



AS Facilities & Services Advisory Council

Tuesday, November 1st, 2016

10:00am

VU 460

Members: *Present:* Mary Moeller (AS Vice President for Business and Operations, Chair); Stephen Magnuson (Student Representative from Outdoor Center); Morgan Bond (Student representative from the Publicity Center); Ben Kaas (Student Representative from Lakewood); Courtney Manz (Disability Outreach Center Coordinator); Eric Alexander (Associate Dean of Student Engagement and the Director of the Viking Union Facility).

Absent: Devin Bo (Student Representative from Viking Union); (1-2 Students-at-large); (1 Student Representative from the Child Development Center).

Advisor: Greg McBride (Assistant Director of Viking Union Facilities)

Secretary: Chrissa Browder-Long (Board Assistant for Internal Committees)

Guests:

Motions:

Mary Moeller called the meeting to order at 10:02.

I. APPROVAL OF MINUTES

No minutes to be approved

II. DISCUSSION ITEMS

A. Secretary-Friendly Techniques

B. Charge and Charter

Mary Moeller stated that in previous years, the committee would review programmatic procedures but that duty was removed from Facilities & Services Committee. She clarified that now F&S Committee reviews policies and operational procedures for Viking Union Facilities including Lakewood and the AS Recycle Center as well as makes recommendations on operational topics. The main duty for this committee would be budgetary advising and facilitating the annual 'Facilities & Services Proposals'.

C. Facilities & Services Proposals Overview

Moeller reviewed the Facilities and Services Proposal Development document and explained that its purpose was to involve WWU students and the AS in the planning of the spaces in the Viking Union. Moeller hoped that programs bring proposals which F&S Committee can then allocate money from the money spent out of the Viking Union Facilities budget. Moeller added that there isn't much this committee can do with this until proposals are submitted.

D. Committee Expectations

Moeller explained that since this committee has a limited scope of duties, the meetings will only take place when there is something on the agenda. Moeller stated that during Winter Quarter and Spring Quarter, F&S Committee will meet more frequently. Greg McBride added that in Winter Quarter the committee will review the budget as well as proposals from facilities in the Viking Union thus the committee will meet more often. Moeller added that Robert's

Rules of Order won't be strictly enforced; motions will be made but members don't have to raise their hands to ask questions or add to the conversation. Eric Alexander asked whether the charge needed to be reviewed since some of the duties were removed. McBride said the current charge is quite accurate. Alexander stated that he would like to use this committee to review and get recommendations for interior design. As well as a restructure for a VU board in addition to the AS Board of Directors. He explained that the VU is an organization that supports the programs and operations the AS provides but also has its own set of programs and operations. The VU consists of the advisors, the finance office, Lakewood, Viqueen, the Outdoor Center, custodial staff, set crew, tech crew, Recycling Center, information desk coordinators and student building managers. The Child Development Center gets supervision from VU but its funding through the AS. Structural review will provide a clearer distinction between the AS(student-based) and the VU(governance-based). This committee and the VU board could help think through this and how to make the distinction between the two organizations. He added that the VU gets a large chunk of money from the non-academic building fee in addition to some S&A fees. Ben Kaas asked how the fees would change when there is the structural change with the AS and the VU. Alexander emphasized that they don't want a competition for the money but the fee distribution might change. Moeller said it is possible to get the Structural Review involved with F&S to discuss this further. Another issue that impacts the VU and the AS is the property that will be added for the new Ethnic Student Center. This could be an opportunity for students to interact with the architects to provide public opinion. He added that he and McBride have been discussing how to make the VU a more welcoming place for students. He would appreciate recommendations from a student committee like F&S. Moeller stated that F&S is open for agenda topics. Alexander stated that he and McBride are available to answer any questions related to VU and facilities. Kaas wanted clarification on the expectation of F&S. Moeller stated that the committee is strongly dictated by program areas. In the past, they decided vendors for Vendor's Row, vehicles for the OC and specific funding proposals. F&S is a tool utilized by outside forces. Moeller stated there won't be another meeting for the rest of Fall Quarter. McBride added that in Winter Quarter the meetings will definitely be more frequent. Stephen Magnuson asked what the VU's commitment (money wise) to the ESC and the money available to other AS programs. McBride stated that the money marked for the Facilities Services Development Proposal is within the annual operating budgets of around 25,000 dollars. The ESC is one-time money from VU reserve funds as well as student fees (\$30 per quarter). He added that there are about \$800,000 of uncommitted reserves. Alexander stated that about 5% of outstanding debt should be kept in the reserve; it fluctuated annually but is currently at about \$460,000. They are in the process of developing a 10-year plan since a lot of money has to be spent with a large building like the VU. The savings depends on the projects planned for that year. They always have to be thinking about what could happen and how much money it would cost. In the next few years, many decisions would have to be made about where to put certain programs during the ESC construction. The VU would need to be strategic and use input from F&S committee, the AS Board, the ESC and other groups to help make some decisions regarding the VU and the programs it houses. McBride stated that they haven't used funds previously to buy art but art helps provide a personality of a space. They've been working with the Publicity Center, having designers come up with some designs to provide some of that personality to the space without purchasing "art". Moeller asked how the new elevator numbering took place which she really enjoyed. McBride stated that a designer came up with some ideas and added the color but it has not completely finished yet. Kaas asked when the work on the ESC is going to start. Alexander stated that the architects for the project were just identified and construction would start Winter 2018 and run for 18 months. McBride and Alexander would be open to present the VU construction plan to F&S. Alexander added that thinking about the

barriers the VU has regarding disability is an important aspect to consider. Courtney Manz stated that she has had problems with access to the area with her office because there is only access via one elevator and many don't know how to get to her office but that is more of a clarity issue. Alexander added that a major problem with VU since it was built as two separate buildings that have floors that don't line up. He noticed that in the summer a sign was posted about where the restrooms are because they were difficult to find in the VU. So "way-finding" is an important aspect to take into consideration; how to make the building talk to someone as a visitor. The architects could work on way-finding in the VU. Manz added that she oversees a committee that discussed how to make campus more accessible to not just physical disabilities. For example, LED lights can cause seizures and some issues have easy fixes. Moeller would like to direct some of this discussion towards that committee. McBride said that the VU went through a disability audit in 2006 and Alexander thought they should look at the audit and take action on some of the recommendations. Manz expressed that small and simple changes can be beneficial to those with disabilities and her committee would be open to coming to F&S to discuss some of their ideas for making the VU more accessible. Alexander thought that it would be good for F&S to focus on one thing and if it were the construction of the ESC that would be appreciated.

III. INFORMATION ITEMS

IV. ACTION ITEMS

V. ADJOURN

Moeller adjourned the meeting at 10:46am.