

# Western Washington University Associated Students Board of Directors Meeting

Tuesday, March 6, 2012

VU567

**AS Board Officers:** *Present:* Anna Ellermeier (President), Fabiola Arvizu (VP Academics), Mario Orallo-Molinero (VP Activities), Travis Peters (VP Bus Ops), Deng Duot (VP Diversity), Iris Maute-Gibson (VP Governmental Affairs) and Sara Richards (VP Student Fife)

**Student Senate Representative:** Kendall Bull, Chair

**Advisor!si:** Kevin Majkut, Director of Student Activities

**Guest!si:** Ben Brockman, AS Personnel Director

## MOTIONS

**ASB-12-W-38** Move to pass the AS Board Job descriptions **without** the major structural changes of moving management responsibilities of ASP, KUGS, KVIK, ROP, ESP and Alternative Transportation from the AS Vice President for Business and Operations to other Vice Presidents.

Further move to direct the AS VP for Business and Operations **to develop a concept for a task force or another group that will be established to better investigate, understand, and present recommendations to improve the management structure of the Associated Students**, with the understanding that the structure, scope, and objective for this task force will be brought back to the AS Board for approval by the third meeting of Spring Quarter and that the task force will begin convening as soon as possible thereafter.

Further move to direct the AS VP for Business and Operations in conjunction with the AS President and the Director of Student Activities **to develop an appropriate remedy for the excessive work load of the VP for Business and Operations, with the understanding that the remedy will not substantially change the job requirements of the VP for Business and Operations.** The proposed remedy will be brought back to the AS Board for approval by the third meeting of Spring Quarter and will be in effect for no longer than the position length of the 2012-2013 VP for Business and Operations. *Passed*

**ASB-12-W-39** Approve the AS Childcare Voucher with a change of the description to: “. . . WWU student-parents who demonstrate a need for financial assistance for childcare in order to be a successful and engaged student.” Also change question one to read “Why do you feel that you qualify for this voucher? Tell us about your children.”  
*Passed*

**ASB-12-W-40** Approve the job descriptions in Doc. 6 with the stated changes. *Passed*

**ASB-12-W-41** Approve Consent Item A excluding the Diversity Achievement Award appointment. *Passed*

**Anna Ellermeier, AS President, called the meeting to order at 7:45 a.m.**

## I. APPROVAL OF MINUTES

**II. REVISIONS TO THE AGENDA-** Action Items Board moved first because Brockman was not at the meeting yet.

**III. PUBLIC FORUM** (*comments from students and the community*)

**IV. INFORMATION ITEMS - Guests\***

**V. ACTION ITEMS - Guests\***

**VII. ACTION ITEMS - Board\***

- A. AS Board Job Descriptions (20 minutes) Ellermeier Doc. 7  
 Maute-Gibson said that she really appreciated people's thoughts over the last few weeks, she feels this was a very constructive process. Ellermeier said that bringing the task force concept back to the Board is just to ensure that the intention for the group is clear. This motion was created because time constraints do not allow for the creation of all of the details. The minor changes in the documents are still on the table, but the management will remain with VP for BusOps for now.

*MOTION ASB-12-W-38 by Maute-Gibson*

Move to pass the AS Board Job descriptions **without** the major structural changes of moving management responsibilities of ASP, KUGS, KVIK, ROP, ESP and Alternative Transportation from the AS Vice President for Business and Operations to other Vice Presidents.

Further move to direct the AS VP for Business and Operations **to develop a concept for a task force or another group that will be established to better investigate, understand, and present recommendations to improve the management structure of the Associated Students**, with the understanding that the structure, scope, and objective for this task force will be brought back to the AS Board for approval by the third meeting of Spring Quarter and that the task force will begin convening as soon as possible thereafter.

Further move to direct the AS VP for Business and Operations in conjunction with the AS President and the Director of Student Activities **to develop an appropriate remedy for the excessive work load of the VP for Business and Operations, with the understanding that the remedy will not substantially change the job requirements of the VP for Business and Operations**. The proposed remedy will be brought back to the AS Board for approval by the third meeting of Spring Quarter and will be in effect for no longer than the position length of the 2012-2013 VP for Business and Operations.

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

- B. AS Childcare Voucher (10 minutes) Ellermeier Doc. 8  
 Maute-Gibson proposed changing the description of the award and the first essay question.

*MOTION ASB-12- W-39 by Peters*

Approve the AS Childcare Voucher with a change of the description to: "... WWU student-parents who demonstrate a need for financial assistance for childcare in order to be a successful and engaged student." Also change question one to read "Why do you feel that you qualify for this voucher? Tell us about your children."

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

*Orallo-Molinario joined the meeting.*

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

- A. Job Description Changes (15 minutes) Peters Doc. 6  
 Brockman would like to add "serve on the Ethnic Student Center Steering Committee" to the Assistant Business Director's job description. This will be more efficient because they will be able to answer budget questions during the meetings instead of in multiple outside meetings. Majkut thinks that there was not great communication between the ESC Admin and there should be continued conversations about this change, partially due to the rationale. The Women's Center Support Staff was tabled at the last meeting and therefore will be looked at on Friday. The Board needs to acknowledge job descriptions with minor changes. This could be done as a Consent Item in a one week process. This year they will look at each one by one. Peters moved to table the Personnel Office Coordinator job description Richards seconded. 7-0-0, passed.

Assessment Associate Director only had 5 hours per week during spring quarter allotted last

year because they were unsure what work would happen. Now spring quarter is a time for prepping the offices that will be participating in assessment the next year. There was a mistake on the hours it says 19 instead of 17. Majkut said there is no guarantee that the funds will be available during the budget process.

Arvizu moved to approve the Assessment Associate Director job description as stated in Doc. 6. with the change to 17 hours per quarter for fall and winter. Deng seconded. 6-0-1, passed. Arvizu moved to approve the AS Environmental Center Coordinator job description. Maute-Gibson seconded. 7-0-0, passed.

Arvizu is concerned that the ESC staff hasn't seen this change. Majkut doesn't feel that attending Steering was the issue, but more how that affects the rest of the job that was a concern. He will make a commitment to follow up with the staff on this.

Duot moved to approve the Assistant Business Director job description with the change to a non-voting member on Ethnic Student Center Steering Committee. Peters seconded. 7-0-0, passed.

Arvizu moved to approve the AS KVIK Coordinator job description. Orallo-Molinaro seconded. 7-0-0, passed.

Peters said that this position gets paid at the same level as the AS Directors. This is not paid out of the AS, but by the Alternative Transportation Fee. Majkut suggests looking up the documentation when this was created and he suggests passing the job description without the salary so that they can look into this more. Majkut feels that there should be some communication with the Alternative Transportation Fee Committee, however the salary would have been set by the AS, because it is an AS position. Brockman said this was currently posted, but any changes would be sent to applicants.

Arvizu moved to approve the AS Alternative Transportation Coordinator job description with the redaction of the specific salary pending the Personnel Committee looking into the appropriate wage, which will then come back to the Board for final approval. Maute-Gibson seconded. 7-0-0, passed.

Brockman said that he believes the Tactical Assessment Program changes to the Veterans' Outreach Coordinator job description have been included, but they were not substantial.

Arvizu moved to approve the Veterans' Outreach Center Coordinator job description. Peters seconded. 7-0-0, passed.

Peters moved to approve the AS Personnel Director job description. Maute-Gibson seconded. 7-0-0, passed.

Peters moved to approve the AS Personnel Assistant Director job description. Orallo-Molinaro seconded. 7-0-0, passed.

*MOTION ASB-12- W-40 by Peters*

Approve the job descriptions in Doc. 6 with the stated changes.

Second:                                 Vote: 7 - 0 - 0                                 Action:

**VIII. INFORMATION ITEMS - Board\***

A. AS ESC PR Computer Request *(5 minutes)* Duot Doc. 9

Duot said that the Public Relations Coordinator doesn't have a computer to work. He often uses his personal computer, but this doesn't have access to the AS drives. The AS VU Tech Committee has recommended this to the Board. Richards feels like they have given three or four computers to the ESC. From her observations, when she is in the ESC, they are always being used. She is just wondering why they have seen so many requests this year. Peters clarified that this would be the fifth computer this year. The four computers were a follow-up from previous commitments through the TAP process to provide computers for students in the ESC. Ellermeier said that the ESC is a unique office in that there are spaces for students who are not AS Employees to spend time. This proposal is for an AS employee to be able to work, because there are two coordinators and one computer. Duot said that when the Student

Outreach Services Academic Advisor position was created they gave one of the two computers for the student staff to this staff position. Peters said that when they passed the Sexual Awareness Center computer earlier this year it was because there were three employees in the office, he doesn't feel there is a one employee to one computer ratio expectation. One of the implications of continuing to introduce more machines into the organization is that they have a reserve funds for a 5 year replacement cycle. Every time that they grow the number of computers, they increase the expectation of funding that reserve. Maute-Gibson said that currently for AS employees, each office has their computers and no student who is not an AS employee is allowed to use their computers for personal use. Maute-Gibson clarified that the ESC is the only office that provides computers for student use and therefore employees should not be using these for work. Majkut said that the Activities Center has a computer for club use. He does feel that having employees use these ESC computers creates a dilemma. Maute-Gibson asked about bandwidth and network usage and the effect of adding more computers. Majkut doesn't believe that there are significant issues in terms of bandwidth. Arvizu wondered if the two positions have looked at options of coordinating their schedules. When she worked another office they had to coordinate 6 schedules for use of 2 computers. She thinks that 2 computers for 2 employees for this level of money seems unnecessary. Also in her work with the Student Tech Fee she is very aware of the maintenance costs for new machines. Duot said that the demands for poster creation and other work that the PR Coordinator does with the clubs he needs a computer and access to the AS drives. Maute-Gibson said that while she understands this she thinks that there are a lot of offices that has one computer per employee. She also thinks that if there are only two employees and they are in the office at the same time then that is a very limited time for students to have access to a student employee during the day.

#### IX. CONSENT ITEMS *(subject to immediate action)*

##### A. Committee Appointments

###### Academic Honesty Board

Becky Wood (SAGB.UJAB)	Experimental Psychology	2 <sup>nd</sup> Yr. Grad
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###### Diversity Achievement Award

Julia Kelley	French	Senior (WTA, LAC)
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###### Election Board

Julia Kelley	French	Senior (WTA, LAC)
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###### Outstanding Faculty Award

Julia Kelley	French	Senior (WTA, LAC)
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###### Peter J. Elich Award

Emily Green	Biology	Senior (Student Tech Fee)
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Duot would like to talk to Dr. Ojikutu about the Diversity Achievement Award Committee. Maute-Gibson said that Julia Kelley no longer serves on Legislative Affairs Council.

*MOTION ASB-12-W-41 by Orallo-Molinario*

Approve Consent Item A excluding the Diversity Achievement Award appointment.

Second: Peters                      Vote: 7 - 0 - 0    Action: Passed

#### X. STUDENT SENATE REPORT

#### XI. BOARD REPORTS

#### XII. OTHER BUSINESS

A. Iris Maute-Gibson reported that she will be going to Olympia on Thursday the last day of the regular session. She invited people to join her. There is a special session about the budget.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 8:41 A.M.**