

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

Thursday, June 6, 2013

VU567

AS Board Officers: *Present:* Ethan Glemaker (President), Victor Celis (VP Academics), Carly C Roberts (VP Activities), Hung Le (VP Bus Ops), Deng de Duot (VP Diversity), Patrick Stickney (VP Governmental Affairs) and Katie Savinski (VP Student Life)

Student Senate Representative: Christian Correa, AS Student Senate Chair

Advisor(s): Kevin Majkut, Director of Student Activities

Guest(s): Kaylee Galloway

MOTIONS

ASB-13-S-41 Approve the minutes of Thursday, May 16, 2013. *Passed*

ASB-13-S-42 Purchase Club Hub Equipment for \$5150 from the AS New Equipment Budget. *Passed*

ASB-13-S-43 Approve the AS Demographics Menu with the stipulations that Le contact the Equal Opportunity Office before implementation and that the document returns to the Board as a Consent Item. *Passed*

ASB-13-S-44 Approve the Assessment Rotation update. *Passed*

ASB-13-S-45 Approve \$2,300.00 from the AS Reserve to pay for the AS Ballot Drop Box. *Passed*

ASB-13-S-46 Support the Health Services Fee with no increase, with the option that if the state mandates a salary increase, the AS Board supports a fee increase of up to \$2 per quarter to accommodate these costs. *Passed*

ASB-13-S-47 Approve Consent Item A Spring Committee Appointments. *Passed*

ASB-13-S-48 Table approval of the AS Branding Guide for the 2013-2014 AS Board to vote on no later than the first meeting in September. *Passed*

ASB-13-S-49 Approve the 2013-2014 AS Scholarship Recipients. *Passed*

Ethan Glemaker, AS President, called the meeting to order at 6:10 p.m.

I. APPROVAL OF MINUTES

MOTION ASB-13-S-41 by Stickney

Approve the minutes of Thursday, May 16, 2013.

Second: Roberts

Vote: 7 - 0 - 0

Action: Passed

II. REVISIONS TO THE AGENDA

Stickney requested moving Information Item C to Action Item A. Savinski seconded. Vote:6-1-0 Passed Majkut feels that suspending the ByLaws seems like a better process than moving to Consent Items. Consent Items are for items that need no additional information or have already been reviewed. Le said it can be difficult to schedule with Facilities Management and they would like to put in the request right away. Celis requested moving Info Item B to Action Item B because all of the fees will be presented to the Board of Trustees next week. Le seconded. Vote:7-0-0 Passed.

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

IV. INFORMATION ITEMS - Guests*

V. ACTION ITEMS - Guests*

A. Club Hub Equipment Purchase

(10 minutes) Le Doc. 1

Le said there were no changes from last week and he heard no concerns.

MOTION ASB-13-S-42 by Roberts

Purchase Club Hub Equipment for \$5150 from the AS New Equipment Budget.

Second: Stickney

Vote: 7 - 0 - 0

Action: Passed

B. AS Demographics Menu*(10 minutes)* Le Doc. 2

Le added "asexual" to sexual identities and changed Native American to American Indian/Alaska Native. Roberts asked if there was a reason that American was stricken from Asian-American. Roberts has never seen European American as an identifier. Stickney said that many of the documents are Asian/Pacific Islander and not Asian American/Pacific Islander. Duot thinks that there are many things that should be looked at in this document and they should put it off. Majkut thinks that the Equal Opportunity Office has expertise in this area and it would be good to connect with them. It could be passed now and then not implemented until September. Le would prefer passing this contingent on working with the EOO. Roberts is not a fan of passing things before they are ready. She thinks that there are some things that students are at the forefront of, even ahead of typical ethnic demographic categories. Roberts supports this project and thinks it will be great to have standardization. Le will work with the EOO. However, he doesn't want the work that the Management Council and Von Volkli did this year to go to waste and have to come back to the Board again. Savinski would like to table it. Le is disappointed that no one raised this concern to him over the week and the item is being put off and requiring him to go to EOO during finals week. Duot suggested contacting other universities about this as well. An amendment by Savinski to Table the AS Demographics Menu to be seen next week as an Action Item seeing that the identity information is reviewed with EOO failed 3-4-0. Duot doesn't think they should pass this until it is ready because they should not pass something that will cause conflict. Roberts thanked them for all their hard work this year.

MOTION ASB-13-S-43 by Stickney

Approve the AS Demographics Menu with the stipulations that Le contact the Equal Opportunity Office before implementation and that the document returns to the Board as a Consent Item.

Second: Celis Vote: 6 - 1 - 0 Action: Passed

C. Assessment Rotation- update*(5 minutes)* Le Doc. 3

Le said that the only part which changed was the addition of a timeline for the Recycle Center and the Child Development Center reports to come to the AS Board for review during the second and fourth years of the rotation.

MOTION ASB-13-S-44 by Roberts

Approve the Assessment Rotation update.

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

VI. PERSONNEL ITEMS *(subject to immediate action)***VII. ACTION ITEMS - Board*****A. AS Ballot Box***(15 minutes)* Stickney Doc. 6

Stickney said the Representation & Engagement Programs Office has been talking with Debbie Adelstein, Whatcom County Auditor since the beginning of the year. There was a piece of legislation proposed to require ballot drop boxes. Central has a ballot box on campus which has the campus logo, AS logo and all other required information to be an official box. The legislation did not go through but they still thought it was a great idea. Jim Schuster and Greg McBride looked for the best space and decided it will be to the left of the entry to the Bookstore. The cost is \$2,300 and this is probably a high estimate. There will be a vinyl cover on it to help prevent vandalism. They are hoping that this will be installed before the next election. In the past staff were required at the ballot box, so this will save money eventually. He thinks this will be a great way to have the ballot box be available for Western. Le said that Schuster is excited and is even talking about opening up High Street so that people can drive up.

MOTION ASB-13-S-45 by Roberts

Approve \$2,300.00 from the AS Reserve to pay for the AS Ballot Drop Box.

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

B. Health Fee-Discussion *(10 minutes)* Savinski Doc. 5

Savinski said this is a summary of what the Health Services Fee is currently doing for students and an acknowledgment that the \$70 fee is not set to increase. Glemaker had a conversation with Dr. Coughlin today and they discussed the salary increase that might be included in the state budget. Coughlin requested the Board approve the document with no fee increase with an option to increase the fee by \$2 if there is a mandated increase of professional staff salary. Roberts feels like they have been nickel and diming increases and would like to have a more holistic view of how much they have increased fees in general for students. Duot said if the state mandates this, then it is ok. He would like to know how these increases affect students. Majkut said the Board doesn't have the authority to approve the recommendation. So the word "allow" is not necessarily appropriate. Roberts thinks that it is important to support the people that support students in terms of staff and faculty. Savinski and Stickney dittoed. Stickney feels that staff do not normally get the same increases as faculty. Majkut said that the Health Center doesn't receive state fees. He believes that if the state mandated raises and there was no increase in the fee they would have to cut in other areas of the Operational Budget. Stickney feels that the Health Center is already understaffed. Savinski feels that these services are becoming more and more vital to the university in terms of mental health services, etc. Majkut said there was intent for the fees to come to the Board all at the same time and he would like this to happen next year if possible. Glemaker said they would have seen these earlier but the group was waiting on the legislature to make a decision and eventually submitted it in this way due to lack of movement by the legislature.

MOTION ASB-13-S-46 by Celis

Support the Health Services Fee with no increase, with the option that if the state mandates a salary increase, the AS Board supports a fee increase of up to \$2 to cover these costs.

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

VIII. INFORMATION ITEMS - Board*

A. AS Assessment Tablets *(10 minutes)* Le Doc. 4

For the past two quarters AS Productions have been using IPOD Touches to gather survey information at the end of an event. They do three beneficial things: reduce staff costs in transferring from paper to electronic, reduces paper use, and are more efficient. Each of the events they collect anywhere from 10-35% forms, but using the touches they have been getting at least 20%. Le would like to implement this AS Wide. This proposal is for a pilot program to check out items to the AS. He would like to try 3 different tablets. At the end of the year he would come back and report success rates. He has worked in ATUS for 4 years and checks out equipment, so he feels that he can build this program. Roberts added her support as someone who worked in AS Productions. The paper forms are not a good use of time. Kudos to Cathy Dang for her work on this. Stickney clarified that these would be programmed to load to Survey Monkey. Stickney thinks that if this is the case and is only using online then he doesn't think it matters which kind it is. Le isn't comfortable deciding on one without trying it out. Savinski thinks this is an interesting request and she knows from experience that using the electronic survey is more interesting and accessible to students. Duot wondered if three were enough. Le said they will purchase more if the pilot works. Le feels that he can faithfully use the tablets and not misuse them. Stickney dittoed. Glemaker supports trying this at university committees because many others use tablets and there are many documents. Celis dittoed.

B. AS Budget *(20 minutes)* Le Doc. 7

Le moved this into report form. The Operational Budget summary said that the operations grew by \$100,000. They did not end up getting that much funding in the vote at Services & Activities, so they will be deficit budgeting this year. Le would like to create a centralized business platform this summer and give every budget authority their approved budget line by

line. The document doesn't explain why budgets were changed because each office will get this in detail. He included notable changes, budgets that were absorbed or split, and rounded all budgets to nearest \$50. Le said that they wanted to pull out programming publicity from ESC wide publicity but were unable to correctly identify the funds used for this so they are deferring this decision to next winter. Le will be working on the grant section to help SPAC with assessment of success of these pilots. Overall they spent down the reserves by \$88,000. There are 92 budgets. Now there are 32 increases and only 11 budget reductions (7 of these budgets were asked for, 2 were Le's budgets). There were only 2 budgets cut without requesting. Stickney thinks this is very complete. Duot said that Le is really good at this and thanked him. 4 dittos. Duot said that there was a question about the Low Rider Show. Majkut said it was originally a grant from the Ethnic Student Center with the hope of making the show self-supporting. They would return to the ESC if more funding is needed. Roberts would like more information about the Outdoor Center. Glemaker said that this is a well put together document and is very accessible. Le said that he spoke to Stickney and Galloway about the higher cost of Lobby Day. He feels with the amount of people that they are hoping will attend next year the increase is needed from \$7,000 to 9,000. Last year they didn't really account for an increase in hotel and transportation costs. Galloway is also hoping to increase the number of students who would be attending. ESC Building Unity increased from \$450-\$1,250. This year the costs were around \$1,050. They would like to go to Lakewood next year. Duot has seen how Building Unity has run for 3 years. He feels that the food they had was not something that would sustain people. Glemaker would like to see the Student Development Lund be advertised to all AS Employees. The Personnel Office would like to fund less large scale travel and more small funds such as for the ESC Retreat.

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

A. Committee Appointments

AS Green Energy Lee Committee

Ashley Selvey	Environmental Policy	Lreshman
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AS Legislative Affairs Council

Matthew Hilliard	Political Science & Chinese	Junior
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Daniel Edgel	Politics/Philosophy/Economics	Lreshman
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Olin Johansen	Political Science/History	Junior
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Blake Bishop	MBA	Graduate
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AS Structure and Programs Advisory Committee

Theo Bickel	Political Science	Junior
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Academic Coordinating Commission

Kathryn Green	Geology	Sophomore
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Academic Honesty Board

Lorena Garcia	BAE Earth Science	Junior
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Cold Beverage Contract Committee

Jeffrey Stiles	Linance	Junior
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Committee on Undergraduate Education

Matthew Hilliard	Political Science & Chinese	Junior
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Parking Appeals Board

Christopher Brown	Secondary Education	Graduate
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Student Academic Grievance Board

Elizabeth Sigurdson	Psychology	Senior
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University Judicial Appeals Board

Olivia Charles	Psychology	Senior
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Michael Lantz	Political Science and History	Senior
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University Planning and Resource Council

Kathryn Green	Geology	Sophomore
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Roberts wanted to highlight that this was a goal for the Board during the summer in terms of support for the committee system. Monger thanked the Board because it will be good to start committee meetings a little earlier next year.

MOTIONASB-13-S-47 by Stickney

Approve Consent Item A Spring Committee Appointments.

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

B. Branding Guide

(5 minutes) Roberts Doc. 8

Roberts said that this guide is not complete enough to come to the Board and there is not time to finish it before the end of the quarter. They are hoping to pass this sometime before the end of summer. Le wants to think about how to hold the people they supervise more accountable. Roberts felt that since this was an institutional goal and had been seen at a work session, the tabling of it might need to be passed, but would like to have a longer timeline. Glemaker thinks that they should officially approve this. Stickney thinks it would be important to have this approved before fall training. Celis thought that they were close with the Branding Guide and feels that this is a realistic timeline. Roberts said it isn't in as good of shape as they would think it had been. The new Board would need to be trained thoroughly before they are in a place to offer informed suggestions. Celis said that they are taking out a large portion of the branding guide with the promotional guidelines. He feels confident they can get it done. Glemaker said that there is time for this Board to make more comments.

MOTIONASB-13-S-48 by Celis

Table approval of the AS Branding Guide for the 2013-2014 AS Board to vote on no later than the first meeting in September.

Second: Stickney Vote: 5 - 0 - 2 Action: Passed

C. AS Scholarship Recipients

(10 minutes) Glemaker Doc. 9

This document was not online because scholarship applicants have not been notified at this point and it is not ideal to find out scholarship status by seeing these documents. Glemaker congratulated all of the scholarship recipients.

MOTIONASB-13-S-49 by Stickney

Approve the 2013-2014 AS Scholarship Recipients.

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

X. BOARD REPORTS

President

Ethan Glemaker reported that Duot and he met on the final day of the suspension term [Friday, May 31st] and Duot again demonstrated sufficient improvement and has goals for further improvement. They are excited to have him back and it has been wonderful. The President's Task Force on Equity, Inclusion and Diversity has been able to share goals and will have a retreat over the summer. The Board of Trustees meeting is Thursday and Friday, he will be introducing the new board. Internships should be almost complete, if they haven't reached 15 hours in their internship they should step up their game and schedule around finals. The Real Food Challenge will be potentially be aiming for 20% Real Food by 2020. They will be forming real food working group that will advise. Once the new calculator is released they will renegotiating the goal. Legacy documents will be reviewed by Glemaker next week.

VP for Academic Affairs

Victor Celis reported that in a lot of senses he is done. He finished all of his committees, which is the biggest part of his job. Monday will be the joint meeting with the new faculty Senate. He is really excited about this. The new Board has been invited and most people can make it. He

has ideas that he is excited to share. The Tech Fee final meeting happened and they are looking at making changes to operational guidelines to see how to best serve the students. They have seen a lot of requests for equipment that are replacements because departments don't have the funding to replace them. They are trying to discourage this because they don't think this is the place of the student technology fee. They included "innovative" technology in mission and will be encouraging faculty members to reach out and collaborate with students on projects. He feels that there will be a lot of good things happening next year.

VP for Activities

Carly C Roberts reported that the last Activities Council was last night and their budget total was down to \$80. This is very close to her goal of spending all the funds allocated to the council. There is a grant about suicide prevention which would support having a staff person at Western to help get things rolling. Roberts sent off a letter of support for this today and took information from the guiding documents. She is excited to get additional support for the Disability Outreach Center and Queer Resource Center to get more connected to other parts of campus and have some more support. She has been getting student concerns from people in Club Sports because they have made moves to be in line with University Branding. From what she understands the branding changes happened three years ago and have been slowly rolling out. There may be cause for student representation in these decisions. Savinski is disappointed that she was not involved in any conversations about these changes (other than with Roberts). There is an issue with students not being involved in decisions made by the university about their funds. Fast week she was at the National Conference for College Women Student Readers with 700 leaders from across the nation. She wasn't sent with AS funds, but is excited to bring information back. There were some empowering workshops. She would like to bring wage negotiation next year to work on steps forward

VP for Business & Operations

Hung Te reported that has been working with Nidia Hernandez on summer training. He has been interning the new Business Director and they are excited about summer projects. Management Council had old and new staff and they discussed some ways to improve the council. Divestment spoke to Stephanie Bowers and one of the Foundation Governing Board members gave a presentation about what the Foundation does for Western. Other summer projects include the Services & Activities fee restructure and centralized budgets.

VP for Diversity

Deng de Duot reported that steering went well. This year they approved \$27,000 for Ethnic Student Center programs. He feels everything was done well and Pabelo has developed a good tracking system for ESC Club events. Duot really appreciates everything that he has done. Guizar's training is going well and he is learning a lot from her. He thinks she has what it takes to be in this position. Building Unity went very well and he is excited to see more financial support behind this. The ESC End of the Year Banquet was after Building Unity. They had fun and also cried because many are graduating. The President's Task Force on Equity, Inclusion, and Diversity met and concluded their work for this academic year. He met with Kristen French and introduced Guizar because the Center for Education, Equity and Diversity has been added to the VP for Diversity tasks. He will be introducing her to many people who will be working with her next year. He feels that Guizar has more knowledge than he has.

VP for Governmental Affairs

Patrick Stickney reported that Legislative Affairs Council approved funding to send 6 students to the United States Student Association Student Congress. He will be making decisions and filling out expenditure requests in the next week. The House released their budget compromise which he feels is back pedaling. The budget cut \$261,000 from Western and caps tuition increases at 3% and still has a required 5 million proviso for Computer Science and Engineering

(this will need to be rebased from other areas). It is not looking good right now. Today Rachel Cochran from the AS legal Information Center was on the radio to talk about Rental Inspection. She was able to talk about the problems that student face. The Internship with his successor is going well and he is also having an internship for his new position.

VP for Student Life

Katie Savinski reported that AS Transportation Advisory Committee will be creating a priority agenda for Galloway and Eckroth for next year. She is excited for this. Her internship with Eckroth is going exceptionally well and they are just about done. The Green Energy Fee Expo was last week and Celis attended with her. Glemaker has been having end of year conversations about real food. They have all been working really hard on water bottle initiative all year. She received an email from Leonard Jones, Director of University Residences a few hours ago. I want to confirm with you via email our intent of proceeding forward in actualizing the initiative. I will immediately examine written contractual agreements, analyze financial impacts and engage our vendors in discussion with the goal of implementation as soon as practicably possible. For your memorializing needs, I will shortly send something on letterhead as well. Thank you for your leadership and commitment to this initiative. They will be taking some of the funding from the Cold Beverage Contract, which usually funds events, to cover the losses from this change. Savinski thanked everyone on the Board for supporting every endeavor that has come their way in relation to this. She thanked Glemaker for being the voice as the President for getting this pushed forward. Savinski congratulated Students for Sustainable Water and enormous thanks to Sara Purington and Carolyn Bowie. There were many dittoes. As far as she was able to see they are the largest public university to ban bottled water.

XI. OTHER BUSINESS

- A. Le said that Personnel Committee made a decision and this was appealed. It is unclear what will happen but otherwise will come to Tuesday's Board Meeting as a Personnel Item in executive session.
- B. Monger said that the AS Board Assistants did a SWOT analysis today that lasted 2 hours. They came up with some really great ideas for additional improvements for next year. They have done phenomenal work this year and showed it in their knowledge at this meeting.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 8:00 P.M.