

# Western Washington University Associated Students Board of Directors Meeting

Friday, January 31, 2014

VU 567

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

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

**Guest(s):** AS Club Activities: Kasey Koenig, Giselle Alcantar-Sotu; Western Front: James Heafne, Mikaela Imepero, Lisa Hansen, Alexis Henry; Katrina Haffner; Clinton Kvistad, Queer Resource Center; Joseph Levy, Representation & Engagement Programs; Richard Van Den Hal, Business & Financial Affairs; Rick Benner, Facility Development & Capital Budget; Darin Rasmussen, Public Safety; April Markiewicz, PTAC, Huxley College

## MOTIONS

**ASB-14-W-11** Approve the AS Local Liaison as a salaried position with the remainder of this year's wages being funded from the AS Reserve Fund (FXXRES) and directing the budget committee to find funding for this position in the next fiscal year. ***Passed***

**ASB-14-W-12** Approve \$1500 in the form of an underwrite for Washington Student Association Statewide Lobby Day transportation from AS Operating Enhancement [FXXENH] to Legislative Affairs [FXXLAF] pending a request that LAC considers funding up to 100% of the transportation for the event from [FXXLACF], ***Passed***

**ASB-14-W-13** Approve Consent Item A. Committee Appointments. ***Passed***

*Carly Roberts, AS President, called the meeting to order at 3:07p.m.*

## I. APPROVAL OF MINUTES

**II. REVISIONS TO THE AGENDA-** hold Info Items B & C until the guests are able to be at the meeting.

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

## IV. INFORMATION ITEMS - Guests\*

- A. Comprehensive Review of the Parking System (15minutes) Doc. 1 Roberts
- Four administrators came to give the Board an update on the status of a comprehensive review of parking which began nearly two years ago. Rich Van Den Hal, Vice President for Business & Financial Affairs came to Western about 3.5 years ago and heard across campus that people had concerns about parking. There were issues with a lack of transparency in the finances of the parking, there was concern about a sustainable budget and they didn't have good long term plan. There were concerns from Deans in colleges because they weren't able to get their programmatic needs met. Public access to campus was a concern. There also wasn't a transparent process for setting fees. The review of operations was an opportunity to enhance customer service and increase efficiency. They didn't have a good parking lot maintenance plan or action plan for the capital projects. They wanted to tackle this in a collaborative and inclusive way. They brought back the Parking and Transportation Advisory Committee (PTAC) and worked with Presidents cabinet to make sure that many stakeholders were involved. They also started the Parking & Transportation Capital Implementation Advisory Committee. They need to work together to come up with a system that they want and are willing to pay for. It has to be a balancing act. There is also an internal review of the internal operations to make sure they are delivering a high level of customer service. April Markiewicz from PTAC said they were originally charged with looking at rates and lot assignments. The goal is to have an income greater than the costs, right now this is not true and they haven't been able to create a reserve for lot maintenance. Phase 1 last year was to

look at parking fees for non-employee and non-student fees. They also looked at fines and increasing them. They also looked at the costs that were being charged to parking services that were actually providing services to the whole university such as employee bus subsidy, RPZ zones around campus, and looking at a fee for Tincoln Creek to handle maintenance in that area. They were hoping for some areas to be taken over by the university. The institution took over some costs totaling almost a half million dollars from parking services. They would like to have the sustainable transportation program staff and some public safety staff funded by the university. They are looking at gradual rate increases to try to get fees back up to where the market is for this area. The fees are under review by the university Vice Presidents. Parking services is extrapolated to be about 1 million dollars in the red. This year they will be looking at parking rates and fees for students and employees. They are looking into more technology to help students find free parking spots, such as an app for smart phones. They are also looking into a clear communication plan with the campus community.

Rick Benner, Facilities Development, Capital Budget Director and University Architect said that there needs to be physical improvements to the lots. They looked at the Institutional Master Plan that was created in 2001, what has happened since then, as well as any proposals that they had researched in the past. They hired a consultant to look at the gravel lots on South Campus that have issues from a maintenance standpoint. They are having storm water management issues in those areas. The consultant recently came back with a price tag for paving lots and improvements. They will need about 5 million dollars. They also needed to look at the roadways in south campus and whether the current layout is optimum. There are some overlap between the advisory committee and capital committee, and some new people. Darin Rasmussen, Public Safety reviewed operations. T2, the software for permits and citations is currently being integrated with university systems Banner and Cashnet. This will provide increased customer service and will go online Monday, February 3, 2014. They reviewed all of the job descriptions for public safety which includes parking services and also IT people, enforcement officers and overall parking services. This is an ongoing process, they continue to make improvements.

Through PTAC they looked into the finances. The results of their work last year is a budget through 2017 based on current operations with no additional Capital projects built in. This does not include the 5 million for South campus or an amount to save for parking structures. This is their starting stake because had they done nothing, the operating revenues would not be sustainable. There was some funding put aside for parking garages. They wanted to make sure that they were putting in some funding for maintenance. What they will have to work on is updating revenue, the expenses that the university took over, and estimated time when they can start to do projects. They would like to create a maintenance plan as well.

The cost of permits will be increasing to help with these extra costs. There hasn't been any sizable increase in the cost of permits since 2005. Van den Hal doesn't like the no increase for a few years and then a huge increase one year plan. They are hoping to spread this out over a several years and build in inflation so that there aren't any surprises. They would like to have this plan complete by late spring or early summer of this year. All of the minutes and charge & charters are available online to help with transparency.

Roberts thanked them for presenting. She appreciates how proactive they have been. Roberts asked what the AS Board could provide that would be the most helpful for the committee as they consider the process. Van den Hal said that helping them figure out how to notify students of changes would be good. Roberts said when it gets to the point where there is a final package, it would be good to see those come through the Board information in order to show student consent. She knows students will be very excited to hear about improvements to the C lots in the future.

- D. AS Activities Council Travel Funding (15 minutes) Doc. 4 Tyson  
Jarred Tyson said that this proposal was drafted this week. This is a reflection of the immediate

needs of students and club leaders. Kasey Koenig, AS Club Coordinator is in her third year on Activities Council. Most of the requests for this committee come earlier in the year. Last year they had a slower start and ended up using all the funding by the end of the year. As of the last meeting Activities Council they has \$1,608 dollars left and \$2,000 in requests for next week. They were funding at about \$200 if it was a small group traveling. This year they have cut down to \$100-150. At the end of the year last year they funded Neuroscience club to attend a conference, but the carry over process from F Y 13 to FY 14 did not happen as planned. Therefore normal \$14,000 budget, was more like \$11,000. They had hoped to cover this with decreased levels per person but they have had 150% increase in number of requests and the amount of people being sent to conferences. DECA for example usually sends about 15 to regionals and this year it is closer to 40. AC would like to request this funding to cover the hit that they took at the beginning of the year this year. Tyson thanked Taylor Franks for making the trends line graph. Tyson said that the current motion is to take it out of Operational Enhancement, but he feels that it would be more appropriate to take this out of reserves. Also there is not enough funding in Operating Enhancement. They also want to change the funding to be sent to the FXXCLC account. Section 5a in reserves said that it acts as a safety net for sudden unforeseen expenses, Tyson believes the \$3,000 that was supposed to come out of last year's funding fits this fund. Roberts thinks that investing in clubs is one of the best things they can do as the Associated Students because it reaches so many students. 4 dittoes. It is a great idea to have it come from reserves. Roberts said that purchase orders didn't get in before the end of the fiscal year. The \$3,000 that was left over from last year in the fund eventually becomes part of the reserves. So in reality this is taking that money back out and added \$1,000 for more demand. The important thing is that people were still able to go. Majkut said that the funding last year was being allocated last year was for something that was happening this year. This is unusual with how funding is usually allocated. Ellison said that this is a great proposal and the funding should come from the reserves. Galloway is in favor of this because it is a large part of the AS and there are over 250 clubs. She was able to receive some funding as a student last year and feels that it is important. Majkut asked if there was the possibility of reallocating from other budgets within Activities Council. Koenig said that the current trends are close to what happened last year. They did not want to take away funding for all students for activities that are happening on campus, so that a few students can do things off campus. Majkut thinks that in adding funding to this budget, they are setting an expectation that increased funding will be available in the future. There are a lot of things that are set to be added into the budget for next year. They requested numbers from the Finance Office to help put together a better picture of the needs in the budget for next year and Reserves actual amounts but this may take a while to complete.

#### B. Queer Experience

(15 minutes)

Doc. 2 Guizar

Clinton Kvistad, Queer Resource Center Assistant Coordinator said that the Queer Experience is similar to the Vagina Memoirs. The hope is to keep the casting call and the auditions targeted to students who identify as queer or trans. Then there is a 6 week writing and bonding activities to help students craft what memoir is best to them. The only targeted part is the casting call, everyone is invited to attend the performances. Kvistad said there was a feeling that allies are helpful, but the program offers a place for students who are silenced often to have a place to speak. Guizar feels that it is very important to have spaces to feel safe to talk about experiences. 3 dittoes. Ellison said that, as someone who identifies as queer, it is great to see these safe spaces for students. Majkut said that when events are limited and students who pay the fees are denied access to events they need to make sure that there is a compelling government interest. Majkut didn't see compelling interest in how it changed the program from last year. He agrees that it is good to have safe spaces for groups. He is more asking what the compelling reason is to have this space targeted. Roberts said that before people who were family members of queer or trans identified people may have shared and she wondered how

targeting the program changed it from 2012 to 2013. Kvistad said that the 2012 cast was all queer and trans folks. He thinks that it would be hard to have someone who has not had a direct experience in the group because of the personal stories and experiences being shared. If there is someone in the cast who is straight someone may not feel comfortable sharing something because it might hurt the straight person's feelings. Guizar dittoed. There are other places to share for allies. Ellison said that a safe space can help someone who isn't necessarily out to other people. Students would know that they are in a space where people will accept their identity. People who are able to attend the performance are then brought into what it is like to be queer or trans. Galloway said that in her growing process she has come to recognize the need for identity spaces, about a year ago she didn't understand or know why this was important. Galloway thinks that identity spaces being closed is compelling enough as it is and it is their responsibility as representatives to honor this.

- C. Queer Music Night (15 minutes) Doc. 3 Guizar
- Clinton Kvistad, Queer Resource Center Assistant Coordinator said that Open Mie nights at the Underground are important, but this night would highlight queer and trans artists. In going to a normal Open Mie night, performers aren't sure that everyone in the audience will be accepting. The purpose of this program is to give space to perform and be heard. Roberts asked if this event was thought of partially in response surrounding Macklemore's Same Tove song popularity [which is a straight white man speaking about queer topics and how other queer people are silenced]. This is an opportunity to introduce another side of artistry that people aren't necessarily exposed to. There are discussions happening about these topics right now. Roberts asked how they will decide if the music is appropriate because she wanted to ensure that everyone's rights are being protected. She clarified that these are not to be discouraging, just to ask questions. Roberts wondered if they could just advertise that there will be queer performers, and market to targeted groups without having it be a specifically AS targeted event. Kvistad feels that it adds something to the event to have it targeted. Roberts asked if the event could be successful if this doesn't pass. Kvistad said that unlike the Queer Experience this program could move forward if not targeted. There are auditions for the event so there is time to chat with artists before the event. He will also be watching out for harmful messages. He will talk to them about what it means to them to perform etc. Roberts said that the audition process makes sense. Roberts asked if there is a standard process for determining who gets to participate. Kvistad said that for Queer Experience there is a worksheet that they will fill out. Then they try to determine the most marginalized groups and who hasn't had a chance to speak. They are also looking for a wide range. For music night it is mostly if they can play music and their lyrics aren't problematic. Roberts would like to know the criteria the QRC staff will use to choose the performers when this item comes next week. Roberts is curious about how they would define problematic. Kvistad is looking to avoid things using a lot of slurs, implying racism, etc. Roberts thinks that it can be appropriate to practice a small amount of censorship in the AS but she would like to utilize some resources to help. The Board wants a safe space, and also wants to ensure that the QRXC staff is protected and by having established criteria. Majkut thinks that there are resources online and thinking about what they are trying to accomplish is more important than what would be excluded.

## Y. ACTION ITEMS - Guests\*

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

*The Board took a break at 4:15p.m. and reconvened at 4:30p.m.*

## VII. ACTION ITEMS - Board\*

- A. AS Local Liaison Job Description and funding (10 minutes) Doc. 6 Galloway
- This was a work study position, but was left unfilled. This was brought to the Board as hourly position, then it was filled, and after only a few weeks in it was increased to 14 hours because

there wasn't enough time. This is the third time it has come to the Board and they are requesting to make this a salaried position. Personnel Committee reviewed this and looked at the responsibilities in terms of whether the three posted office hours were appropriate, but felt that many of the duties for this position are performed outside out of the office. Most of the office hours are used for check-in times and to be available to the campus community. Guizar didn't want the position to be limited or not able to attend meetings because of the hourly structure. Levy said that the position just doesn't fit into an hourly structure anymore with the travel, email checking responsibilities throughout the day, etc. He is very glad that the position was created because it is important unanimous dittoes. Roberts thinks that it is really apparent how important this position is and she cannot say enough about how well Levy has done this year. Unanimous dittoes. She has really relied on this position. She doesn't see why they should carry on with this as a grant based program anymore based on the importance of it. If they are going to change the structure they may as well request for this to be added into the operating budget. Tyson is amazed that this position wasn't in existence in the past. As a student organization this is essential and he feels that to do the amount of work they need to do a salaried position would be in the best interest of the position. Galloway said that there is a lot of 15-20 minute things that are happening throughout the day with this position that doesn't lend itself to an hourly position. There was a miscommunication about including travel in the hourly pay so he was underpaid by almost 10 hours. She would love to see this included in the operational budget right now. This is the third time that this position has come before the Board. Majkut said that there is about a million dollars in the reserves total which are allocated in different areas. He doesn't think that this is a problem in funding this position for the rest of the year.

*MOTION ASB-14-W-11 by Roberts*

Approve the AS Local Liaison as a salaried position with the remainder of this year's wages being funded from the AS Reserve Fund (FXXRES) and directing the budget committee to find funding for this position in the next fiscal year.

Second: Tyson

Vote: 6 - 0 - 0

Action: Passed

- B. Washington Student Association Lobby Day Funding Request (*10 minutes*) Doc. 5 Galloway
- Galloway checked with Bellair and if they downgrade to a 36 passenger bus it is only \$100 less and they have up to 24 hours before the event to cancel. The goal is to recruit for the 56 passenger bus. This is an over estimation and she anticipates it to be \$1,300. Roberts thinks this is great and they need to fund this, but she is concerned about the balance of Operational Enhancement, this would take them down to \$1,938. In looking at what has been requested out of the fund, there was already \$5,000 allocated for Lobby Day. Galloway said that the only fund that would make sense to pull from is the Legislative Action Fund (LXXLACD), she is not sure there is time to request out of that fund. Galloway said that there needs to be due diligence in the budget requests because these budgets have been underfunded and are now taking opportunity costs from other areas. Roberts thinks that they should have a conversation about the subsidy rate for VLD etcetera they should have the per student costs for the lobbying efforts which can assist in making decisions. Galloway said that they could possibly split the costs with LXXLACL pending approval. The Washington Student Association Lobby Day is different than VLD. Since it is less organized and scheduled. The draft schedule is 9-10 am training with agenda and how to lobby, then networking opportunities, followed by a rally with two representatives speaking, lunch and then from 12-3 workshops, legislative meetings and tours are available. Meetings will be happening with different campuses, and this is a great opportunity. Galloway thinks that this is a good opportunity to have a more accessible lobbying experience and meet students from across the state. Roberts said they could approve the full amount as an underwrite requesting that the LAL consider contributing some funding to this. She would like to preserve about \$3,000 in Operating Enhancement for anything needed for the second half of the academic year. Majkut said that the Legislative Affairs Council is a creation of the Board to carry on part of the Board's work, so the Board retains all of the authority. They have the ability to grant from the

FXXLACF. However, if the board jumps over the committee then the Board pays a different price organizationally. The WSA dues are paid out of the LACF and therefore it makes sense to fund activities for the WSA. Galloway said that this event request was included in the operating budget. She has created a budget and the LACF has funding divvied up into where they would like to spend it from for the year.

*MOTION ASB-14-W-12 by Roberts*

Approve \$1500 in the form of an underwrite for Washington Student Association Statewide Lobby Day transportation from AS Operating Enhancement [FXXENH] to Legislative Affairs [FXXLAF] pending a request that LAC considers funding up to 100% of the transportation of the event from [FXXLACF].

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

## VIII. INFORMATION ITEMS - Board\*

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

#### A. Committee Appointments

##### Peter J Elich Award Committee

Maia Hanson	Biology/Math	Junior
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Ashton Griffen Physical Education and Health Education	Senior
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##### Carl H. Simpson Award

Maia Hanson Biology/Math	Junior
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##### Outstanding Faculty Leadership Award Committee

Anna Kellogg	Political Science	Freshman
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##### Committee on Undergraduate Education

Patrick Eckroth Environmental Policy	Freshman
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##### Academic Calendar Committee

Patrick Eckroth Environmental Policy	Freshman
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##### AS Election Board

Zach Dugovich Political Science	Senior
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\* *Mason Thaut and Kevin Yen no longer serve on AS Activities Council*

#### *MOTION ASB-14-W-13 by Ellison*

Approve Consent Item A. Committee Appointments.

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

## X. BOARD REPORTS

### President

Carly Roberts reported that the Board will be having a work session on section 8.06 of the Employment Policy. There will be a small group meeting before the work session as well as research into what other universities do in this area. Guizar and Roberts attended the Higher Education Legislative Reception which was put on by Western Advocates, University of Washington Impact and Washington State University Impact in Olympia. These are the three largest unified lobbying organizations for higher education in Olympia. The reception was an opportunity to meet people involved in higher education. She gave huge kudos to the people who put this together, especially Eileen Pollet. They are seeing great returns on their efforts and progress in the last few years from the efforts of people in this organization, students, community members and alumni. Kudos to Kacy Cunningham on all of her work with the Assessment process, there have been a few curve balls and she is handling them and is doing awesome. Unanimous dittoes. Kudos to Sarah King, the Western Students Give Back Logistics Coordinator for all of their work. In a meeting Roberts and King put together a list of actions to be taken for the rest of the quarter. It looks like she may have hours that she can use in spring quarter as well. The situation is that she is a student in Human Services and she can continue doing this as an internship. Roberts doesn't know if this is right because she was getting paid for

the same job. This will be a conversation for later. Kudos to Tyson for taking on Facilities & Services, it was not originally delegated to him. Roberts asked people to review the Program Standards before the next meeting.

#### **VP for Academic Affairs**

Josie Ellison gave kudos to Nie Doherty for doing a great job running the AS Special Elections. Unanimous dittoes. Kudos also to Eckroth for his work with the South Campus Shuttle. Ellison is very excited to see this happening. Student Tech Fee will be meeting to discuss the proposals, there are 17 and one from a student. She is excited to see student involvement. The Committee on Undergraduate Education discussed departmental emails and the writing competency courses. Faculty Senate is discussing University Planning & Resource Council restructuring to allow for easier departmental input into the Capital Budget. Enrollment Fee funding gets money from the fees collected when students accept their place at Western. There is about \$40,000 to go to winter pilot programs for Freshman Interest Group. The rate of students under 2.0 is much lower if they have participated in similar programs.

#### **VP for Activities**

Jarred Tyson reported that the VU Gallery had their closing reception for In Motion a student showcase of arts which went well. The Underground Coffee House will have Superhero Trivia on February 3<sup>rd</sup>. AS Pop Music is working on the SPAC process and are looking at making the Pop Industry Conference run more smoothly by having a specific position for that event. They would also like to work with the AS Board to make the Large Event Loan Fund more accessible. The Club Hub is having Club Showcase starting on February 10<sup>th</sup> they have 40 clubs signed up. Activities Council they had the largest attendance with about 30 people. There is an obvious demand for club funding. Jeopardy had a little hiccup and the Editor in Chief had to resign because of scheduling complications. They had to have an emergency meeting of Student Publications meeting to find an editor which will be Taneum Bambrick. He met with Jim Schuster, Director of VU Facilities to discuss how the rest of the year will play out for Facilities & Services \$25,000 budget for VU improvements. Students can request funding from this budget for new equipment or changes in the office. The Club Hub had some improvements last year and it was great. The funding is there, offices just need to ask for it.

#### **VP for Diversity**

Mayra Guizar reported that the Black Student Union Dinner is on February 8<sup>th</sup>. Guizar and Roberts attended President Shepard's Minority Employment Council Reception and it was a lot of fun and good to mingle with important people from the university. Also President Shepard's Blog Post discussing diversity on campus, she encourages all to read this. Personnel Committee approved the AS Salary Determination Policy which will be coming to the Board. Job Description updates are due today and will be reviewed Tuesday. PC is also assessing the AS Employment Policy and the Code of Conduct. The Personnel Director is asking the Board to start looking at the Board sections of the Employment Policy.

#### **VP for Governmental Affairs**

Kaylee Galloway reported that Senate Bill 6523 called the REAL Hope Act passed 35-10-4. This act is equivalent to House Bill 1817 the DREAM Act which allows students who are undocumented to access the state need grant. SB 6523 also had a 5 million fiscal note to further fund the state need grant. This is a huge victory and students have been fighting for it for years. They know that this is closely tied in to in-state tuition for Veterans. They used this to help pass the bill. This is the first bill of the session. The AS Local Liaison continues to work with the community to petition for additional lighting in Laurel Park. Mayor Kelli Linville released her Rental Safety Proposal, it is not perfect, but is a step in the right direction. The Washington Student Association Lobby Day is February 14<sup>th</sup> there are still spots available and she encouraged people to recruit. The WSA Organizing Director will be visiting Western next week. Legislative Affairs Council (LAC) has begun looking at the AS Federal Agenda. LAC is

also passing the Public Safety Proposal, and reviewing the Rental Safety Resolution. They will be tracking bills and taking stances at the Board soon. Please get Lobby Day notes to Galloway and make calls to Legislators.

#### **VP for Student Life**

Robby Eckroth reported that the Alternative Transportation Fee Committee met and discussed the new potential shuttle routes to share with the Western Community during Transportation Week at the end of February. They are also approving funding for the AS Alternative Transportation Coordinator and Sustainable Transportation Manager to attend the Transportation Association of University Transit Conference in April. He attended last year in his role, and found it a great way to become familiar with other universities transportation systems. The Real Food Challenge Committee met to prepare a presentation for the Residence Hall Association to show how fees may change if the Dining Hall were to shift to 30-40% Real Food. The university is currently at 16.82% Real Food at the dining hall. It would be equivalent to \$25 per student per year to reach this goal. The Environmental & Sustainability Programs are hosting and Environmental Fobby Day on February 17<sup>th</sup>.

#### **XIII. OTHER BUSINESS**

*The meeting was adjourned by acclamation at 5:11 p.m.*