President, is working on by-laws and accountability for the board. Come to Western Votes. She will be going to Western Votes to act as an update giver. If they are interest in doing that too, let her know.

Mary Moeller, VP for Business and Operations reported that she is looking at the different policies to see if any need to be updated. She has been going over to Budget Committee stuff and she will be bringing information about the process for Decision Packages down the line.

Aleyda Cervantes, VP for Diversity did not give a report.

Alexander LaVallee VP for Activities reported that he has been working with Casey Hayden, Coordinator of Student Activities and talking a lot about Orgsync and how to make it helpful tool because students look to Facebook more often. It is used for polls, communicating to admin or staff about club and also for managing club funds. He has been working with the KVIK coordinator for a video project and its getting more structure and he will give a bigger update as he goes. The Pokémon Go club was created. Moeller would like to collaborate with him.

Wayne Rocque VP for Student Life reported that he is working with the Outback looking at their infrastructure to see how to make it more accessible.

XI. OTHER BUSINESS

Stephanie Cheng, AS President, adjourned the meeting at 12:15 p.m.