

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

Friday, December 11, 2013

VU 567

**AS Board Officers:** *Present:* Carly Roberts (President), Josie Ellison (VP Academics), Hung Le (VP Bus Ops), Mayra Guizar (VP Diversity), Kaylee Galloway (VP Governmental Affairs) and Robby Eckroth (VP Student Life) *Late:* Jarred Tyson (VP Activities)

**Advisor(s):** Lisa Rosenberg, Assistant Director of Student Activities

**Guest(s):** Emily Hanna and Sara Wozniak, AS Women's Center; Caylyn Rolph-Tate, Patrick Eckroth, Sarah King

**MOTIONS**

- ASB-13-F-42** Approve the minutes of December 6, 2013. *Passed*
- ASB-13-F-43** Approve Women's Health Night as a gender-targeted event. *Passed*
- ASB-13-F-44** Approve the inclusion of the Rental Safety Proposal in the Local Legislative Agenda. *Passed*
- ASB-13-F-45** Approve job description for Western Students Give Back Coordinator to be funded \$1,200 out of Discretionary Reserves [LXXRES] with the stipulation that an assessment be completed by March 1<sup>st</sup> regarding need to extend the position into spring quarter. *Passed*
- ASB-13-F-46** Approve \$5,000 in the form of an underwrite for Viking Lobby Day from AS' Operating Enhancement [LXXENH] to Legislative Affairs [LXXLAL]. *Passed*
- ASB-13-F-47** Approve Consent Item A- Committee Appointments. *Passed*
- ASB-13-F-48** Approve the 2013-2014 AS State Legislative Agenda as amended. *Passed*
- ASB-13-F-49** Appoint Sara King to the Western Students Give Back Logistics Coordinator position. *Passed*

**Carly Roberts, AS President, called the meeting to order at 5:03 p.m.**

**I. APPROVAL OF MINUTES**

*MOTION ASB-13-F-42 by Galloway*

Approve the minutes of December 6, 2013.

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

- II. REVISIONS TO THE AGENDA-** The Legislative Agenda was moved to later in the meeting to allow for all Board Members to vote on this as they are making a statement on behalf of the student body. Note: Many items were moved around to accommodate the attendance of all Board members.

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

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

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

- A. Women's Health Night gender-targeted event                              (15 minutes)    Guizar Doc.1  
There are no changes to this document.

*MOTION ASB-13-F-43 by Galloway*

Approve Women's Health Night as a gender-targeted event.

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

- C. Rental Safety Proposal    (10 minutes) Galloway, Eckroth, Roberts Doc. 3

Carly Roberts, AS President said this proposal is well thought out and Theo Bickel deserves a lot kudos for his hard work. Many dittoed.

*MOTION ASB-13-F-44 by Roberts*

Approve the inclusion of the Rental Safety Proposal in the Local Legislative Agenda.

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

D. Western Students Give Back Job Description *(20 minutes)* Roberts Doc. 4

Hung Le, AS VP for Business & Operations recommends that this be funded out of the AS Discretionary Reserve Fund. These funds are available for use for new things. The Operational Enhancement is for things that already exist in the budget. Robby Eckroth, AS VP for Student Life thinks that makes sense and was well laid out. 2 dittoed. Kaylee Galloway, AS VP for Governmental Affairs appreciates the added bullet point with possible tasks. She is still a little hesitant on the name, but feels it is acceptable. Carly Roberts, AS President checked LinkedIn.com to see if there were comparable positions out there and feels that this will be a good title for the future of the student in the position.

*MOTION ASB-13-F-45 by Le*

Approve job description for Western Students Give Back Coordinator to be funded \$1,200 out of Discretionary Reserves [FXXRES] with the stipulation that an assessment be completed by March 1<sup>st</sup> regarding need to extend the position into spring quarter.

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

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

A. Viking Lobby Day Budget Readjustment *(10 minutes)* Galloway Doc. 5

Kaylee Galloway, AS VP for Governmental Affairs said that changes appear in bold. Galloway said that the numbers budgeted for the year didn't take into account the bus for the WSA Lobby Day. At this point they need to approve this budget in order to have the 112 registered students attend. She requests a little wiggle room, because it is an underwrite whatever is not used will go back into the account. Carly Roberts, AS President thinks this is a well-reasoned document and is a good use of student dollars.

*MOTION ASB-13-F-46 by Roberts*

Approve \$5,000 in the form of an underwrite for Viking Lobby Day from AS Operating Enhancement [FXXENH] to Legislative Affairs [FXXLAF].

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

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

A. Committee Appointments

Recreation Center Advisory Committee

Macey Knecht	Marketing	Freshman
Caitlin Upshall	Political Science	Freshman

*MOTION ASB-13-F-47 by Ellison*

Approve Consent Item A- Committee Appointments.

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

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

A. AS Salary Determination Policy *(15 minutes)* Le Doc.6

Hung Le, AS VP for Business & Operations said that this is a pre-information item. The changes to this are very substantial and so he wanted to show this to the Board before the AS Personnel Committee approves it. They are really approving two things, the Salary Determination Policy and the Salary Schedule which is the Excel program to help calculate pay. There were four issues

1. What were the justifications for the pay proportions being different for each position? 2. Minimum wage changes each year, changing the salary base. (As time has passed there is compression because they have to increase the lowest level but, due to the freeze there was not any increase in higher positions.) 3. Salaries are prorated over the term of position and do not relate to workload, this causes confusion. (Management Council said that it was worth it to have confusion but still have students being paid over the breaks.) 4. Irregular positions don't fit the Salary Structure Tool.

Personnel Committee came together and discussed this over many meetings suggesting these changes. The facilitator of the process used to be the AS Business Director who could consult with AS Personnel Committee. They changed this to be equal amounts of responsibility on each. They also decided to put everything that determines the tool into the policy.

It starts with the base hourly rate. The base will be 3% above minimum wage. This is partially because minimum wage typically increases about 1.5% per year. This 3% will create a buffer and cut down on adjustments and paperwork halfway through the fiscal year. Te added that if there is a freeze all salaries are frozen unless the positions fall below minimum wage.

Secondly, they created the rationales for the differences in the pay based on the hierarchy of the AS including more responsibilities. They added what a salary structure means and they really want to offer a more competitive wage to get talented students working in the AS.

Starting at the beginning of the calendar year the Personnel Committee will set the new base rate for the next fiscal year. The trainings are included in the salaried pay. The first step in the salary schedule is to figure out the hours needed for each position and then determine the hourly wage for each position. Roberts said that there are some positions who are granted a set number of hours to prepare for fall quarter. Such as 30 hours for special events to plan VU Tate Night. Then Management Council had resounding support for keeping the positions prorated to offer a steady income. Te said that in the event of a resignation or termination the Personnel Director will adjust their pay accordingly as they may have been over or under paid.

The reason that they are coming up with the base salary for the next fiscal year in January is that about half-way through winter quarter is when the budget requests come in. This will also help the AS President and AS VP for Business & Operations because they will have these final numbers when they approach the Services & Activities for their requests for the next year. Each year the budget for salaried employees will increase by the same amount that minimum wage increases. This really reflects the cost of living increases students face. Te also included a section of principles including student development, economic incentive, professional development, and balancing the funding of the operational budget.

Te then showed the Board the calculations for the Salary Schedule as laid out in the documents and with some more specifics for each position. Part of the way they came up with the new calculations was to make sure that it wouldn't be too dramatic the first year or place too high of a demand on the Operational Budget. Te said that under these calculations, no one loses any money and most positions gain money. The projected change in salaries for the AS will cost is \$6,119 next year. Originally they thought that they may need to find an additional \$30-40,000 dollars. The next year the difference may be more like \$8,000 for an increase in the minimum wage.

The new calculator has the hours for each position per quarter and any irregular hours, multiplied by the hourly wage to reach the total pay for the position which will be distributed equally over all of the time they are in the position, including the breaks. Guizar gave kudos to Te. He put in a lot of hours and a lot of work.

He asked that feedback be sent to Nidia Hernandez, AS Personnel Director. Kaylee Galloway, AS VP for Governmental Affairs would like base hourly rate and 3% to be reflected throughout the document. Te is not positive that it will be staying at 3%. It used to be that the base was about \$0.60 above minimum wage, so they are not sure if they will keep the base at 3%.

Tisa Rosenberg, Assistant Director of Student Activities encouraged the Board to think about this because she is still unsure of the percentages for each position. Currently the rate for Directors is

21% above and Assistant Coordinators and the new rates are 15%. She is not sure if this is enough to reflect their increased responsibility. She feels that these percentages may be changed by Personnel Committee before it comes to the Board. Roberts asked what the reasoning was for the pay differentials. Le said he didn't want to rock the boat too much between this year and next year. They focused on three main positions: coordinators, directors, and vice presidents. Then in between this are the rest of the positions. They were determined at 5%, 15% and 33% were the rates for those groups. At 30% the VPs would make \$250 less than they currently do. They increased this rate so that there wouldn't be a loss for these positions. [There has not been an increase to these positions in 5 years.] Everyone between this they split the difference between the other positions. Based on their level of responsibility. They decided that the Assistant Directors were closer to Coordinators, whereas Associate Directors were closer to Directors. The goal was to get close to what they currently pay people but also to have clean differentials. AS Personnel Committee has discussed this this at three different meetings. Carly Roberts, AS President said that this was a very good document. Many dittoed. Te concluded with the solutions to the four issues: the proportions are now defined, the base level is based off minimum wage and adjusts yearly eliminating compression, Management Council said they wanted pay prorated and they are trying to figure out how to pay people for the additional hours in the first paycheck, the new tool works horizontally for each position. Another benefit is that the Business Director and the Personnel Committee share responsibilities. It is not currently in the AS Business Director's Job description to do this, but he will add a stipulation to the motion. He feels that this really strengthens the policy and putting the drivers into the policy will make it easier to understand. Roberts thinks that separating out the training helps a lot because it does take away from the time that someone could be working a second job before classes begin.

*The board took a break at 5:45p.m. and returned at 5:53p.m.*

## **X. BOARD REPORTS**

### **President**

Carly Roberts had nothing to report because the meeting was only 3 business days ago.

### **VP for Academic Affairs**

Josie Ellison had nothing to report.

### **VP for Business & Operations**

Hung Le reported that that the Outdoor Center budgets will be reviewed by the finance manager and Business Director. He is hoping that they will be approved for the rest of the year.

### **VP for Diversity**

Mayra Guizar reported that she is working with the Personnel Office on mid-quarter trainings and possible diversity trainings. She is also working on how to give information back to the AS from the Oregon Students of Color Conference. She is in the planning stage for the closed sessions at Lobby Day.

### **VP for Governmental Affairs**

Kaylee Galloway reported that Viking Lobby Day registration closed with a total of 115 students registered. She is looking forward to engaging these students. She is happy to fill out the ERs now that there is a budget readjustment. So far the plan is to have everyone meet at 9 am in the VU to depart at 10 am. There will be lunch in Olympia and then everyone will get a tour in the daylight of the capital campus, which was a recommendation last year because it looks different at night and is harder to navigate to meetings the next day. Then check-in at 4, following that there will be dinner and workshops. There was talk of opening a third closed space for queer identified folks. President Shepard might be able to do the breakfast remarks. There will be a nice

catered meal for dinner. There was a productive meeting with the Representation and Engagement Programs and Western Votes about the legislative session. They are thinking of doing four days of action: one federal, two state, and one local for rental safety.

### **VP for Student Life**

Robby Eckroth reported that he was contacted by parking to find out if AS students would be willing to participate in a demo of the new online parking system which would allow for citation payments and signing up for parking online. He has 3 people who have offered to participate. Le said that the city of Bellingham ticketing system is easy to use, Eckroth thinks they are moving towards this type of system.

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

- B. AS State Legislative Agenda (15 minutes) Galloway Doc. 2
- Kaylee Galloway, AS VP for Governmental Affairs said that the letter has gone through many drafts. The first draft was last meeting, second is in the documents and she passed out a third draft. She changed the structure of the signatures to highlight the VP for Governmental Affairs and AS President because these are the positions that legislators see most frequently. Galloway chose the cover picture from the Western Today and was excited because it showed students, in front of Carver Gym, and it also captures the gloomy wetness of Western. The language on the front cover was changed from last year and used the AS objective to give an idea of the AS role on campus. The graph is from the WA Student Achievement Council that shows state funding relevant to tuition revenue. The two lines showing funding not only intersect, but are beginning to flip to the burden being primarily on the students. Galloway said that the pictures of the college should be in color. Galloway suggested having it on 11x17 paper folded in half. Change the last goal to read, "Securing funding for the renovation of Carver Academic Facility". If anyone notices any grammar and formatting errors they can be corrected before printed. Robby Eckroth, AS VP for Student Life had concerns about ending a sentence with "ways of doing this." Hung Le, AS VP for Business & Operations suggested "Our three priorities reflect three different ways of achieving this goal." Carly Roberts, AS President complemented Le on his suggestion. Capitalize Legislative Agenda throughout the document. Header should read "2014 ASWWU Legislative Agenda."

***Tyson joined the meeting at 6:10 p.m.***

*MOTION ASB-13-F-48 By Le*

Approve the 2013-2014 AS State Legislative Agenda as amended.

Second: Ellison Vote: 7 - 0 - 0 Action:

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

### **A. Executive Session**

Robby Eckroth, AS VP for Student Life will be abstaining from this vote. The Board entered into Executive Session to discuss a Personnel Appointment. The Board moved into Executive session at 6:20 p.m.

***The Board entered Executive Session to discuss a Personnel Matter. The AS Board resumed open session at 6:42 p.m.***

The Board thanked the candidates and were very impressed with their submissions. They only examined the information that was provided for them and did not take into account any outside information. The candidate that was selected was chosen was due to the many and varied existing relationships and experience they have with the campus community and Bellingham community. The Board hopes that all of the candidates will remain involved and apply for positions within the Associated Students.

*MOTION ASB-13-F-49 by Guizar*

Appoint Sara King to the Western Students Give Back Logistics Coordinator position.  
Second: Tyson                      Vote: 7 - 0 - 0                      Action: Passed

### **XIII. OTHER BUSINESS**

A. Hung Le, AS Vice President for Business and Operations announced that this was his final meeting of the AS Board of Directors. He submitted his resignation letter to the Personnel Office earlier this week for personal reasons. He will be working over the winter holiday to create transitory documents and a legacy document. His last day will be January 6<sup>th</sup>. There will be a public election to fill the vacancy. He really enjoyed his time working with the Associated Students and hopes that the things he has done have been a benefit to Western Students and the organization for years to come. Lastly, He wishes the Board all the best for the rest of this year. Mayra Guizar, AS VP for Diversity said that she appreciates everything that Le has done for the last year and a half. He has done a lot of work and put in a lot of hours. There were many dittoes.

Kaylee Galloway, AS VP for Governmental Affairs said “Hung, I want to thank you for your service to the Associated Students. I whole-heartedly believe that you have been one of the most valuable members of the Board and the AS as a whole since the beginning of your involvement. I believe that you have done so much good during your time on the Board and have been integral in taking this organization to a whole new level. I also want you to know that I will miss having you on the Board. You have been an incredible friend, colleague, and mentor. You will be greatly missed.”

Robby Eckroth, AS VP for Student Life thanked Le for everything he has done.

Jarred Tyson, AS VP for Activities said that everything Le has done is inspiring and he is really excited to see where Le will be a few years from now.

Jarred Tyson, AS VP for Activities knows that wherever Le will be, he will be successful and will be benefiting the organization he works for.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 6:50 P.M.**