

**Western Washington University Associated Students
Legislative Affairs Council
Thursday, October 2, 2014 VU 567**

Present: Sarah Kohout (ASVP for Governmental Affairs), Heather Heffelmire (Legislative Liaison), Kendra Thomas (Local Liaison), James Mayther, Katie Savinski, Neil Christenson, Cody Simrell, Elizabeth Pebley, Belina Seare

Absent:

Advisor: Lisa Rosenberg, Assistant Director of Student Activities

Secretary: Lily Jaquith, Board Assistant for Representation Committees

Guest: Mayra Guizar, USSA PacNW Chair

MOTIONS

LAC-14-F-1 Five minute recess.

LAC-14-F-2 Amended rules of operation section 2.301.A.1 read “elections for the vice-chair will begin the second meeting of fall quarter.”

Sarah Kohout, Chair of Legislative Affairs Council, called the meeting to order at 6:05 pm

I. CALL TO ORDER

-Introductions

II. Additions and Changes to the Agenda

III. APPROVAL OF MINUTES

IV. Public Forum

V. REPORTS

A. VP for Governmental Affairs

Kohout said she chairs the LAC and she also communicates with organizations that the council will hear about today, including the Washington Student Association and the United States Student Association. She also advises Western Votes and plans Viking Lobby Day, which is when students go down to Olympia and lobby on the agenda the committee passes. That will be January 19.

B. Legislative Liaison

Heather Heffelmire, Legislative Liaison, said this is her second year serving on the Legislative Affairs Council. She was vice chair last year. She’s back this year serving as the legislative liaison, which is Western’s student lobbyist. This means she won’t be with the council winter quarter, she’ll be in Olympia lobbying full time. The legislative agenda that the council drafts is what she’ll be lobbying on. She’s here to work with the council to draft that and she’ll be a Western liaison down in Olympia.

C. Local Liaison

Kendra Thomas, Local Liaison, said she works with the neighborhoods, the mayor’s neighborhood advisory, the city council, county council and various boards and committees throughout the community as the liaison lobbying for students interests. The main thing from the local agenda last year was rental safety. They’re still working on that, there’s a public hearing on October 27 and she is currently in the process of meeting with different city council

members. Two have agreed to meet with her and one she's trying to get to meet with her. She's trying to do that before the hearing. Whatever the council passes in this year's local agenda will be her primary responsibility.

D. Western Votes!

Kohout said Western Votes! started meeting this week. It is a civic engagement group on campus. The council will learn more about it. They just started meeting and planning what they want to do for get out the vote. They'll have a Western Votes! representative on the committee.

VI. Presentations

A. Secretary Friendly Techniques

Lily Jaquith, board assistant for representation committees, asked the committee to speak up, speak clearly and don't talk very fast. If someone is making a motion say their last name before making the motion.

B. Overview of LAC

Kohout said she's excited everyone has decided to join the legislative affairs council. They're going to start today by giving an overview of the LAC and what it is and what some of their duties are and how they fit inside the Associated Students, how they work with the Representation and Engagement Programs and Western Votes! They also fit into larger organizations off campus such as the Washington Student Association and the United States Student Association. There is an org chart in the binders. This is how the council fits into all these organizations and positions like the legislative liaison and local liaison. This is kind of an overview of what the civic engagement portion of the Associated Students looks like. The council has a charge and charter with the Associated Students, it was updated and passed by the board last week. It is in the council's binders. The council creates and reviews agendas they also pass them onto the board of directors to approve. They encourage civic engagement and student participation on campus. They formulate policy positions on bills and approve the budget and money requests for the legislative action fund. The legislative action fee is a mandatory dollar that every student pays per quarter. This council is in charge of dispersing that money. Kohout said she has created a budget over the summer for the council to approve. Mayther asked if the council gets all of their money from the legislative action fund. How much is that? Kohout said yes, it's \$44,000 a year. This is the first year it's been restructured, so it's a stable fee but it's still kind of unpredictable. It's an interesting year to see where this goes. This history previously was student donations, the donate button that popped up before registering for classes. Mayther asked if they also oversee other agendas at the federal state and local level. How much money is allocated to that? Kohout said for the agendas, they just pass them. Then Thomas will lobby it on a local level or they will lobby on it when students attend the federal lobby trip. There is no money put into it. But if the council wanted to go down to Olympia to do a lobby trip, that would come from the LAF. Thomas asked if it is a dollar per student and there are 15,000 students, how is it \$44,000. Kohout said it is based on students that are full time, or taking 12 credits and above. Mayther said it's a per quarter fee. Kohout said they have 14,950 students paying the fee. Mayther asked if they council will get examples of past year agendas. Kohout said yes she can provide that. Kohout said in LAC they use parliamentary procedure, but she thinks that can be inaccessible for folks. If members have questions they should just extend their hand. Christenson said when he wrote the rules of order he wrote them so they would be easy to understand for someone who has no knowledge of parliamentary procedure. There is an informality clause written into it.

C. Overview of US SA, WS A, and Western Votes!

Kohout gave a presentation on the United States Student Association, Washington Student Association and lobbying.

D. 2014 End of Legislative Session Report

Kohout gave a presentation on the end of session report from 2014 created by Matthew Bobbink.

E. 2015 WSA Legislative Agenda Items

Kohout presented on the 2015 WSA legislative items.

F. Issue Choosing Process

Kohout gave a presentation on the issue choosing process for the Western 2015 Legislative Agenda. Mayther asked if for the Western agenda items, will the items only affect universities that are a part of the WSA or USSA. Kohout said their legislative will just be focused on Western students. Thomas asked if there will be three separate agendas for the federal, state and local items. Kohout said yes. They'll focus on that after the legislative agenda is passed.

G. Legislative Action Fund

Kohout gave a presentation about the legislative action fund.

*MOTION LAC-14-F-1 by Christenson
Moves for a five minute recess.*

Second: Thomas Vote: 9-0-0 Action: Passed

The committee returns at 7:00 p.m.

H. WSA Retreat and Congress Reflections

Kohout said they did spend money over the summer. She wants to make sure everyone knows that. Last year's LAC paid for USSA congress over the summer. Eight students drove down to University of California Irvine. Delegation members wrote up reflections about their time. The cost of congress this year was about \$5,000. \$3000 came from the board of directors' reserves and \$2,000 came from LAL. Kohout said Viking Lobby Day is a huge project and they're really time constrained she learned after talking to previous VP for Governmental Affairs and a Board Assistants for Representation Committees. Over the summer she passed a job description through the board of directors. The position will work from November through January. Last year there was an issue where a lot of folks signed up but then didn't go. The position would be in charge of following up with people who sign up. Katie Savinski said she was wondering if there was conversation around it not being out of the LAL and being out of the regular budget if it's a successful position. Kohout said that's a conversation they could have. Savinski said she would recommend encouraging that. Kohout said that another thing that was spent out of the LAL fund this summer was the Washington Student Association board retreat. It was held at Eastern Washington University and 12 students went over. In her legislative affairs budget she was given enough money to send four people, but she thought it was important to send more people, including those whose jobs would benefit from it, including the vote coordinator. Lodging and registration was the only cost that occurred for each attendee, that cost was \$590. Then there was renting a van and gas for the van. She submitted to that to Rosenberg and Annika Wolters, AS President, and it was approved. It was a really good experience. The last expense over the summer was Mayra Guizar attending the USSA board of directors meeting and retreat in Washington DC. A couple weeks ago she went to Washington DC and she took money out of the student use fund. That's open to any students for student use. She requested money and that form is in the binders. Mayther said it says here they only have a projected remaining amount of less than \$11,500. Kohout said that's how much she expects to have by the end of the year. Right now for the year they have \$36,000 available for use. Mayther said so they want to end with \$9,200. Kohout said that's true. There's currently \$7,000 in there from reserves so they want to increase that. She'll go through the budget with Morgan Burke, Budget Director, to check the numbers. The budget policy is in the binders. There are two fund for the

LAC, a discretionary fund and a non-discretionary fund. The non-discretionary fund includes membership for the WSA and USSA. The discretionary fund are the rest of the fund that they have to use over the year. Finally there are reserves, 5% from the LAF is put into reserves until the reserves reach 125% of the previous year's non-discretionary expenditures.

VII. Information Items

A. Board Assistant for Viking Lobby Day extra hour's proposal

Kohout said she had conversations with Chelsea Ghant, VP for Business and Operations, about the time constraint the position was put under. It's only 50 hours for a lot of work. One of her fear is that they'll get to that 50 hours and then not have time to write an adequate legacy document. That's important so they can know what went wrong and what went right. She wants the council's approval on the additional 10 hours for the position. The position will be told to try to stick to 50 hours, but if time gets away from them and they can't finish their legacy document with that amount of time then they can have that time. This is to plan ahead. She doesn't want time to be what they're always thinking about. Seare asked how the position be marketed. Kohout said anyone can apply. It's like all other AS position hiring. She will talk to the Political Science Association and political science professors and Western Votes! about the position. Thomas asked what an instance would be that they wouldn't use the 60 hours. Kohout said after Viking Lobby day is finished and they've finished everything they have to do and their below 60 hours. Thomas asked if it is likely they'll go over 50 hours. Kohout said this is a new it's hard to know what hours they'll need. It's pro-active cushion room. *Mayra Guizar entered the room.* Mayther asked if they don't use those hours then it doesn't come out of the fund. Kohout said yes. So they'll see this item next week as an action item. They can talk about it then as well.

B. LAF Budget Proposal

Kohout said this budget needs to be approved. Their projected revenue is approximately \$44,850. WSA and USSA membership will be automatically paid for, that's \$19,142. Then they have the reserves which comes out at \$2,243 on top of the \$7,000 already in reserves. Taking all that out the revenue comes out to be \$23,466. Some of the numbers are weird right now, so Sarah will schedule a meeting with Burke to figure out what the problem is. This is the budget that she made and she would love input. She is proposing this budget to be approved. Christenson asked to clarify the USSA and WSA expenses are not dues. Kohout said correct those do not include dues. Christenson said those dues are already included in the non-discretionary fund. Kohout said yes. Thomas asked why they were decided to be non-discretionary. Kohout said because they would have to make proposals which wasted a lot of time, when those dues would generally be paid anyways. It's to save time and increase representation to students. Rosenberg said the board assistant is in here twice. Kohout said yes that needs to be fixed. Mayther asked if she can you define "available for student use." Kohout said yes it's for any student use. There's a form student can download and fill out to request funds. Seare asked if the projected remaining money gets allocated to the next year's budget. Kohout said yes that goes to next year's budget. She will definitely meet with Morgan to get the numbers straighten out. Mayther asked what 125% of the previous year's non-discretionary budget in reserves would look like. Kohout said that would be 125% of \$19,000. Mayther asked what the reserves are used for. Kohout said usually emergencies. It's primarily for non-discretionary items. Thomas asked at the end of the year where the reserves go. Kohout said it's just puts it back in the pot. It just carries over. Thomas said it says the projected revenue is going to be about \$23,000 but then it says the total available is about \$36,000. Heffelmire said she thinks the \$36,000 is the projected revenue plus what there already is in reserves.

VIII. Action Items

VIII. Other Business

Vice Chair Elections

Kohout said this body has a vice chair and there will be nominations next week then a vote the week after. Christen said according to the rules of operation it says that elections will begin at the third meeting.

MOTIONLAC- 13-F-2 By Christenson

Moves that the rules of operation be amended such that 2.301. A. 1 read "elections for the vice-chair will begin the second meeting of fall quarter. "

Second: Heffelmire Vote: 9-0-0 Action: Passed

IX. Next Meeting Date

October 9, 2014

X. Adjourn

The Meeting was adjourned at 7:52